

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING AGENDA**

May 11, 2017, 6:00 PM

**Lebanon Community School District Office
485 S. 5th Street, Lebanon, Oregon 97355**

A. WELCOME

1. **Call to Order**
2. **Flag Salute**
3. **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.

B. GOOD NEWS/COMMUNITY COMMUNICATIONS

C. GENERAL BUSINESS

1. **Report:** AVID Senior Data (Enclosure C-1) -*Page 3*
2. **Policies** (Enclosures C-2) -*Page 17*
 - a. **Informational Only:** Revised Board Policy ARs
 - i. EFA-AR: Local Wellness Program -*Page 18*
 - ii. EFAA- AR: Reimbursable Meals and Milk Programs -*Page 31*
 - b. **Action:** Adopt Board Policies on First Reading
 - i. EFA: Local Wellness Program - rewritten -*Page 38*
3. **Action:** Adopt 2017-2019 Administrator Working Conditions (Enclosure C-3) -*Page 46*
4. **Action:** Approve 2017-2020 Assistant Superintendent Contract (Enclosure C-4) -*Page 52*
5. **Discussion:** Policy BK: Evaluation of Board Operational Procedures (Enclosure C-5) -*Page 55*

D. DEPARTMENT REPORTS

1. **Finance**
 - a. **Information Only:** School Fee Rates (Enclosure D-1) -*Page 56*
2. **Operations**
3. **Human Resources**

E. COMMUNICATION

1. **Board**
2. **Superintendent**

F. CONSENT AGENDA

1. **Action:** Approve April 13, 2017 Board Minutes (Enclosure F-1) -*Page 57*
2. **Action:** Approve April 27, 2017 Board Minutes (Enclosure F-2) -*Page 61*
3. **Action:** Approve Hiring/Transfers/Leave of Absence
 - a. Jeremy Gibson – Language Arts teacher, Lebanon High School – Temporary for remainder of 2016-2017
 - b. Tim Geogehan – 1.0 FTE transfer to Lebanon High School – Associate Principal (2017-2018)
 - c. Geno Bates – 0.1 FTE transfer to Lacombe School – Principal Support (2017-2018)
 - d. Kim Fandino – 0.6 FTE transfer to Lacombe School – Principal (2017-2018)

G. 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

May 25, 2017 District Office – Board Room
June 8, 2017 Pioneer School

Empowering students and teachers

Student voice

Background

Take away

**Essential question:
compare academically against their peer group?**

**Essential question:
compare academically against their peer group?**

**Essential question:
compare academically against their peer group?**

**Essential question:
compare academically against their peer group?**

**Essential question:
compare against their peer group behaviorally?**

**Essential question:
compare against their peer group behaviorally?**

Essential question: opportunity gap for underserved students?

Essential question: opportunity gap for underserved students?

Take away

Your AVID team at LHS

POLICY CHANGES FROM OSBA

LOCAL WELLNESS PROGRAM

Summary

The new rules for the Healthy Hunger Free Kids Act of 2010 were released by the U.S. Department of Agriculture (USDA). The revisions to this policy and the accompanying administrative regulation (AR) reflect the new requirements.

The policy is required if the district participates in the Child Nutrition Programs with the Oregon Department of Education (ODE). The new rules are effective June 30, 2017. This policy will be required as part of the ODE child nutrition audit beginning with the 2017-2018 school year. The AR is optional, and assists the district in clarifying the implementation of this policy.

OSBA, in collaboration with ODE, OEA Trust and the OASCD, has published the *Student Wellness: What School Boards Need to Know and Do*, as a resource guide or implementation of the wellness policy requirements. It is available on the OSBA website by selecting My OSBA, Member Resources and look for the new Student Wellness Handbook. It is FREE for members, downloadable and fillable.

The physical education minute requirements in policy EFA as a result of House Bill (HB) 3141 (2007) and were effective with the 2017-2018 school year. The brackets remain in the sample policy EFA around the language related to the physical education minutes in anticipation of a potential two-year delay on implementing the requirement, due to pending legislation (Senate Bill 4) in the current Legislative session (2017). OSBA will communicate with members when the legislation has been signed by the Governor.

Legal Reference

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b.
OAR 581-051-0306

Collective Bargaining Impact

None

Local District Responsibility

It is recommended that the Board adopt the new sample language for Board policy EFA. OSBA recommends adopting the new sample as provided in its clean form, and rescind any previous version to meet the new wellness policy requirements. If the Board has EFA-AR, review the newly revised sample language, and add the AR to the board's policy manual. The administrative regulation EFAA-AR and changes require board adoption.

Policy Implications

EFA - Local Wellness Program (Required)
EFA-AR - Local Wellness Program (Optional)
EFAA-AR - Reimbursable Meals and Milk Programs (Required)

Local Wellness Program

The district's comprehensive age-appropriate nutrition program will be implemented in district schools in accordance with the following requirements:

Definitions

1. "Accompaniment foods" means food items served along with another food to enhance palatability such as butter, jelly, cream cheese, salad dressing, croutons and condiments.
2. "Combination foods" means products that contain two or more components representing two or more of the recommended food groups: fruit; vegetable; dairy; protein; or grains.
3. "Competitive foods" means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
- ~~4. "Dietary Guidelines for Americans" means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks.~~
- 5.4. "Entree item" means an item that is either:
 - a. A combination food of meat or meat alternate and whole grain rich food; or
 - b. A combination food of vegetable or fruit and meat or meat alternate; or
 - c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters and meat snacks (such as dried beef jerky); or
 - d. Grains only when served in the SBP.
- 6.5. "Food service area" means any area on school premises where NSLP or SBP meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten.
- 7.6. "Meal period" means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
- 8.7. "Nutrition education" means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.

9.8. “Oregon Smart Snacks Standards”¹ means the minimum nutrition standards for competitive foods and beverages.

a. Food items, including accompaniment foods, must:

- (1) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or
- (2) Have as the first ingredient, one of the non-grain major food groups: fruits; vegetables; dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or
- (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
- (4) Have one of the food items above as a second ingredient if water is the first ingredient; ~~or~~ and
- (5) ~~Contain 10 percent of the Daily Value of a nutrient of public health concern based on the most recent *Dietary Guidelines for Americans* (e.g., calcium, potassium, vitamin D or dietary fiber)²; and~~

Meet all the competitive food nutrient standards:

(a) Calories:

(i) Snacks contain no more than:

- 1) 150 calories as packaged or served for elementary level;
- 2) 180 calories as packaged or served for middle school level;
- 3) 200 calories as packaged or served for high school level.

(ii) Entrees contain no more than 350 calories as packaged or served.

(b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served.

(i) Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat and seafood with no added fat.

(c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served.

(i) Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.

(d) Trans fat: contains 0 grams of trans fat per item as packaged or served.

(e) Sugar must be no more than 35 percent by weight.

¹Oregon Department of Education, www.ode.state.or.us

~~²Effective for the period through June 30, 2016. Effective July 1, 2016, this criterion is obsolete and may not be used to qualify as a competitive food.~~

- (i) Exempt from the sugar standard are:
 - 1) Dried whole fruits or vegetables;
 - 2) Dried whole fruit or vegetable pieces;
 - 3) Dehydrated fruits or vegetables with no added nutritive sweeteners; and
 - 4) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).

