

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

April 27, 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

1. **Oregon Battle of the Books State Champions**
2. **AVID Night**

C. GENERAL BUSINESS

1. **Policies**
 - a. **Informational Only:** Revised Board Policy ARs (Enclosures C-1)
 - i. EEA-AR (C): School Sponsored Activities Trip Checklist - *Page 3*
 - ii. EEA-AR (E): Curriculum/Co-Curriculum Trip Student Medical Information Sheet - *Page 4*
 - b. **Action:** Adopt Board Policies on Second Reading (Enclosures C-2) - *Page 5*
 - i. EFAA: District Nutrition and Food Services - *Page 12*
 - ii. EFAA-AR: Reimbursable Meals and Milk Programs - *Page 19*
 - iii. EFAE: Child Nutrition – Hearings Procedure/Appeal Process - *delete - Page 21*
 - iv. EFAL: Child Nutrition – Second Meals - *delete - Page 22*
 - v. GCL/GDL: Staff Development - *Page 23*
 - vi. ING: Animals in District Facilities - *Page 25*
 - vii. JEC: School Admission and Open Enrollment - *Page 26*
 - viii. JECBD: Homeless Students - *Page 28*
 - ix. JHCCF: Head Lice Control - *Page 29*
 - x. JOC: Legal Names of Students - *new - Page 30*
2. **Action:** Adopt 2017-2020 Administrator Working Conditions (Enclosure C-3) - *Page 31*
3. **Action:** Approve 2017-2020 Assistant Superintendent Contract (Enclosure C-4) - *Page 37*
4. **Discussion:** Policy BK: Evaluation of Board Operational Procedures (Enclosure C-5) - *Page 40*
5. **Discussion:** 360-Degree Survey (Enclosure C-6) - *Page 41*

D. DEPARTMENT REPORTS

1. **Finance**
 - a. **Report** (Enclosure D-1) - *Page 52*
 - b. **Information Only:** Adopt School Fee Rates
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 59*
2. **Action:** Approve Hiring/Transfers/Leave of Absence - *none*

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 11, 2017	District Office – Board Room
May 25, 2017	District Office – Board Room
June 8, 2017	Pioneer School

Lebanon Community Schools

Code: **EEA-AR (C)**
Revised/Reviewed: 6/5/01; 4/7/11
Orig. Code(s): EEA-AR (C)

School Sponsored Activities Trip Checklist

(Initiate this Checklist 3-4 Weeks Prior to Trip)

Trip _____

Date _____

Group/School _____

Supervisor _____

1. Select trip location/date/time;
2. Get approval from building administrator;
3. Fill out Transportation Request and notify health office (must be submitted at least 10 school days before trip);
4. Send information home informing parents/guardians of trip;
5. Check student enrollment data for trip permission and/or complete a field trip permission slip;
6. Notify food service staff of changes in breakfast or lunch counts or other special requests;
7. Make sure Student Medical Information Sheet has been filled out by school office, transportation office and nurse. Take original on the trip for reference;
8. On the day of the trip, distribute Trip Roster/Signout Sheet to school office and transportation office. Take original on the trip for checking students for departure and return. (Note: Make a separate roster for each vehicle);
9. Turn this checklist in the school office before the trip.

Lebanon Community Schools

Code: **EEA-AR (E)**
 Revised/Reviewed: 6/7/01; 5/6/10
 Orig. Code(s): EEA-AR (E)

Curriculum/Co-Curriculum Trip Student Medical Information Sheet

Date of trip _____ Supervisor _____

Departure time _____ Return time _____

Group/School _____

Destination(s) _____

Contact made with school nurse _____

Designated health care provider assigned to trip _____

Student Medical Concerns:

Medication Concerns:

Student name	Medication/Dose	Time administered <u>Medication Due</u>

cc: School Office
 Transportation Office
 Nurse



CONTENTS

**Summer Board
Conference**
July 14-16 – Bend

- EFAA - Nutrition and Food Services (Required)
- EFAA-AR - Reimbursable School Meals and Milk Programs (Required)
- EFAE - Child Nutrition - Hearings Procedure and Appeal Process (*Delete*)
- EFAE-AR - Child Nutrition - Hearings Procedure and Appeal Process (*Delete*)
- EFAH - Child Nutrition - Collection Procedures and Accountability System (*Delete*)
- EFAJ - Child Nutrition - Meals Served Visiting Students (*Delete*)
- EFAL - Child Nutrition - Second Meals (*Delete*)
- GCL - Staff Development - Licensed (Required) (Version 1)
- GCL - Staff Development - Licensed (*Delete*) (Version 2)
- GCL/GDL - Staff Development (Required) (Version 3; *now version 2*)
- GCL-AR - Licensed (Optional)
- IKI - Academic Integrity (Optional)
- ING - Animals in District Facilities (Optional)
- ING-AR - Animals in District Facilities (Optional)
- JEC - Admissions** (Versions 1, 2 or 3) (Optional)
- JECBD - Homeless Students** (Required)
- JECBD-AR - Homeless Students (Required)
- JHCCF - Pediculosis (Head Lice) (Version 1 – *Does not allow presence of live lice or nits for attendance*) (Optional)
- JHCCF-AR - Pediculosis (Head Lice) (Version 1 – *Does not allow presence of live lice or nits for attendance*) (Optional)
- JHCCF - Pediculosis (Head Lice) (Version 2 – *Allows presence of nits and may limit attendance with live lice*) (Optional)
- JHCCF-AR - Pediculosis (Head Lice) (Version 2 – *Allows presence of nits and may limit attendance with live lice*) (Optional)
- JOC - Legal Names of Students (*Now* Optional)

Policy Update is a quarterly subscription publication of the Oregon School Boards Association.

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NUTRITION AND FOOD SERVICES

Summary

The federal regulations for the Healthy, Hunger-Free Kids Act of 2010 were released July 31, 2016. The recommended changes have been drafted in collaboration with, and approved by, the Oregon Department of Education (ODE) as meeting the federal law. The district will have until June 30, 2017 to meet the new requirements.