(f) Sodium:

- (i) Snacks contain no more than ~~230~~200mg sodium³ per item as packaged or served.
- (ii) Entrees contain no more than 480 mg sodium per item as packaged or served.

(g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.

(h) Exempt from all nutrients standards on any day are:

- (i) Fresh, canned and frozen fruits or vegetables with no added ingredients except water.
- (ii) Fruit packed in 100 percent juice, extra light or light syrup.
- (iii) Canned vegetables that contain a small amount of sugar for processing purposes.
- (iv) Sugar-free chewing gum.

(i) Entrees in same or smaller portion served on the day or the day following in the National School Lunch or School Breakfast Programs:

—~~A~~are exempt from the nutrient standards for:

- 1) Calories;
- 2) Total fat;
- 3) Saturated fat;
- 4) Trans fat;
- 5) Sodium; and
- 6) Sugar.

b. Beverages must be:

(1) For elementary level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;

³On July 1, 2016, the sodium standard will reduce to 200 mg per item as packaged or served.

- (b) Lowfat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
 - (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
 - (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
 - (e) Full strength unsweetened fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;
 - (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;
 - (g) Caffeine free, except for naturally occurring trace amounts.
- (2) For middle school level students:
- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
 - (b) Lowfat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;
 - (c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;
 - (d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;
 - (e) Full strength unsweetened fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;
 - (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;
 - (g) Caffeine free, except for naturally occurring trace amounts.
- (3) For high school level students:
- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
 - (b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories;
 - (c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;
 - (d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;
 - (e) Full strength unsweetened fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;
 - (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 12 ounces and 180 calories;
 - (g) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;
 - (h) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.

- c. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.
9. “School day” means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
10. “School campus” means all areas of property under the jurisdiction of the school that are accessible to students during the school day.
11. “Snack” means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls and candy.

Nutrition Promotion and Nutrition Education

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students’ eating behaviors, ~~be based on theories and methods proven effective by research and be reflect evidence based strategies and be~~ consistent with state and local district health education standards.

Nutrition education at all levels of the district’s curriculum shall include, ~~but not be limited to,~~ the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one’s personal eating habits, set goals for improvement and achieve those goals.

~~In order to reinforce and support district nutrition education efforts, the principal is responsible for ensuring:~~

- ~~4.—Nutrition instruction is closely coordinated with the school’s nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible;~~
- ~~5.—Links with nutrition service providers (e.g., qualified public health and nutrition professionals) are established to: provide screening, referral and counseling for nutritional problems; inform families about supplemental nutritional services available in the community (e.g., SNAP, local food pantries, summer food services program, child and adult care food program), and implement nutrition education and promotion activities for school staff, Board members and parents;~~

~~6. In keeping with the district's nutrition program goals, schools will strive toward ensuring all classroom reward or incentive programs involving food items meet the requirements of the district's nutrition policy and regulation (i.e., all foods served fit in a healthy diet as recommended in the *Dietary Guidelines for Americans*, and contribute to the development of lifelong healthy eating habits for the district's students);~~

~~7. Child Nutrition Staff support nutrition education by marketing healthy meals and providing nutrition information to students and families.~~

Food and Beverage Marketing

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment and product purchase or replacement to reflect the applicable food and beverage marketing guidelines established by the district wellness policy.

"Food and beverage marketing" is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

This term includes, but is not limited to, the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
2. Displays, such as on vending machine exteriors;
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards.

Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.

4. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district;
5. Advertisements in school publications or school mailings;
6. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Physical Activity and Physical Education

In order to insure students are afforded the opportunity to engage in physical activity and physical education in the school setting, the following guidelines apply:

1. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of ~~science, math, social studies and language arts~~ all classes or courses as part of a well-rounded education;
2. Physical education will be a course of study that focuses on students' ~~development of motor skills, movement forms and health related fitness~~ physical literacy and development of motor skills;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate ~~motor skills, social skills and~~ knowledge, skills and confidence to become physically literate;
4. All physical education classes will be taught by ~~highly qualified~~ licensed physical education ~~instructors, teachers and/or appropriately licensed teachers as outlined by the Teacher Standards and Practices Commission (TSPC)~~; and
5. A ~~daily~~ Daily recess period(s) will be provided ~~which that~~ will not be used as a punishment or a reward; ~~and~~
- 6.5.
7. ~~Physical education instruction shall be a sequential, developmentally appropriate curriculum that is designed, implemented and evaluated to help students develop the knowledge, motor skills, self management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.~~

Nutrition Guidelines and Food Services Operation

In order to support ~~the a~~ school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP and SBP maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals in accordance with the National School Lunch Act;
4. The school's NSLP and SBP operates to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable ~~federal~~ *Dietary Guidelines for Americans* nutrition standards set by the USDA and the Oregon Smart Snacks Standards. ~~Schools contracting out the food service part of their NSLP and SBP shall form a nutrition advisory committee comprised of teachers, students and parents to assist in menu planning. A nutrition committee comprised of students, family members and school personnel will be encouraged to provide input in menu planning for districts operating their own food service component of the NSLP and SBP. A school or district, that operates or contracts the food service component of their NSLP and SBP, shall form a nutrition advisory committee comprised of staff, students and parents.~~ Cultural norms and preferences will be considered;

6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;
7. Procedures are in place ~~for providing to~~ to provide families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special ~~food~~dietary needs:
 - a. The district will provide substitute foods to students with ~~disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food or foods to be omitted and the food or choice of foods that must be substituted~~ a disability⁴ that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions.
 - b. Such ~~food~~ substitutions ~~will be~~ may be made for students without disabilities on a case-by-case basis when the parent submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietitian or nurse practitioner provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the ~~medical condition or special dietary need that restricts the student's diet and provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being served~~ nature of the child's impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment.
9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
 - a. Tables and chairs are of the appropriate size for students;
 - b. Seating is not overcrowded;
 - c. Students have a relaxed environment;
 - d. Noise is not allowed to become excessive;
 - e. Rules for safe behavior are consistently enforced;
 - f. Tables and floors are cleaned between meal periods;
 - g. The physical structure of the eating area is in good repair;
 - h. Appropriate supervision is provided.
11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. § 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f)(1), § 1766(a)), as those regulations and guidance apply to schools.

⁴To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

Competitive Food Sales

In keeping with federal regulations, the district controls the sale of all competitive foods. Accordingly, the district will select food items that meet the Oregon Smart Snacks Standards.

The sale of foods and beverages in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.

Other Foods Offered or Sold

Foods and beverages sold in classrooms or school-sponsored activities during the school day shall follow the Oregon Smart Snacks Standards.

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

~~School~~Employee Wellness⁵

The district's ~~school~~Employee ~~w~~Wellness ~~p~~Program may include the following:

1. Health education and health promoting activities that focus on skill development and lifestyle behavior that change along with awareness building, information dissemination, access to facilities, and are preferably ~~are~~ tailored to employee's needs and interests;
2. Safe, supportive social and physical environments including organizational expectations about healthy behavior and implementation of policy that promotes health and safety and reduces the risk of disease;
3. Linkage to related programs such as employee assistance programs, emergency care and programs that help employees balance work life and family life;
4. Education and resources to help employees make decisions about health care; and
5. Nutrition and fitness educational opportunities that may include, but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

The district encourages participation from all employees; ~~e~~"Employees" are not limited to instructional staff (i.e., teachers and instructional assistants) but include all administrators and ~~all~~ support staff.