The OSBA sample policies EFAE, EFAH, EFAJ and EFAL and the administrative regulation EFAE-AR are no longer needed in the policy manual because they are now part of the annual agreement with ODE, or eligibility determination, and therefore recommended for deletion.

Legal Reference

Add:

ORS 336.423

National School Lunch Program 7 C.F.R. Part 210

U.S.D.A. Instruction 113-1 Civil Rights

Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200.

Amend: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §§ 1758, 1760.

Collective Bargaining Impact

None

Local District Responsibility

The Board should review and adopt the revised language in both the required policy and the required administrative regulation (AR) (this AR needs to be “adopted” by the board). If the policies EFAE, EFAH, EFAJ and EFAL and EFAE-AR are in the board’s policy manual, they are recommended for deletion.

Policy Implications

EFAA - Nutrition and Food Services (Required)

EFAA-AR - Reimbursable School Meals and Milk Programs (Required)

EFAE - Child Nutrition - Hearings Procedure and Appeal Process (Delete)

EFAE-AR - Child Nutrition - Hearings Procedure and Appeal Process (Delete)

EFAH - Child Nutrition - Collection Procedures and Accountability System (Delete)

EFAJ - Child Nutrition - Meals Served Visiting Students (Delete)

EFAL - Child Nutrition - Second Meals (Delete)

STAFF DEVELOPMENT

Summary

The Teacher Standards and Practices Commission (TSPC) revised state licensure requirements and created a new Division 255 in Oregon Administrative Rule 584, replacing Division 090. The changes in the attached sample policies and the administrative regulation result from these new rules.

Legal Reference

Delete:

ORS 342.135

OAR 584-018-0105

OAR 581-018-0205

OAR 584-090-0100 to -0120

Add:

ORS 342.856

OAR 584-018-0205

OAR 584-255-0010 to -0030

Collective Bargaining Impact

When considering adoption of the revised policy language, align it with appropriate collective bargaining agreement language.

Local District Responsibility

Review the versions of this required policy and choose the one best suited to the district's needs. If the district has previously adopted a policy similar to the old Version 2, it is recommended for deletion, and the district should choose from the remaining two versions (Version 1 and the *new* Version 2, previously Version 3). The administrative regulation has been revised a sample provided.

Policy Implications

GCL - Staff Development - Licensed (Required) (Version 1)

GCL - Staff Development - Licensed (***Delete***) (Version 2)

GCL/GDL - Staff Development (Required) (Version 3; *now version 2*)

GCL-AR - Licensed (Optional)

ACADEMIC INTEGRITY

Summary

The sample policy IKI - Academic Integrity has been updated to reflect recent changes to the use of suspension or expulsion as discipline. The district should refer to Oregon Revised Statute (ORS) 339.250 prior to imposing a suspension or an expulsion on a student as discipline, when its related to conditions or events related to academic dishonesty.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

If the district has adopted policy IKI in the board policy manual, OSBA recommends adding the revisions and readopt the policy.

Policy Implications

IKI - Academic Integrity (Optional)

ANIMALS IN FACILITIES

Summary

Following a recommendation from the OSBA Litigation team and Property and Casualty Coverage for Education (PACE), OSBA has revised the Animals in District Facilities policy to limit animals in district facilities to only service animals (see definition footnoted in the policy) and animals that directly support academic content standards. Comfort and therapy animals would not be allowed under this policy.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

OSBA recommends the Board review the revisions and adopt the revised optional policy, and review the changes made to the definition found in ING-AR.

Policy Implications

ING - Animals in District Facilities (Optional)
ING-AR - Animals in District Facilities (Optional)

HOMELESS STUDENTS

Summary

The McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. 11431-11435 (2015), with federal regulations released March 17, 2016, affected the policy on homeless students. The updates in the Act affecting homeless students are reflected in the revisions to the homeless student policy and administrative regulation, and have been reviewed and approved by the Oregon Department of Education (ODE).

Legal Reference

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. 11431-11435 (2015).

Collective Bargaining Impact

None

Local District Responsibility

The revisions apply to the policies listed herein, and an administration regulation, therefore the Board should review and adopt the revised policies and review the required, revised administration regulation; the accompanying administrative regulation (JECBD-AR) to policy JECBD does not require board adoption.

Policy Implications

JEC - Admissions** (Versions 1, 2 or 3) (Optional)

JECBD - Homeless Students** (Required)

JECBD-AR - Homeless Students (Required)

PEDICULOSIS (HEAD LICE)

Summary

Upon request from the Oregon Health Authority and local public health departments, OSBA has revised Version 2 (allows presence of nits and may allow attendance of a student with live lice) of the policy addressing live lice and nits. The changes to Version 2 better reflect the most current research and best practices that do not support excluding students from school because of head lice, except under a certain circumstance.

Students found to have contracted head lice may be excluded from school at the discretion of the local school district or public health authority per Oregon Administrative Rule (OAR) 333-019-0010. This rule allows districts to choose how to address the issue of head lice; therefore, OSBA provides two versions of the policy, one excluding students with lice and nits (Version 1) and a revised Version 2, which allows students to remain in school with nits and may allow a student to stay with live lice.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

If the district has Version 2 of this policy, a review and readoption of the changes is advised. If the district currently has Version 1 (excludes students with live lice or nits) and the Board desires to change practice and adopt Version 2, the board must take action to repeal Version 1 and adopt the new version. If the district has Version 1, there are some recommended changes to policy language, but no change to the policy statement of prohibiting students with live lice and nits.

Policy Implications

JHCCF - Pediculosis (Head Lice) (Version 1 – *Does not allow presence of live lice or nits for attendance*) (Optional)

JHCCF-AR - Pediculosis (Head Lice) (Version 1 – *Does not allow presence of live lice or nits for attendance*) (Optional)

JHCCF - Pediculosis (Head Lice) (Version 2 – *Allows presence of nits and may limit attendance with live lice*) (Optional)

JHCCF-AR - Pediculosis (Head Lice) (Version 2 – *Allows presence of nits and may limit attendance with live lice*) (Optional)

LEGAL NAMES OF STUDENTS

Summary

Following guidance from the Oregon Department of Education for when a transgender student requests a name change in their student record, Oregon Administrative Rule (OAR) 581-022-1670 allows the district to create a cross-referencing system with the student's requested name, to their legal name. The required state archive rules remain unchanged.

Legal Reference

None

Collective Bargaining Impact

None

Local District Responsibility

If the district has this policy in their manual, consider the revisions reflected in the sample policy and readopt. The policy designation has been revised from highly recommended to optional.

Policy Implications

JOC - Legal Names of Students (*Now* Optional)

ABOUT *POLICY UPDATE*

Policy Update is a quarterly subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts.

Sample policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722.

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OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

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

Reimbursable ~~School~~ 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.¹
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.²
6. The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction: ~~Pioneer, Lacomb, Hamilton Creek, Riverview, 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.~~

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

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

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.
- ~~8-9.~~ 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[,] [and] [afterschool snacks] [milk], for the students listed on the official documents.
- ~~9-10.~~ 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.
- ~~10-11.~~ 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.
- ~~11-12.~~ 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 [Child and Adult Care Food Program (CACFP)] [Summer Food Service Program (SFSP)].
- ~~12-13.~~ 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.
- ~~13-14.~~ 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].

- ~~2.3.~~ 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.³
- ~~3.4.~~ District nutrition and food services revenues will not be used to purchase land or buildings.
- ~~4.5.~~ The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
- ~~5.6.~~ 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.
- ~~6.7.~~ The district will meet the requirements for allowable NSLP and SBP [CACFP] [SFSP] costs as described in 2 C.F.R. 200.
- ~~7.8.~~ 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.
- ~~8.9.~~ 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.
- ~~9.10.~~ In the operation of its nutrition and food services program, the district will purchase food products that 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

³For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

forward 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 ~~on the~~ 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 ~~confidential application for free or reduced price meals~~ 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, ~~Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program~~ 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*.
2. Meals and snacks 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 ~~reimbursable lunch and breakfast program~~ 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 ~~or Oregon Department of Human Resources~~ 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.
4. The district will provide substitute foods for students ~~who are determined by a licensed physician to be legally disabled and whose disability restricts their diet with 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.~~ Substitutions will be provided only when a medical statement from the licensed ~~physician~~ health care professional is on file at the school. The medical statement must state the nature of the child's ~~disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification 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 accommodations~~substitute meals or foods.~~
5. The district will control the sale of competitive foods.
6. The district will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.⁵
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.

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.

⁵~~New requirement under Healthy, Hunger Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.~~

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.

~~8.9.~~ Students [will] [will not] be charged for second servings of meals or portions of meals served.

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; ~~and~~
7. Records to document compliance with Revenue from Non-program Foods: and

8. Internal program monitoring documents for NSLP[,] [SBP,] [afterschool snacks] [and] [SFSP].

R~~10~~/08/15/31/17 | PH

Lebanon Community Schools

Code: **EFAA**
Adopted: 5/6/10, 12/18/14

District Nutrition and Food Services

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all NSLP regulations regarding Child Nutrition Program regulations for which the district is approved to operate:

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;

7.8. Nutrition standards for foods and beverages sold to students.

The superintendent will develop an administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. The regulation(~~s~~) will be reviewed and adopted by the Board as required by law.

END OF POLICY

Legal Reference(s):

[ORS 327.520 to -327.535](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203, 205.

[National School Lunch Program 7 C.F.R. Part 210](#)

[U.S.D.A. Instruction 113-1 Civil Rights](#)

[Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250](#)

[Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200.](#)

[R40/23/141/31/17 | PH](#)

Lebanon Community Schools

Code: **EFAE**
Adopted: 6/15/98
Readopted: 5/6/10
Orig. Code(s): EFAE

Child Nutrition - Hearings Procedure/Appeal Process

The district shall establish and use a fair hearing procedure under which a household can appeal a decision with respect to the household's application for benefits and/or any subsequent reduction or termination of benefits. During the appeal and hearing, the student who was determined to be eligible based on the face of the application submitted will continue to receive free or reduced-price meals. Prior to initiating the hearing procedure, the district official, the parents or guardians may request a conference to provide an opportunity for the parents/guardians and school officials to discuss the situation, present information, obtain an explanation of data submitted in the application, and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The superintendent or designee shall act as the hearings officer. (The hearings officer shall be someone not involved in the original eligibility determination.)

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).
National School Lunch Program, 7 C.F.R. Part 210 (2006).
Special Milk Program for Children, 7 C.F.R. Part 215 (2006).
School Breakfast Program, 7 C.F.R. Part 220 (2006).
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).
Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

Cross Reference(s):

EFA - Local Wellness Program

Lebanon Community Schools

Code: **EFAL**
Adopted: 6/15/98
Readopted: 5/6/10
Orig. Code(s): EFAL

Child Nutrition - Second Meals

All students will be charged a la carte prices for second servings of meals or portions of meals served.

END OF POLICY

Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).
National School Lunch Program, 7 C.F.R. Part 210 (2006).
Special Milk Program for Children, 7 C.F.R. Part 215 (2006).
School Breakfast Program, 7 C.F.R. Part 220 (2006).
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).
Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

Cross Reference(s):

EFA - Local Wellness Program

Lebanon Community Schools

Code: **GCL/GDL**
Adopted: 2/21/13,
Readopted: 12/5/13

Staff Development * (Version 32)

In order to strengthen and refine professional skills of district personnel, the superintendent or his/her designee will develop a staff development program for all employees.

Building site councils will be encouraged to participate in the development and implementation of the district's staff development program including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the district or through district contracts with third parties, will provide appropriate reasonable accommodations to ensure such programs are available to employees with disabilities.