The following groups are seen as essential for establishing, implementing and sustaining an effective ~~school~~employee wellness program:

⁵[This language is optional and not required by state or federal law.]

1. ~~s~~ School personnel who implement existing wellness programs in the district, (i.e., ~~school~~-employee wellness committee); ~~and they may be the~~

2. ~~d~~ District personnel who implement health programs for students (~~such as, but not limited to, e.g.~~ school health coordinator, school nurses, psychologist, health and physical educators, nutrition professionals, counselors and other ~~school~~-staff); ~~and These groups may include~~

3. ~~d~~ Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (~~such as, but not limited to, e.g.~~ ~~b~~ Board members, superintendents, human resource administrators, fiscal services administrators and principals).

Other ~~School-Based~~ Activities that Promote Student Wellness

The district may provide the following activities and encourage the following practices which promote local wellness:

1. Safe Routes to Schools Program

2. Physically active community engagement (e.g., skate night, fun run, dance night);

3. ~~—~~ Nonfood-related fund raisers;

4. Physical activity brain breaks during transitions from one subject to another;

~~4.5.~~ Intramural sports;

~~2.~~ ~~—~~ Foodless fund raisers;

~~3.6.~~ Monthly/Weekly school walks;

~~4.~~ ~~—~~ Assemblies which focus on wellness issues such as obesity and obesity-related diseases, healthy eating and the benefits of physical exercise;

7. The use of alternates to food as rewards in the classroom; ~~and~~

8. Communication between classroom teachers and nutrition staff, so that menus and nutrition promotion can be tied into classroom learning and coursework;

~~Competitive Food Sales~~

~~In keeping with federal regulations, the district controls the sale of all competitive foods.~~

~~Accordingly, the district will select food items that meet the Oregon Smart Snacks nutrition standards. The sale of foods and beverages in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.~~

~~Other Foods Offered or Sold~~

~~Foods and beverages sold or offered in classrooms or school-sponsored activities during the school day shall follow the Oregon Smart Snacks standards unless otherwise exempt by state law.~~

~~Food and beverage items sold after the school day as part of an approved school fund-raising event are not required to meet minimum state requirements.~~

Staff Development

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food services personnel will receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior; food safety; maintaining safe, orderly and pleasant eating environments; and other topics directly relevant to the employee's job duties. The nutrition director is responsible to ensure such training is made available, including, but not limited to, the following:

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Marketing Healthy Meals

The Principal is responsible for the following:

1. Customer service and student and family involvement;
2. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and
3. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;

3. Parents and other family members are invited to periodically eat with their student in the cafeteria;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Nutrition education workshops and screening services are offered;
6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
7. ~~School~~Staff are encouraged to cooperate within their own schools and with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate;
8. ~~School~~Staff encourages and provides support for parental involvement in their children's physical education.
9. Materials promoting physical activity are sent home with students; and
- 8-10. Physical activity is encouraged as a planned part of school-community events.

Program Evaluation

In order to evaluate the effectiveness of the local wellness program in promoting healthy eating, increased physical activity among students and to implement program changes as necessary to increase its effectiveness, the superintendent or designee is responsible for ensuring:

1. Board policy and this administrative regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program, and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
5. Teachers and school nutrition and food services personnel have undertaken joint project planning and action;
6. Teachers have received curriculum-specific training;

7. Teachers provide physical activity instruction and programs that meet the needs and interests of all students;
8. Families and community organizations are involved, to the extent practicable, in nutrition education; and
9. One or more persons within the district or at each school, as appropriate, will be charged with the operational responsibility of ensuring that the policy and administrative regulations are followed and will develop an evaluation plan to be used to assess the district's level of compliance with state and federal requirements.

~~10/08/154/13/17~~ | PH

Lebanon Community Schools

Code: **EFAA-AR**

Adopted: 5/6/10

Readopted: 6/16/11, 1/17/13, 11/13/14,
12/10/15, 6/9/16, 4/13/17

Reimbursable Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

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

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals will be priced as a unit.
3. Reimbursable meals will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals.
4. Annually, the district will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the district in compliance with state and federal laws.
5. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.
6. The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction: Lacomb, Hamilton Creek, Seven Oak & Lebanon High School for breakfast only.
7. The district will implement claiming alternative Community Eligibility at the following schools under its jurisdiction: Pioneer, Riverview, Green Acres, and Cascades for lunch and breakfast.

Application Procedures

8. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals for the students listed on the official document. Districts must access this document at least three times per year.
9. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals for the students listed on the official documents.
10. Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the district annually.
11. On a case-by-case basis, when a student is known to be eligible for free or reduced price meal benefits and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
12. Students who do not qualify for free or reduced price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged "paid" meal prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district's NSLP and SBP.
13. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
14. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP CACFP SFSP.

3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.¹
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP and SBP CACFP SFSP costs as described in 2 C.F.R. 200.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, sex, sexual orientation, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP CACFP SFSP benefits and services, and employment practices with regard to the operation of its NSLP and SBP CACFP SFSP. The district will forward

¹For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child-Nutrition Programs within three days of receiving the complaint.

5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced price meals or direct certification, including students' eligibility for free or reduced price meals and all household information. The district's NSLP and SBP CACFP SFSP operators are not required to release any information from a student's eligibility information. No information may be released from a student's confidential application for free or reduced price meals without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
 - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, CACFP, SFSP or SNAP;
 - b. Any other confidential information contained in the confidential application for free and reduced price meals (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and snacks served for reimbursement will meet ~~the recommendations of the most current Dietary Guidelines for Americans~~ *nutrition standards established by the US Department of Agriculture (USDA) and Oregon Smart Snacks Standards.*
2. Meals served for reimbursement will meet at least the minimum NSLP and SBP CACFP SFSP requirements for food items and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.

5. The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.
7. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.

Use and Control of Commodity Foods

8. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP, and SBP SFSP.
9. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
10. The value of commodity foods used for any food production other than NSLP, SBP, SFSP or snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals served to eligible children.
2. All meals claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal meets NSLP and SBP CACFP and SFSP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals will be trained to recognize a reimbursable meal under the menu planning approach used at the school.
4. The district official signing the claim for reimbursement will review and analyze monthly meal counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

6. The district will maintain necessary facilities for storing, preparing and serving food and milk.

7. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
8. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m. whenever possible.
4. The district will provide substitute foods for students with a disability² that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.
7. The district's meal charging requirements are as follows:

An account for students paying full or reduced price for meals may be established with the district. Students may charge no more than two meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district's charge limit. Students or parents of students may prepay meal costs.
8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
9. Students will be charged for second servings of meals or portions of meals served.

²To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

Record Keeping

The following document will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits has been completed:

1. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity;
7. Records to document compliance with Revenue from Non-program Foods: and
8. Internal program monitoring documents for NSLP, SBP, CACFP and SFSP.

R1/31/17 | PH

Lebanon Community Schools

Code: **EFA**
Adopted: 9/6/09
Readopted: 5/6/10, 1/23/14, 12/10/15
Orig. Code(s) EFA

COMPLETE RE-WRITE - THIS LANGUAGE REPLACES PREVIOUS VERSION

Local Wellness Program

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority and public health professionals will be encouraged in the development of wellness policy. The Board shall establish a Wellness Advisory Committee to advise the district in the creation of the local wellness policy. The superintendent will develop administrative regulations as necessary to implement the goals of the local wellness plan and ensure compliance of such policy.

WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation Plan

The district shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.

The plan will:

1. Delineate roles, responsibilities, actions and timelines specific to each school;
2. Include information about who will be responsible to make what change, by how much, where and when;
3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and

4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

In an effort to measure the implementation of this policy, the Board designates the superintendent as the person who will be responsible for ensuring each school meets the goals outlined in this policy.

Record Keeping

The district will retain the following records to document compliance with the requirements of the wellness policy at the district's administrative offices.

5. The written wellness policy;
6. Documentation demonstrating that the policy has been made available to the public;
7. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate;
8. Documentation to demonstrate compliance with the annual public notification requirements;
9. The most recent assessment on the implementation of the local wellness policy;
10. Documentation demonstrating the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Annual Notification of Policy

The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The district will make this information available through the district website. The district will also publicize the name and contact information of the district or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.

Triennial Progress Assessments

At least once every three years, the district will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce a triennial progress report that will include:

11. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
12. The extent to which the district's policy compares to model wellness policy; and
13. A description of the progress made in attaining the goals of the district's policy.

The district or school will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The district will update or modify the local wellness policy based on the results of the triennial assessments and/or as district priorities change; community needs change; wellness goals are met; new health science, information and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated as indicated at least every three years following the triennial assessment.

Community Involvement, Outreach and Communications

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy through a variety of means appropriate for the district. The district will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, by creating food environments that encourage healthy nutrition choices and by encouraging participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school environment. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students and the community.

School Meals

All schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Fresh Fruit & Vegetable Program (FFVP), Summer Food Service Program (SFSP), Supper programs or others. The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab 'n' Go Breakfast.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day [and extended school day] will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards¹. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards and incentives.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

Physical activity should be included in the school’s daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be withheld as punishment for any reason.

¹[Oregon Department of Education, Oregon Smart Snacks Standards](#)

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards in order to meet the ODE's physical education content standards.

Employee Wellness

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The district's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district will work with community partners to identify programs, services and/or resources to compliment and enrich employee wellness endeavors.

Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide), not just in the cafeterias, other food and beverage venues and physical activity facilities. The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complimentary, not duplicated and work toward the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)
[ORS 332.107](#)
[ORS 336.423](#)

[OAR 581-051-0100](#)
[OAR 581-051-0305](#)
[OAR 581-051-0306](#)

[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

National School Lunch Program, 7 C.F.R. Part 210 (2006).
School Breakfast Program, 7 C.F.R. Part 220 (2006).
Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 Section 204.

R4/13/17 | PH

Lebanon Community Schools

Code: **EFA**
Adopted: 9/6/09
Readopted: 5/6/10, 1/23/14, 12/10/15
Orig. Code(s) EFA

Local Wellness Program

The Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Additional research indicated that healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that promotes healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including but not limited to, physical education and school health professionals), students, parents, the public, representatives of the school food authority and public health professionals will be encouraged. The superintendent will develop administrative regulations as necessary to implement the goals of this policy throughout the district.

Nutrition Promotion and Nutrition Education

Nutrition promotion supports the integration of nutrition education throughout the school environment. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, prekindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

Nutrition Guidelines

It is the intent of the Board that district schools be proactive in encouraging students to make nutritious food choices. All food and beverage items sold to students in a K-12 public school as part of the regular or extended school day shall meet the minimum state and federal standards. Exceptions to this requirement include items that are part of the USDA National School Lunch Program or School Breakfast Program. Other exceptions are foods and beverages provided in the following instances:

1. When the school is the site of school-related events or events for which parents and other adults are a significant part of an audience; or

2. The sale of food or beverage items before, during or after a sporting event, interscholastic activity, a play, band or choir concert.

Although the Board believes that the district's nutrition and food services operation should be financially self-supporting, it recognizes that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the district's NSLP and SBP shall be nonprofit.

The superintendent is directed to develop administrative regulations to implement this policy that address all food and beverage items sold and/or served to students in district schools, including provisions for staff development, family and community involvement and program evaluation. These food and beverage items include competitive foods, snacks and beverages sold from vending machines and school stores, and similar food and beverage items from fund-raising activities and refreshments that are made available at school parties, celebrations and meetings.

Physical Activity

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program for grades pre-K through 12. Physical activity should include regular instructional physical education as well as co-curricular activities and recess. The district will develop and assess student performance standards in order to meet the Oregon Department of Education's physical education content standards.

Reimbursable School Meals

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate reimbursable school meal programs. The superintendent will develop administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. These guidelines shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)(0)).

School Employee Wellness

The District encourages school staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of school employees may also influence the health and learning of students. The physical and mental health of school employees is integral to promoting and protecting the health of students and helps foster their academic success. The district's employee wellness program will promote health and reduce risk behaviors of employees and identify and correct conditions in the workplace that can compromise the health of school employees, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

The district will work with community partners to identify programs/services and resources to compliment and enrich employee wellness endeavors.

Other School-Based Activities

The district will promote district and community-based activities that foster healthy eating and create environments that promote physical activity. Families and the community will be encouraged to provide healthy food choices in all situations where food is served. Educational workshops, screenings and literature related to healthy food choices and physical activity may be offered to families.

Evaluation of the Local Wellness Policy

The Board will involve staff (including but not limited to, physical education and school health professionals), parents, students, representatives of the school food authority, public health professionals, school administrators and the public in the development, implementation and periodic review and yearly update of this policy. The policy will be reviewed every three years. In an effort to measure the implementation of this policy the Board designates the superintendent as the person who will be responsible for ensuring each school meets the goals outlined in this policy. The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of this policy.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

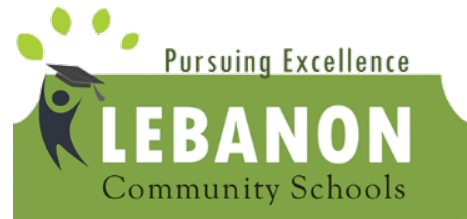
National School Lunch Program, 7 C.F.R. Part 210 (2006).

School Breakfast Program, 7 C.F.R. Part 220 (2006).

Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296 Section 204.

R10/08/15 | PH

MEMORANDUM



To: Board of Directors

From: Rob Hess, Superintendent

Date: April 25, 2017

Re: Admin Working Conditions Revisions

Based upon feedback and further consideration, the Admin Working Conditions document has been revised from three years down to two years and reflects no additional salary increases. Changes from the 15-17 document are still marked in red and the salary schedule reflects the current rate of pay. There are no proposed changes to the salary chart. We added language around trade time to provide flexibility to 11-month administrators when they are required to work during July.

Lebanon Community Schools

ADMINISTRATOR & CONFIDENTIAL COMPENSATION AND WORKING CONDITIONS 201~~7~~5-201~~9~~17

These provisions shall be in effect from July 1, 201~~7~~5 through June 30, 201~~9~~17. The positions covered by these provisions include:

- Elementary/K-8 Assistant Principal (225 days)
- Middle School Assistant Principal (225 days)
- High School Associate Principal (225 days)
- Elementary/K-8 Principal (225 days)
- Middle School Principal (225 days)
- High School Principal (240 days)
- Director of Human Resource and Community Relations (260 days)
- Federal Programs Administrator (225 days)
- College and Career Readiness Director (225 days)
- Special Education Director (225 days)
- Director of Business (260 days)
- Director of Classified and Employee Relations (260 days)
- Director of Nutrition (260 days)
- Confidential Employees (260 days)
 - Executive Secretary
 - Payroll Specialist
 - Human Resource Specialist

1. MEMBERSHIP

The District as approved by the Superintendent shall pay memberships to state and national professional organizations related to the each administrative position.