~~Completion of continuing professional development (CPD) requirements, as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission (TSPC) for license renewal, are the sole responsibility of the employee. The selection of the employee's CPD adviser shall be subject to approval by the individual's supervisor. Each individual licensed employee is solely responsible for ensuring accurate completion of the professional development required for licensure. Once a licensed employee completes licensure requirements, the employee must submit evidence to the employee's supervisor [or professional development advisor], who will verify that the licensed employee has successfully completed the professional development requirements to the superintendent [or designee], on the Teacher Standards and Practices Commission (TSPC) Professional Educational Experience Report (PEER) form.~~

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.125](#)
[ORS 329.704](#)
[ORS 342.138](#)
[ORS 342.856](#)

[OAR 581-022-0606](#)
[OAR 581-022-1720](#)
~~[OAR 584-018-0105](#)~~
[OAR 584-018-0205](#)
~~[OAR 584-090-0100 to 0120](#)~~
~~[OAR 584-255-0010 to -0030](#)~~

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Americans with Disabilities Act Amendments Act of 2008.

| [R1/31/17+2/13/12](#) [RSSL](#)

Lebanon Community Schools

Code: **ING**
Adopted: 8/20/01
Readopted: 12/16/10, 12/5/13
Orig. Code(s): ING

Animals in District Facilities

~~Permission is to be obtained from the principal before animals are brought into the school. Only service animals¹ serving persons with a disability and animals approved by the superintendent that are part of an approved district curriculum or cocurricular activity are allowed in district facilities. Approved animals~~ must be adequately cared for and appropriately secured. Only the teacher or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals, ~~except those service animals serving persons with a disability~~ may not be transported on a school bus.

~~Animals serving persons with a disability would be an exception to this policy.~~

END OF POLICY

Legal Reference(s):

[ORS 346.620](#)
[ORS 659A.400](#)
[OAR 581-053-0010](#)
[OAR 581-053-0230\(9\)\(j\)](#)

[OAR 581-053-0330\(1\)\(q\)](#)
[OAR 581-053-0430\(16\)](#)
[OAR 581-053-0531\(15\)](#)

Americans with Disabilities Act of 1990, ~~104 Stat. 327~~, 42 U.S.C. § 12101 ~~et seq.~~ (2006); 28 CFR §§ 35.104, 35.136 (2006).
Americans with Disabilities Act Amendments Act of 2008.

~~10/24/13~~ | ~~RS 1/31/17~~ | ~~PH~~

~~¹The American with Disabilities Act definition of “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Companion and comfort animals are not considered service animals. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.~~

Lebanon Community Schools

Code: **JEC**
Adopted: 4/15/10
Readopted: 1/20/11, 3/10/16, 4/28/16
Orig. Code(s): JEC

School Admission and Open Enrollment

Students, legally residing within the district's boundaries, are eligible to attend the district schools. Compulsory attendance is established by state statute with provision for exceptions under specified conditions.

State law requires a student whose sixth birthday is on or before September 1 to enroll in a public school; and recognizes a student who is age five on or before September 1 to be kindergarten age.

Students between the ages of 5 and 19 who are not legally emancipated or wards of a public agency shall be considered resident for school purposes in the school district in which their parents or guardian reside.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed ~~place of~~, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to secure a diploma.

All new students must register in the office of the school of residence. Registration requirements include proof of the student's birth date (e.g. a birth certificate, a hospital record, a baptismal record or a signed affidavit). Students must meet state law in regards to required inoculations and other health related requirements in order to be admitted to school.

The Board recognizes that the educational goals of the district can best be attained through educational programs as diverse as students' needs within a pluralistic society. Therefore, the Board encourages the development of a variety of school options through the cooperative efforts of educators, parents, students, and/or community resources.

Students have a right to attend the neighborhood school which is within the attendance boundaries of which they are also resident. The district will consider parent or guardian applications for open enrollment outside their neighborhood attendance area in accordance with district regulations. Parents may apply for more than one school by priority order.

When open enrollment applications are approved by the district, the student may continue at the transferred school until such time the student completes that level of instruction provided at that site contingent on space being available.

END OF POLICY

Legal Reference(s):

[ORS 327.006](#)
[ORS 336.092](#)
[ORS 339.010](#)
~~[ORS 339.020](#)~~
~~[ORS 339.030](#)~~
[ORS 339.115](#)
[ORS 339.125](#)
[ORS 339.133](#)

[ORS 339.134](#)
[ORS 433.267](#)
[OAR 581-022-0705](#)

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1224, 1363, 1367 (2006).
McKinney-Vento Homeless ~~Education Assistance Improvements Act of 2001~~, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA), 42 U.S.C. §§ 11431, 11434a 42 U.S.C. §§ 11431-11435-(2005)2015).

Cross Reference(s):

JECB - Admission of Nonresident Students
JECBD - Homeless Students

~~[1/14/16/31/17](#)~~ | [PH](#)

Lebanon Community Schools

Code: **JECBD**
Adopted: 8/4/03
Readopted: 1/20/11
Orig. Code(s): JECBD

Homeless Students

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted, in accordance with the student's best interest, to the ~~district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest~~ or enroll the student in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation will¹ be provided ~~to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students~~ in accordance with law.

The superintendent will develop administrative regulations ~~to implement this policy to remove barriers to access and participation by homeless students~~.

END OF POLICY

Legal Reference(s):

[ORS 109.056](#) [OAR 581-021-0045](#)
[ORS 327.006](#) [OAR 581-021-0046](#)
[ORS 339.115 \(7\)](#)
[ORS 339.133](#)
[ORS 433.267](#)

~~McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431-11435 (2005); No Child Left Behind Act of 2001, 20 U.S.C. § 6315 (2006); McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2015); Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006); Letter Opinions, Office of the OR Attorney General (March 15, April 18, June 30 1988); OR. DEPT OF EDUC., ODE EXECUTIVE MEMORANDA 23-1988-89, 42-1994-95.~~

~~R6/10/161/31/17 | PH~~

Cross Reference(s):

JEC - School Admission and Open Enrollment

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

Lebanon Community Schools

Code: **JHCCF**
Adopted: 9/5/00
Readopted: 1/20/11
Orig. Code(s): JHCCF

Head Lice Control

~~The district will make every effort to prevent a single case of pediculosis (head lice) from turning into a wide spread problem throughout any school. Any child having head lice shall be excluded from school attendance and shall only be readmitted after treatment is completed, nits are removed, and permission to return to school has been granted by the principal, nurse or designee.~~

Pediculosis (Head Lice) (Version 1)

(Excludes a students infested with either live lice or nits; does not allow attendance of a student with live lice or nits.)