2. CONFERENCES

Attendance at conferences related to the position shall be determined by the Superintendent and within budget limitations. Expenses to be paid by the District shall be the IRS rate for mileage and in accordance with District travel policy.

3. SICK LEAVE

All administrators shall annually receive one (1) day sick leave per month worked that shall be accumulative for an unlimited number of days. The District will accept up to 160 hours of unused accumulated sick leave transferred in from the most recent Oregon employing district.

4. PERSONAL LEAVE

A total of three (3) days of non-cumulative paid leave per year without explanation shall be granted.

5. BEREAVEMENT LEAVE

All administrators are allowed three (3) days bereavement leave per occurrence with no reduction in salary. Extensions may be granted by the Superintendent. Eligible family members will be equivalent to what is described for the licensed (Certified) staff.

In addition to these benefits, the District shall comply with the Oregon Family Leave Act (OFLA). The paid bereavement leave in this section shall run concurrently with the bereavement leave provisions under OFLA.

The definition of family members in the first stanza of this section is different under OFLA. The bereavement leave under OFLA will apply only for family members listed under the law.

6. LEAVE OF ABSENCE

A short-term leave from one (1) to thirty (30) paid or non-paid days may be granted by prior approval at the sole discretion of the Superintendent or designee. A long term unpaid leave of absence may be granted by the District Board for any reasons deemed appropriate by the Board.

7. INCLEMENT WEATHER

When the Superintendent cancels school due to inclement weather and staff does not report for duty, administrators shall not report to work unless directed by the Superintendent.

8. PERS PICKUP

The District will pay the District contribution and the administrator's contribution to PERS.

9. SERVICE ORGANIZATIONS

Administrators are encouraged to be part of the larger Lebanon community to act as representatives for their schools and the ~~d~~District through active participation in service organizations (e.g., Lions, Rotary, Kiwanis, etc.) Attendance and reimbursement for membership in service organization meetings is approved for interested administrators.

10. SALARY SCHEDULE

A. The following salary schedule shall be in effect for the 201~~7~~5-20~~1~~947 year and shall be subject to the contract year provisions detailed below. Cost of living or salary increases will be equivalent to what is provided to the licensed (Certified) staff.

B. SALARY PLACEMENT: Initial salary placement is limited to 6 years of experience.

Administrators with additional related administrative experience from other public school districts in or out of state may submit requests for placement on a higher step to the Superintendent.

A confidential employee with an Associate’s Degree or higher shall receive a wage differential of \$2,000 per year above the wage rate specified in the salary schedule below.

C. Salaries of administrators and confidential employees are determined by the Superintendent using the following chart:

Position	A 0 years	B 1-2 years	C 3-4 years	D 5-6 years	E 7-8 years	F 9-10 years	Longevity 15 years
ELE/K-8 Assistant Principal	\$77,342	\$78,701	\$80,466	\$82,074	\$83,717	\$85,391	\$87,099
MS Assistant Principal	\$78,920	\$80,498	\$82,109	\$83,750	\$85,425	\$87,133	\$88,876
HS Associate Principal	\$92,327	\$94,173	\$96,057	\$97,979	\$99,937	\$101,936	\$103,975
Elementary/K-8 Principal	\$91,026	\$92,847	\$94,704	\$96,598	\$98,530	\$100,501	\$102,510
Middle School Principal	\$92,847	\$94,704	\$96,598	\$98,530	\$100,501	\$102,510	\$104,561
High School Principal	\$103,510	\$105,580	\$107,692	\$109,845	\$112,042	\$114,283	\$116,569
Director of Human Resource & Community Relations	\$103,510	\$105,580	\$107,692	\$109,845	\$112,042	\$114,283	\$116,569
Federal Programs Administrator	\$91,026	\$92,847	\$94,704	\$96,598	\$98,530	\$100,501	\$102,510
College & Career Readiness Director	\$91,026	\$92,847	\$94,704	\$96,598	\$98,530	\$100,501	\$102,510
Special Education Director	\$91,026	\$92,847	\$94,704	\$96,598	\$98,530	\$100,501	\$102,510
NON-LICENSED DIRECTORS							
Director of Business	\$94,667	\$96,561	\$98,491	\$100,462	\$102,473	\$104,520	\$106, 611
Director of Classified & Employee Relations	\$81,645	\$83,277	\$84,943	\$86,641	\$88,375	\$90,142	\$91,945
Director of Nutrition	\$68,621	\$69,993	\$71,394	\$72,822	\$74,277	\$75,763	\$77,279
CONFIDENTIALS							
Executive Secretary	\$45,277	\$46,132	\$47,055	\$47,995	\$48,955	\$49,934	\$51,876
Payroll Specialist	\$45,277	\$46,132	\$47,055	\$47,995	\$48,955	\$49,934	\$51,876
<u>Human Resources Specialist</u>	<u>\$45,277</u>	<u>\$46,132</u>	<u>\$47,055</u>	<u>\$47,995</u>	<u>\$48,955</u>	<u>\$49,934</u>	<u>\$51,876</u>

11. CONTRACT YEAR

The contract year for administrators will be July 1 - June 30. The Superintendent will annually determine the workdays and non-contract days. It is understood that payments of salary and the obligation of the ~~school-d~~District is subject to the availability of funds and any corresponding ~~d~~District decision to reduce the work year. Eight paid Holidays (see below) are included as part of the workdays for principals:

Memorial Day, President's Day, Thanksgiving Day, Labor Day, Christmas Day, Veteran's Day, New Year's Day, Martin Luther King, ~~Jr.'s~~~~B~~-Day. All 260-day employees have two additional paid holidays: Independence Day, and the day after Thanksgiving.

12. VACATION

All 260-day employees will have 18 days of paid vacation with additional days awarded in years with more than 260 days. (For example, in years where there are 261 workdays all 260-day employees will have an additional vacation day.) Vacation days shall not accumulate beyond thirty-five (35); any vacation days in excess of thirty-five (35) shall be forfeited.

13. TRAVEL

Approved in-district and out-of-district travel will be reimbursed at the current IRS rate for travel.

14. INSURANCE PROGRAM

The District agrees to pay the amount received by the teachers or classified employees, whichever is higher, per month per full-time employee for insurance premiums for each year of this agreement. At the time of retirement, the administrator may elect to continue on the medical, dental, and vision insurance plans available through the District at the administrator's expense until age 65 or Medicare eligible.

15. TUITION

Administrators may request reimbursement of tuition for up to 50% (or vouchers upon availability) of college credit course work related to renewal or completion of their administrative license or advanced degree. In lieu of requesting 50% reimbursement, at the completion of license requirements or an advanced degree an administrator can request 20% reimbursement for the total cost each year until 100% of tuition costs have been met. Tuition reimbursement must be approved in advance of course work. Approved tuition will be reimbursed upon proof of payment and successful completion. Prior to June 30th of each year, proof of payment and successful course completion must be submitted for the 100% tuition reimbursement program.

16. PROBATIONARY PERIOD

Licensed administrators will serve a probationary period of three (3) years.