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention of and the spread of head lice. A student with a suspected case of lice shall be referred to the school nurse or administrator for an assessment. A student found with live lice or nits (lice eggs) will be excluded from school attendance. The district recognizes that the Oregon Health Authority, Public Health Division, no longer requires exclusion of a student for the presence of nits and allows the discretion of the district. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to period checks.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. Treatment information will be provided by the district to parents of students found to have contracted head lice. It is the district's intent to encourage elimination of the current infestation and to prevent a repeat episode.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 433.255](#)
[ORS 433.260](#)
[OAR 333-019-0014\(4\)](#)

[OAR 437-002-0360](#)
[OAR 581-022-0705](#)

9/30/031/31/17 | MWP

NEW POLICY

Legal Names of Students

The district will consider requests to use names other than the student's legal name. Such requests, if honored, may be entered into the computer system so long as a cross-referencing system is established to locate the student's records with the student's legal name.

Legal last names will be changed by the district only upon receipt of a copy of a court order.

END OF POLICY

Legal Reference(s):

[OAR 581-022-1670](#)

1/31/17 | SL

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~~5-201~~9~~47 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

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.

1. Date Change
2. My initial salary was \$114,240.00 in 2014-2015. I received 117,000.00 in 2015-2016, and \$121,000.00 for 2016-2017. I am requesting that my salary be set at \$125,000.00 for the duration of the contract (3 years). This is a 3% increase in year one with no increase in years 2 and 3. If my contract continued to be tied to other contractual advancements then I would receive approximately a 2.7% increase per year or 7.5% increase over the same period. I do not have a district paid TSA as many administrators in my position do. I am also open to leaving the salary at the current level and leaving language in that ties salary increase to other administrative salaries if the board would rather.
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 makes it less cumbersome.
6. No change
7. I am asking to be able to carry over or cash in my 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. I would like to be able to direct 100% of the monies provided for insurance into a health savings account, tax sheltered annuity, or added to my salary (as allowed by law). This does not cost the district anything above the cost of my health insurance contribution. It simply gives me more flexibility in how I utilize this benefit.
12. No Change
13. No Change
14. Changed to reflect that the contract be submitted annually. My contract should have been submitted for renewal last year (after the second year of the contract).
15. 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~~ each school year of the contract, 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 the 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. The Assistant Superintendent of Operations will have the option to receive the district health insurance contribution added to his annual salary or placed into a TSA/HSA of his choosing in lieu of participating in the district insurance plan.
12. The District shall pay 100 percent of the 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.

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~~ 27th day of April, 2017.

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](#)

Lebanon Community Schools Survey

The Lebanon Community Schools Board of Directors is responsible to evaluate the superintendent of the district. Please complete this survey and share your thoughts with the school board thereby helping the board to evaluate how well the district and superintendent are performing. The Oregon School Boards Association will collect and compile the survey results and present them to the School Board. This is an anonymous survey however you are welcome to include your name at the end of the survey if you so desire.

- 1) As a community member:
 - a) My child(ren) will attend Lebanon Community Schools in the future.
 - b) My child(ren) graduated from Lebanon Community Schools.
 - c) My child(ren) attend other schools (including homeschool) even though we live in the Lebanon Community Schools district.
 - d) I am a grandparent of either a current, future or previous Lebanon Community Schools student.
 - e) I have no children that neither have nor will attend Lebanon Community Schools.
- 2) The district offers a high-quality education.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 3) The district has established goals and a plan for improving student learning.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) I don't know
- 4) The district provides qualified staff members to support student learning.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 5) The district provides a safe learning environment.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 6) The district facilities support student learning.

- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 7) The district communicates effectively with the community.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 8) The district's mission (purpose) is supported by the policies and procedures adopted by the school board.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) I am unaware of the district's mission
 - g) I am unaware of the board's policies and practices
- 9) The district and school websites are easy to navigate, are updated and helpful.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 10) Comments about the district in general, its policies and procedures. (Insert a comment box)
- 11) Our district superintendent promotes continuous and sustainable improvement.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 12) Our district superintendent promotes and protects the welfare and safety of students and staff.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge

- 13) Our district superintendent establishes effective school/community relations, school/business partnerships and public service.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 14) Our superintendent models principles of self-awareness, reflective practice, transparency and ethical behavior.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 15) Our district superintendent promotes social justice and ensures that individual student needs inform all aspects of schooling.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 16) Comments about the superintendent. (Insert a comment box)
- 17) Optional:
- a) Name (Insert a comment box)
 - b) Contact information if you wish to be contacted in respect to this survey (Insert a comment box)

Lebanon Community Schools Parent Survey

The Lebanon Community Schools Board of Directors is responsible to evaluate the superintendent of the district. Please complete this survey and share your thoughts with the school board thereby helping the board to evaluate how well the district and superintendent are performing. The Oregon School Boards Association will collect and compile the survey results and present them to the School Board. This is an anonymous survey however you are welcome to include your name at the end of the survey if you so desire.

- 1) How many students do you have in the Lebanon Community Schools?
 - a) 1
 - b) 2
 - c) 3
 - d) 4 or more
- 2) Which school does your student attend? If more than one student, select all that apply.
 - a) Cascade
 - b) Green Acres
 - c) Hamilton Creek
 - d) Lcomb
 - e) Lebanon High School
 - f) Pioneer
 - g) Riverview
 - h) Seven Oak
- 3) The school(s) staff make decisions that are in the best interest of my student's academic growth and success.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 4) My student is appropriately challenged academically.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 5) My student receives additional instruction should it be needed.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 6) My student is prepared academically for success for the next school year.
 - a) Strongly Agree
 - b) Agree

- c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 7) The information I receive about my student's education is useful and timely.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 8) Comments about my student education and school. (insert a comment box)
- 9) The district offers a high-quality education.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 10) The district has established goals and a plan for improving student learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) I don't know
- 11) The district's mission (purpose) is supported by the policies and procedures adopted by the school board.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) I am unaware of the district's mission
 - g) I am unaware of the board's policies and practices
- 12) The district provides qualified staff members to support student learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 13) The district provides a safe learning environment.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree

- 14) The district facilities support student learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 15) The district communicates effectively with parents.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 16) The district and school websites are easy to navigate, are updated and helpful.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 17) Comments about the district in general, its policies and procedures. (Insert a comment box)
- 18) Our district superintendent collaboratively develops and implements a shared vision and mission.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 19) Our district superintendent promotes continuous and sustainable improvement.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 20) Our district superintendent promotes and protects the welfare and safety of students and staff.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 21) Our district superintendent establishes effective school/community relations, school/business partnerships and public service.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree

- 22) Our superintendent models principles of self-awareness, reflective practice, transparency and ethical behavior.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 23) Our district superintendent promotes social justice and ensures that individual student needs inform all aspects of schooling.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 24) Comments about the superintendent. (Insert a comment box)
- 25) Optional:
- a) Name (Insert a comment box)
 - b) Contact information if you wish to be contacted in respect to this survey (Insert a comment box)

DRAFT

Lebanon Community Schools Staff Survey

The Lebanon Community Schools Board of Directors is responsible to evaluate the superintendent of the district. Please complete this survey and share your thoughts with the school board thereby helping the board to evaluate how well the district and superintendent are performing. The Oregon School Boards Association will collect and compile the survey results and present them to the School Board. This is an anonymous survey however you are welcome to include your name at the end of the survey if you so desire.

- 1) What is your position in/relationship to Lebanon Community Schools? (If more than one applies, choose the one that best describes which perspective you wish to answer the survey questions from.)
 - a) Administrator/Director
 - b) Certified Staff (have a teaching license)
 - c) Classified Staff (provide support of all kinds)
- 2) Which building is your primary work location?
 - a) Cascade
 - b) District office
 - c) Green Acres
 - d) Hamilton Creek
 - e) Lcomb
 - f) Lebanon High School
 - g) Pioneer
 - h) Riverview
 - i) Seven Oak
- 3) How many years have you been employed by Lebanon Community Schools?
 - a) 0-5 years
 - b) 6-10 years
 - c) 11-20 years
 - d) More than 20 years
- 4) The school where I work offers a high-quality education.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 5) I feel like my colleagues care about me.
 - a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 6) The school's administrators treat staff with kindness and respect.
 - a) Strongly Agree

- b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 7) The school's administrators support shared decision making.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 8) The school's administrators communicate effectively.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 9) Comments about the school in general. (Insert a comment box.)
- 10) The district's mission (purpose) is supported by the policies and procedures adopted by the school board.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) I am unaware of the district's mission
 - g) I am unaware of the board's policies and practices
- 11) The district has established goals and a plan for improving student learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) I don't know
- 12) The district provides qualified staff members to support student learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 13) The district provides a safe learning environment.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree

- e) Strongly Disagree
- 14) The district facilities support student learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 15) The district communicates effectively with staff.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 16) Comments about the district in general, its policies and procedures. (Insert a comment box)
- 17) Our district superintendent demonstrates effective communication skills (written verbal and non-verbal contexts, formal and informal settings, large and small groups and one-on-one environments)
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 18) Our district superintendent collaboratively develops and implements a shared vision and mission.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 19) Our district superintendent promotes continuous and sustainable improvement.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 20) Our district superintendent collects and uses data to identify goals, assess organizational effectiveness, and promote organizational learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
 - f) Not applicable/no knowledge
- 21) Our district superintendent promotes and protects the welfare and safety of students and staff.
- a) Strongly Agree
 - b) Agree
 - c) Neutral

- d) Disagree
 - e) Strongly Disagree
- 22) Our district superintendent ensures teacher and organizational time is focused to support quality instruction and student learning.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 23) Our district superintendent nurtures and sustains a culture of collaboration, trust, learning and high-expectations.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 24) Our superintendent models principles of self-awareness, reflective practice, transparency and ethical behavior.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 25) Our district superintendent establishes productive relationships with bargaining groups while managing contracts effectively.
- a) Strongly Agree
 - b) Agree
 - c) Neutral
 - d) Disagree
 - e) Strongly Disagree
- 26) Comments about the superintendent. (Insert a comment box)
- 27) Optional:
- a) Name (Insert a comment box)
 - b) Contact information if you wish to be contacted in respect to this survey (Insert a comment box)

Business Report

By: Linda Darling, Business Director

April 27, 2017

Financial Report: (enclosure D-1)

The 2016-2017 Financial Board report included in this Board packet reflects all of revenue and expenditures for 2015-2016 through 2016-2017, along with the budgeted and spent or encumbered amounts for 2016-2017. The amounts in 2016-2017 continue to change, but as we near the end of the year, those changes decrease. The projected Ending Fund Balance (EFB) for 2016-2017 is \$3,026,080. This is a increase from March's Financial Report of \$2,491,480. The following are the major factors in the Projected Ending Fund Balance increase:

- State School Fund (SSF) adjustment for 2015-2016 from -\$400,000 (negative) to a \$200,000. Oregon Department of Education released a new estimate for 2015-2016 on 3/28/17 that is part of the statewide reconciliation process for prior year funding. The reconciliation process will be completed the first week in May. There could be more adjustment in May but I feel very comfortable that we will get at least \$200,000, maybe a little more.
- The other projection changes in revenue are the following: Interest \$58,000, Third Party Billing \$10,000, JROTC \$7,000, and Other -\$127,000.
- As a total the projected changes in expenditures are \$6,400.