17. TRADE DAYS

Administrators whose work year is less than 260 days may trade days they work in July or during winter or spring break for days off during the school year (August through June). Permission must be granted in advance by the superintendent to trade days.

187. EVALUATION AND CONTRACTS

Administrators will be evaluated annually in accordance with District policy and regulations. An evaluation conference will be held by February 15, and a written evaluation completed by February 15 of each year. Additional evaluations may be completed at any time at the discretion of the Superintendent.

When a contract administrator's performance needs improvement (other than disciplinary matters) the administrator may be placed on an improvement plan at the discretion of the Superintendent. The time period of an improvement plan will be reasonably calculated to allow the administrator an opportunity to correct the areas of deficiency. At the end of the improvement plan, the supervisor will review the results with the administrator.

Each year by February 15th probationary administrators will receive written notice of the Superintendent's recommendation for renewal or non-renewal for the following school year. Written notice of the Superintendent's recommendation for non-extension of a contract administrator's contract will By February 15th of the second year of his/her contract.

By March 15 of the second year of a contract administrator's three (3) year contract, the Board will act to extend the contract for another year or decline to extend the contract. If the contract is not extended, it expires without further Board action at the end of its term. However, even if the Board does not extend the contract by March 15 of the second year, the Board can offer a contract extension at any time between that date and March 15 of the third or final year of the contract.

The Board will not non-renew or non-extend the administrator's contract without a cause the Board considers in good faith sufficient. An administrator whose contract is not extended by the Board may appeal that decision to the Board by providing notice to the Superintendent no later than April 15 of the same year. The Board will hear and consider the appeal in executive session unless the administrator requests that it be held in a public meeting. Notwithstanding the above, the District may take dismissal action at any time in accordance with law.

198. RETIREMENT

Employees with early retirement benefits will have those benefits grandfathered into their contract.

Working Conditions described above approved this ~~11th day of June, 2015~~ _____ by the Lebanon Community School Board of Directors.

School Board Chair

Robert T. Hess, Superintendent

Bo Yates Contract Renewal no.2

I came down with the flu and was not able to be at the board meeting on the 27th so I asked that my contract be pulled in order that you could ask any questions or get clarification. I wanted the board to have information regarding my contract renewal in order that you can have the time needed in order to thoroughly review it.

My initial contract was basically a copy of Ryan Noses' contract **minus** the money he received for the support of his PHD. Here are the changes that I have made to the existing contract.

1. Date Change
2. My salary increases over the past 5 years are reflected below. For this year my salary is \$121,221. The board can either leave current contract language in and I will receive a raise when teachers receive a raise or we can set my salary at a specific amount and hold it there for the duration of the contract (3years). Currently a yearly step for a certified employee is 2.5%-2.7%. I would suggest a salary at \$125,000.00 not tied to anything. That would equal a 3% increase total over the three years of the contract.

12-13	\$112,000
13-14	\$114,240
14-15	\$114,240
15-16	\$116,913
16-17	\$117,690
17-18	\$ TBD \$125,000.00
18-19	\$ TBD \$125,000.00
19-20	\$ TBD \$125,000.00

3. No change
4. Removal of stipend
5. Increase from \$250 to \$400 per month travel stipend. This covers the millage that I incur which is typically 35-40 miles per day. This is less than what I would receive if I submitted my mileage for reimbursement each month at .53/mile but easier.
6. No change
7. I am asking to be able to cash out my unsued vacation days. I am not typically able to take all my vacation. When the school year is done is when many of the major maintenance operations take place.
8. No change
9. No change
10. No change
11. No change
12. Addition of 403b contribution. I don't utilize district insurance. The funding of a 403b at this amount is cost neutral for the district and allows me to receive the full dollar amount of the insurance benefit.
13. No change
14. No change
15. Changed to reflect that the contract be submitted annually.
16. No change

Lebanon Community Schools

EMPLOYMENT AGREEMENT ASSISTANT SUPERINTENDENT OF OPERATIONS

It is hereby agreed by and between the Board of Directors of the Lebanon Community School District, Linn County School District #9, hereinafter called District, and Bo Yates, hereinafter called Assistant Superintendent of Operations, that the Assistant Superintendent of Operations does accept such employment in accordance with the terms and conditions set forth below:

1. Bo Yates shall be employed as Assistant Superintendent of Operations for the Lebanon Community School District beginning July 1, ~~2014~~ 2017, and shall serve continuously until June 30, ~~2017~~ 2020, unless discharged for good and just cause at any time. Prior to dismissal, the Assistant Superintendent of Operations will receive written notice of the reason(s) for the proposed action, and will be allowed a hearing to respond to the reason(s) either verbally or in writing. If the Board determines that the Assistant Superintendent of Operations position will be eliminated, either due to reorganization or financial funding problems, Bo Yates shall be afforded those rights to layoff and recall protections found in ORS 342.934, as if he had remained an administrator covered by that statute throughout his service as Assistant Superintendent.
2. For the ~~2014-2015~~ 2017-220 school year, the District shall pay the Assistant Superintendent of Operations an annual salary of ~~\$114,240~~ \$125,000 payable in twelve (12) equal monthly payments. ~~For each additional school year, the District shall pay Assistant Superintendent of Operations an annual salary not less than the preceding year, together with such percentage increase as provided by the District for other administrators.~~
3. The District shall pay the District's contribution to PERS and the Assistant Superintendent's contribution to PERS.
4. ~~The District shall pay a \$40 per month cell phone stipend to the Assistant Superintendent.~~
5. The Assistant Superintendent of Operations shall receive ~~\$250.00~~ \$400.00 per month travel stipend.
6. Attendance at conferences related to the position shall be determined by the Superintendent and within budget limitations. Expenses to be paid by the District shall be the IRS rate for mileage and in accordance with the District travel policy.
7. The Assistant Superintendent of Operations shall receive twenty-five (25) paid vacation days annually. Up to thirty-five (35) days worth of vacation may be carried over to a subsequent year; any vacation days in excess of the thirty-five (35) shall be forfeited. Any accumulation consistent with the provisions of this section, ~~to a limit of ten (10) days per fiscal year,~~ may be cashed out by the Assistant Superintendent in June at the current year's rate of pay.
8. The Assistant Superintendent shall receive ten (10) paid holidays annually as follows:

Independence Day	Christmas Day
Labor Day	New Year=s Day
Veterans Day	Martin Luther King Day
Thanksgiving Day	President=s Day
and the day following	Memorial Day

9. Sick leave benefits shall continue to accumulate pursuant to state law.
10. The Assistant Superintendent of Operations shall be allowed three (3) days bereavement leave per occurrence with no reduction in salary. Extensions may be granted by the Superintendent.
11. The District shall provide Assistant Superintendent of Operations with the same health insurance plan provided to its other employee groups. Assistant Superintendent is responsible for any deductibles, co-payments, or other costs that the members of other employee groups pay for district-provided health insurance.
12. The District shall pay 100 percent of Assistant Superintendent of Operations membership charges for COSA and a local service organization, such as the Lebanon Optimist Club.
13. At least once each school year, the Superintendent and Assistant Superintendent shall meet for the purposes of evaluating the performance of the Assistant Superintendent. The date of this meeting shall be on or before February 1st. The evaluation shall be in writing and will become a permanent attachment to the Assistant Superintendent's personnel file.
14. Based upon the annual evaluations, the Superintendent shall submit a recommendation for extension or non-extension of this contract to the Board on or before March 15th ~~of the second year of this contract.~~
15. In the event the Assistant Superintendent wishes to terminate this agreement, he may do so by giving the District thirty (30) calendar days notice in advance of the termination date.
16. The District shall provide Assistant Superintendent of Operations with a \$600.00\month contribution to a 403b account of his choosing.