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

2016-2017 General Fund Summary Report

	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Budget	4-18-17 YTD & Enc	4-18-17 Balance	16/17 Project 4/18/2017
General Fund - Revenue							
SSF Formula	33,010,958	34,926,096	36,112,627	36,450,825	34,029,962	2,420,863	37,113,600
SSF Adjustment	354,709	48,134	(330,463)	-	-	-	200,000
Interest	55,090	62,596	91,245	70,000	105,592	(35,592)	150,000
Third Party Billing	35,680	25,179	45,178	50,000	96,246	(46,246)	110,000
TMR	189,021	154,930	149,514	175,000	208,252	(33,252)	208,200
JROTC	44,877	64,220	66,034	65,000	56,471	8,529	73,000
Other	493,650	379,017	297,128	450,000	206,261	243,739	247,000
Interfund Transfer	680,000	60,000	60,000	60,000	50,060	9,940	60,000
BFB	1,065,336	3,162,455	3,932,387	2,950,000	3,024,733	(74,733)	3,025,000
Total	35,929,322	38,882,628	40,423,650	40,270,825	37,777,578	2,493,247	41,186,800
	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses							
Salaries	15,946,123	16,263,399	17,884,343	18,652,514	18,342,441	310,073	18,849,700
Benefits	9,581,618	10,020,660	10,645,144	11,477,648	10,744,785	732,863	10,911,220
P. Services	4,781,674	5,112,768	5,027,111	4,805,057	3,587,698	1,217,359	4,428,300
Supplies	1,123,636	1,477,643	1,380,753	1,708,226	1,228,429	479,797	1,356,400
Capital Outlay	-	6,779	20,047	50,000	36,058	13,942	50,000
Other Objects	262,806	308,993	286,294	337,380	384,386	(47,006)	400,100
Transfers	902,369	1,760,000	2,155,225	2,240,000	2,103,414	136,586	2,165,000
Contingency	-	-	-	1,000,000	-	1,000,000	-
Total	32,598,226	34,950,241	37,398,917	40,270,825	36,427,209	3,843,616	38,160,720
	=====	=====	=====	=====	=====	=====	=====
				<i>Projected Ending Fund Balance</i>			<i>3,026,080</i>

2016-2017 General Fund Revenue Report

	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Budget	4-18-17 YTD	4-18-17 Balance	16/17 Project 4/18/2017
SSF Formula							
Taxes	7,903,432	8,234,812	8,533,160	8,675,000	8,583,793	91,207	8,677,600
Federal Forest Fees	270,219	264,679	205,708	150,000	-	150,000	150,000
Common School	390,784	409,884	492,013	416,000	251,157	164,843	502,000
State Timber	210,996	405,152	181,382	100,000	60,543	39,457	120,000
School Support Fund	24,235,526	25,578,283	26,623,971	27,109,825	25,134,468	1,975,357	27,545,000
Adjustments to SSF Payments							
Adj for 05/06 payments	-	-	-	-	-	-	-
Adj for HC Disability Grant	44,585	33,286	76,394	-	-	-	119,000
Adj for 11/12 payment	-	-	-	-	-	-	-
Adj for 12/13 payment	310,123	-	-	-	-	-	-
Adj for 13/14 payment	-	48,134	-	-	-	-	-
Adj for 14/15 payment	-	-	(330,463)	-	-	-	-
Adj for 15/16 payment	-	-	-	-	-	-	200,000
Total SSF Formula	33,365,667	34,974,231	35,782,164	36,450,825	34,029,962	2,420,863	37,313,600
Interest of Investments	55,090	62,596	91,245	70,000	105,592	(35,592)	150,000
Third Party billing - Medicaid	35,680	25,179	45,178	50,000	96,246	(46,246)	110,000
TMR	189,021	154,930	149,514	175,000	208,252	(33,252)	208,200
JROTC reimbursement	44,877	64,220	66,034	65,000	56,471	8,529	73,000
Other							
Rental Fees	24,989	27,828	10,474	10,000	6,805	3,195	10,000
Fees Charged to Grants	-	-	800	50,000	-	50,000	-
Miscellaneous	396,771	282,468	202,944	310,000	122,609	187,391	160,000
E-Rate reimbursement	71,891	68,721	82,910	80,000	76,847	3,153	77,000
Interfund Transfer - Athletics	680,000	60,000	60,000	60,000	50,060	9,940	60,000
Beginning Fund Balance	1,065,336	3,162,455	3,932,387	2,950,000	3,024,733	(74,733)	3,025,000
Total	35,929,322	38,882,628	40,423,650	40,270,825	37,777,578	2,493,247	41,186,800

2016-2017 General Fund Expenditure Report

4/18/2017

Obj	Description	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Budget	4-18-17 YTD	4-18-17 Encumb	4-18-17 Balance	16/17 Project
111	Certified salaries	9,312,212	9,311,147	10,161,648	10,626,822	6,326,275	4,495,188	(194,641)	10,837,000
112	Classified salaries	3,821,771	4,164,521	4,545,055	4,967,526	3,077,456	1,720,158	169,912	4,798,000
113	Administrative salaries	1,409,054	1,464,907	1,648,330	1,612,788	1,215,835	405,279	(8,326)	1,621,000
114	Managerial - classified	92,856	94,714	178,755	187,684	140,848	46,949	(113)	188,000
116	Retirement stipends	99,065	76,123	51,134	44,000	27,639	7,982	8,379	41,000
118	Retirement Support Program	159,600	-	-	-	-	-	-	-
119	Confidential salaries	125,872	125,785	84,504	95,139	95,957	35,740	(36,559)	132,000
121	Certified subs	364,590	373,350	432,293	382,854	273,614	-	109,240	451,000
122	Classified subs	147,575	148,818	155,004	162,800	90,201	-	72,599	156,000
123	Temp certified	61,461	62,030	73,949	53,500	66,634	-	(13,134)	111,000
124	Temp classified	3,775	982	-	500	-	-	500	-
127	Student helpers salaries	12,466	11,768	7,895	6,000	3,850	-	2,150	5,200
132	Compensation time	19,026	23,861	25,767	32,650	7,021	-	25,629	27,500
133	Extra duty	149,434	254,381	324,897	324,201	166,167	15,976	142,057	276,000
134	Classified extra hrs	123,909	142,975	185,048	135,000	121,819	-	13,181	196,000
135	Vacation Payoff	17,384	4,377	6,938	15,650	-	-	15,650	7,000
136	Mentor teacher pay	1,568	990	609	-	-	-	-	-
137	Personal Leave Payout	22,057	75	-	-	-	-	-	-
138	Department Head Extra Duty	2,122	2,159	1,613	4,000	863	-	3,138	1,500
142	Taxable Meal Reimbursement	328	436	903	1,400	990	-	410	1,500
	Total Salaries	15,946,123	16,263,399	17,884,343	18,652,514	11,615,168	6,727,273	310,073	18,849,700
								-	
210	PERS	3,955,693	3,976,407	4,187,401	4,682,670	2,704,899	1,586,037	391,734	4,364,000
220	Social Security	1,183,575	1,207,537	1,328,140	1,391,886	855,002	489,774	47,110	1,383,600
231	Worker's Comp	119,163	136,822	173,370	219,075	139,815	68,175	11,085	211,500
241	Employee Ins - Admin		177,948	212,862	220,380	157,077	52,485	10,819	209,000
242	Employee Ins - Certified	2,146,033	2,307,416	2,328,554	2,432,267	1,381,800	991,013	59,454	2,368,000
243	Employee Ins - Classified	1,721,374	1,874,827	2,137,321	2,249,129	1,321,103	782,688	145,337	2,125,000
244	Employee Ins - Other	20,636	20,700	7,731	25,820	18,723	8,401	(1,304)	27,120
245	Employee Ins - Retired	389,149	276,090	228,774	230,000	165,711	-	64,289	200,000
247	TSA	45,996	42,912	40,991	26,421	19,082	3,000	4,339	23,000
	Total Benefits	9,581,618	10,020,660	10,645,144	11,477,648	6,763,212	3,981,572	732,863	10,911,220
				-					