In Witness Whereof, Lebanon Community School District #9, Linn County, Oregon, has caused this Contract to be executed in its name by its officer and authorized by action at a legally conducted meeting of the Lebanon Community School District Board held on the 3rd day of April 2014 .

LEBANON COMMUNITY SCHOOL DISTRICT #9

Rob Hess, Superintendent (Signature)

Date

Board Chairperson (Signature)

Date

ASSISTANT SUPERINTENDENT

Bo Yates (Signature)

Date

Lebanon Community Schools

Code: **BK**
Adopted: 6/15/98
Readopted: 2/4/10
Orig. Code(s): BK

Evaluation of Board Operational Procedures

The Board will plan an annual evaluation of its function as a Board. This evaluation may be broadly based on relationships and activities or may focus on a particular activity or area.

Working with the superintendent, the Board chair and a study (temporary) committee appointed by the chair may develop the evaluation plan. Upon Board approval, an outside consultant may develop and lead the appraisal session(s).

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Business Report

By: Linda Darling, Business Director

May 11, 2017

School Fee Rates:

Board Policy JN Student Fees, Fines and Charges recognizes the need to change student fees from time to time. The following information are the changes that will be published in handbooks and registration packets for Seven Oak and Lebanon High School:

Site / Fee	2016-2017	2017-2018
Seven Oak / Student Body Fee	\$25	\$15
Seven Oak / P.E. Uniform Fee	\$0	\$10
Seven Oak / Elective Fee	\$0	\$10
Lebanon High School / Senior Fee	\$30	\$35

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
MINUTES
April 13, 2017 - 6:00 PM
Riverview School, 1011 Mountain River Drive, Lebanon, Oregon 97355**

A regular School Board Meeting was held at Riverview School on April 13, 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
Kellie Weber, Director	Linda Darling, Director of Business

Richard Borden, Director, was absent.

Minutes recorded by Nicole Hundley, Executive Secretary.

AUDIENCE COMMENTS

Chair Russ McUne discussed Board Policy BDDH: Public Participation in Board Meetings. He noted that complaints of individual school personnel is not allowed in the public meeting format. He then welcomed audience comments.

Tracie Davenport discussed the potential parceling of lots at Green Acres School, and expressed concern about student safety. She asked that the process be slowed down so that the school community and families could provide input.

There were no public comments regarding the naming of the Pioneer School Library after Sergeant First Class Scot Noss.

GOOD NEWS/COMMUNITY COMMUNICATIONS

1. Report: Riverview School

Presentations were made by several students. Principal Joe Vore then presented information on the school's attendance, assessment, opportunities, and supports.

GENERAL BUSINESS

1. Report: Alternative Education

Mike Hillman presented an overview of the District's alternative education program. He discussed the different settings and placements available to students and the academic achievement for our high school students working on credit recovery or GEDs. He also discussed the work experience program. Discussion ensued regarding trade employment partnerships, attendance, work place evaluations, and senior students.

2. Policies

(a) Information Only: Revised Board Policy ARs

The following policy ARs were revised according to recommendations from OSBA: EFAE-AR: Child Nutrition – Hearings Procedure/Appeal Process (*deleted*), GCL-AR: Staff Development, ING-AR: Animals in District Facilities, and JECBD-AR: Homeless Students.

(b) Action: Adopt Board Policies on First Reading

The following policies were revised according to recommendations from OSBA: EFAA-AR: Reimbursable Meals and Milk Programs, EFAA: District Nutrition and Food Services, EFAE: Child Nutrition – Hearings Procedure/Appeal Process (*deleted*), EFAL: Child Nutrition – Second Meals (*deleted*), GCL/GDL: Staff Development, ING: Animals in District Facilities, JEC: School Admission and Open Enrollment, JECBD: Homeless Students, JHCCF: Head Lice Control, and JOC: Legal Names of Students (*new*). Discussion ensued regarding the head lice policy. District administration chose to continue with our current policy of not allowing students to attend school with the presence of live lice or nits. Jerry Williams made a motion to approve the policies on first reading. Mike Martin seconded the motion. The motion carried unanimously.

3. Action: Naming the Pioneer School Library in honor of Sergeant First Class Scot R. Noss

In accordance with policy, two public meetings with public comment dedicated to the topic have been held, and the Board can now move forward with a decision on naming the Pioneer School Library in honor of Sergeant First Class Scot R. Noss. Mike Martin made a motion to approve naming the library in honor of Sergeant Noss. Jerry Williams seconded the motion. Kellie Weber commented that she would like to see Sergeant Noss celebrated at other schools. Rob Hess explained that Sergeant Noss was recently inducted into the LHS Hall of Fame, and his story will be on display there now as well. The motion carried unanimously.

4. Discussion: Parcel Green Acres Lots for Construction Program

Bo Yates discussed an option of parceling lots out of the fields at Green Acres School to use for building houses in the high school's construction program. He was seeking the Board's support before further pursuing information from the City on the feasibility. He noted that this may be a way to create revenue immediately that could be put into a fund for renovating the playground and fields at not only Green Acres, but other schools. Discussion ensued, with the Board raising several concerns about the loss of the fields, student safety, and the costs. The Board determined they did not support the idea.

5. Discussion: 360 Degree Survey Direction

Renee Sessler from the OSBA needs more direction and a consensus from the Board on how the District would like the 360-degree evaluation to look like. After discussion, the Board agreed it should focus on evaluation of the superintendent, the District (general, policies, procedures, communication), student achievement and outcomes, and the schools. The Board desired at least the option for comments, and the ability to enter a name or leave their response anonymous. Further discussion ensued regarding a Board evaluation in accordance with Policy BK. This topic was decided to be included on the next Board agenda.

DEPARTMENT REPORTS

1. Finance

(a) Action: Intent to Award Contract for Technology Wireless and Cabling Upgrade

Linda Darling presented the proposals for the wireless and cabling upgrade. She and Peter Klinger recommended awarding Part 1 (wireless upgrade) to C2 IT Systems and Part 2 (cabling upgrade) to Ednetics, Inc. Jerry Williams made a motion to approve the awards as recommended. Mike Martin seconded the motion. The motion was approved.

COMMUNICATION

1. Board Communication

Kellie Weber asked what might be done at graduation to honor students that are entering the military. Discussion ensued. A plan from the high school will be presented at the May 11 meeting.

Kellie Weber also discussed the recent executive session held on March 21 and the District's attorney's presence via telephone. Discussion ensued regarding scheduling conflicts for the attorney and the short time frame for the meeting.

Mike Martin discussed Board Policy BCF: Advisory Committees to the Board. He suggested some kind of community committee that could discuss general matters with the Board and a way to work harder at communication from the Board to the public. It was decided that Mike Martin and Kellie Weber would draw up what such a committee would look like, have it vetted by OSBA, and then discuss it with the Board.

Russ McUne read a statement regarding the executive session held on March 21, during which the Board reviewed several complaints regarding District personnel. He noted that the Board did not find any actions of personnel had violated any policy or law. He also discussed a complaint that raised issues regarding the Board approving a new contract for the superintendent. He noted that as has been District practice in the past, the superintendent submitted proposed contract changes to the Board via the packet which the Board had one week to review. This proposed contract was revised by the superintendent with only changes to the term and salary and benefits. The original contract was written by the District's attorney. The Board's procedures were in accordance with District policy and state laws regarding the duties and authority of the Board. Discussion ensued regarding future contract renewals being presented through Human Resources. Kellie Weber and Mike Martin commented on how the process still felt rushed, and Russ McUne apologized for not realizing that others may not be as familiar with the contracts as he is.

Discussion ensued regarding board relations.

2. Superintendent Communication

Rob Hess commented on how having the board meetings at the schools is bringing new involvement from the community, and that he appreciated the turnout.

He reported that on Saturday, the LHS Hall of Fame inducted five new members. He is working with the Hall of Fame Committee to improve publicity of the nominees.

He reported that the District is piloting employability scale at the secondary level.

Rob Hess discussed the budget process and continued efforts at the Capital to increase funding.

Rob Hess noted that he would still like to see how we could have a student representative at Board meetings. He will work with the high school to determine the best method for determining that student.

Rob Hess discussed recent District successes, including the state title for Oregon Battle of the Books and state/regional honors for JROTC rifle team, dance team, and robotics team.

CONSENT AGENDA

1. **Action:** Approve March 9, 2017 Board Minutes
2. **Action:** Approve Hiring/Transfers/Leave of Absence - none

Mike Martin made a motion to approve the Consent Agenda. Kellie Weber seconded the motion. The motion carried unanimously.

ADJOURN

The meeting adjourned at 8:30 PM.

Russ McUne, Board Chair

Rob Hess, Superintendent

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
MINUTES
April 27, 2017 - 6:00 PM
District Office, 485 S. 5th Street, Lebanon, Oregon 97355**

A regular School Board Meeting was held at the District Office on April 27, 2017. Those present included:

Russ McUne, Director
Jerry Williams, Director
Mike Martin, Director
Richard Borden, Director

Rob Hess, Superintendent
Jennifer Meckley, Director of Human Resources
Linda Darling, Director of Business

Kellie Weber, Director, and Bo Yates, Assistant Superintendent, were absent.

Minutes recorded by Nicole Hundley, Executive Secretary.

AUDIENCE COMMENTS

Chair Russ McUne welcomed audience comments.

Maureen Twomey, LEA President, commented that with recent discussion and notifications regarding staffing reductions via attrition, it was concerning that the administrators working conditions reflected a salary increase for some positions. She noted that while the proposal has been withdrawn, it sends a confusing message to teachers who will have their class sizes increased and health care costs increased. She stated she did not understand the rationale for increasing administrators' salaries while compressing and eliminating teaching staff.

Stephanie Herb read a letter from Board Member Kellie Weber regarding the proposal that Hamilton Creek School and Lacombe School share a principal next year. She asked Superintendent Hess to reconsider the proposal because it sends teachers and families the message that the rural schools are less important than the in town schools. Ms. Herb then noted that she agrees with Kellie Weber and asked the Board to come to a more practical solution.

Sarah Haley discussed the 25% Title 1 cut, and noted that this is the main and most effective intervention for students. She stated that teachers are the District's best resource and cutting this program down to only one Title teacher shared between two buildings is not in the students' best interest.

Jennifer Walter discussed the contract renewal of Assistant Superintendent Bo Yates. She noted that because of the economic reality, it was not a good idea to increase his salary while laying off others. Ms. Walter also discussed the 360-degree survey draft questions. She noted that the question regarding the superintendent modeling transparency and ethical behavior should be separate standalone questions. She commented that the distribution of the survey should have a wide range and that confidentiality should be a requirement. She expressed concern with how the staff survey asks questions that may lead to being able to narrow down the identity of a respondent. Ms. Walter noted that the Board should also be evaluated. She also discussed an anonymous complaint and requested an independent investigation.

GOOD NEWS/COMMUNITY COMMUNICATIONS

1. Oregon Battle of the Books State Champions

Deanna Chambers introduced the State Champion Battle of the Books team from Lebanon High School. Carrie Cleveland, Samuel Long, Kelton Bruslind, and Svea Bruslind described their experience at the competition and the efforts that went into their success.

2. AVID Night/Europe Trips

Deanna Chambers then discussed Lebanon High School's Europe trips. This summer, 15 students and 9 adults will be traveling to several sites, and next summer she plans to have another trip.

Deanna Chambers then discussed the upcoming District-wide AVID Night on May 25. This is held to strengthen our community bonds and foster learning while celebrating students. There is a free dinner at 5 PM followed by a welcome presentation in the auditorium and workshops at 6:30 PM. There are door prizes and community partners from United Way, Central Willamette Community Credit Union, Pipeline, and a local behavior specialist will be leading workshops.

GENERAL BUSINESS

Because of time, Chair Russ McUne rearranged the order of agenda items.

5. Discussion: 360 Degree Survey

Renee Sessler from the OSBA discussed the draft survey questions presented to the Board for three separate survey groups: parents, staff, and community. She noted that all questions are optional and the respondent is not required to answer all the questions. Richard Borden asked that the survey be as confidential as possible so that respondents can be open and honest. The Board determined that they would like to remove questions 1 and 2 from the staff survey to further protect confidentiality. Renee Sessler noted that by hiring the OSBA, the District would never see the raw data. The data does not belong to the District, but to OSBA, and the OSBA will then provide the Board a report. The Board asked that this be communicated on the survey itself to further inform respondents. It was decided that all names would be redacted from the open ended comments. Rob Hess asked that a question be added regarding superintendent visibility. Discussion ensued regarding how the survey would be distributed. The survey will be sent via email to all staff and all parents that have included their email address in student registration. The District will collect community emails via SurveyMonkey to use for the community survey. Russ McUne asked that the OSBA do the analysis for all three surveys.

1. Policies

(a) Information Only: Revised Board Policy ARs

The following policy ARs were revised by request of the nursing staff: EFAE-AR: Policy EEA-AR (C): School Sponsored Activities Trip Checklist and Policy EEA-AR(E): Curriculum/Co-Curriculum Trip Student Medical Information Sheet. The policies were presented with revisions to clarify the health office's role. Richard Borden discussed the need for the office manager to be notified. It was determined that the checklist would be communicated at the next Secretaries Meeting.

(b) Action: Adopt Board Policies on Second Reading

The following policies were revised according to recommendations from OSBA: EFAA-AR: Reimbursable Meals and Milk Programs, EFAA: District Nutrition and Food Services, EFAE: Child Nutrition – Hearings Procedure/Appeal Process (*deleted*), EFAL: Child Nutrition – Second Meals (*deleted*), GCL/GDL: Staff Development, ING: Animals in District Facilities, JEC: School Admission and Open Enrollment, JECBD: Homeless Students, JHCCF: Head Lice Control, and JOC: Legal Names of Students (*new*). Jerry Williams made a motion to approve the policies on second reading as presented. Mike Martin seconded the motion. The motion carried unanimously.

ADJOURN

The meeting adjourned at 7:00 PM for the Budget Committee Meeting, with all remaining agenda items being tabled until the May 11 meeting.

Russ McUne, Board Chair

Rob Hess, Superintendent