2016-2017 General Fund Expenditure Report

4/18/2017

Obj	Description	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Budget	4-18-17 YTD	4-18-17 Encumb	4-18-17 Balance	16/17 Project
311	Instructional Services	69,272	152,856	157,581	180,800	67,913	65	112,822	140,000
312	Instr Prog Improve Service	18,733	43,468	36,748	20,000	34,424	-	(14,424)	35,000
319	Other Instr-Prof-Tech SVCS	14,977	21,870	9,745	15,000	12,400	-	2,600	15,500
322	Repairs & Maintenance	101,489	163,270	168,482	108,517	116,865	28,019	(36,367)	166,000
323	Radio Service	-	-	7,767	-	33,713	5,150	(38,863)	39,000
324	Rentals	121,204	135,308	104,777	140,350	83,618	31,332	25,400	113,000
325	Electricity	440,338	467,896	473,758	472,100	348,201	-	123,899	473,800
326	Fuel	187,486	177,759	187,899	236,000	168,209	-	67,791	208,600
327	Water & Sewer	112,986	139,255	121,239	145,900	111,073	-	34,827	130,200
328	Garbage	77,676	86,324	96,811	95,600	54,288	-	41,312	91,600
329	Other Property Services	420	13,001	19,246	11,400	33,215	9,350	(31,165)	45,000
330	Reimb. Student Transportation	4,204	6,950	-	8,800	239	-	8,561	15,000
340	Travel	65,317	114,592	140,225	136,690	132,394	3,922	374	277,000
343	Travel - Student - Out of Dist.	1,665	-	-	4,150	(45)	-	4,195	-
346	Meals/Transportation	148	104	48	500	99	-	401	200
348	Staff Tuition	30,645	49,577	44,768	40,000	52,309	2,737	(15,045)	60,000
351	Telephone	67,513	82,642	70,529	71,300	28,258	1,448	41,594	43,000
353	Postage	25,894	23,607	21,909	28,650	10,178	-	18,472	23,800
354	Advertising	1,874	4,416	3,551	4,700	790	-	3,910	3,300
355	Printing & Binding	13,897	68,861	48,223	82,100	49,904	-	32,196	55,000
360	Charter School Payments	1,954,971	2,064,403	1,961,788	2,085,000	1,611,011	-	473,989	1,800,000
371	Tuitions Payments to Other Dist.	37,250	40,570	29,701	125,000	29,536	-	95,464	30,000
373	Tuition Pay Private School	-	-	-	5,000	-	-	5,000	-
374	Other Tuition	782,257	605,954	625,503	257,000	56,281	57,994	142,725	200,000
381	Audit Services	27,150	27,650	25,150	30,000	17,700	-	12,300	30,000
382	Legal Services	9,011	2,028	5,288	25,000	8,656	-	16,344	10,000
384	Negotiation Services	14,344	5,934	13,784	10,000	5,828	-	4,173	11,400
386	Data Processing SVCS	57,261	59,787	76,794	81,300	54,196	1,954	25,150	76,800
388	Election Services	-	4,565	-	10,000	-	-	10,000	8,500
389	Other Non_instr Pro/Tech	510,398	515,889	539,114	330,600	255,004	32,327	43,269	290,000
391	Physical Exams - Drivers	2,175	2,380	3,168	3,700	2,225	1,575	(100)	3,800
392	Drug Tests Drivers	1,110	1,110	635	3,000	820	1,180	1,000	1,000
393	Child Care Services	22,000	22,000	22,000	25,000	15,400	6,600	3,000	22,000
394	Sub calling service	5,536	5,559	7,489	8,000	6,464	-	1,536	6,500
396	Criminal History checks	2,332	2,546	2,928	2,900	2,729	153	19	2,900
398	Fingerprinting	138	639	462	1,000	-	-	1,000	400
	Total P. Services	4,781,674	5,112,768	5,027,111	4,805,057	3,403,893	183,806	1,217,359	4,428,300

2016-2017 General Fund Expenditure Report

4/18/2017

Obj	Description	13/14 Actual	14/15 Actual	15/16 Actual	16/17 Budget	4-18-17 YTD	4-18-17 Encumb	4-18-17 Balance	16/17 Project
406	Gas Oil & Lubricants	189,904	152,805	103,868	211,000	81,607	85,134	44,260	120,000
410	Supplies & Materials	356,317	457,671	419,096	534,498	403,591	33,143	97,764	458,000
413	Vehicle repair parts	54,783	50,201	48,980	63,000	37,696	14,666	10,639	51,300
414	Transportation operations	5,262	5,674	6,060	5,300	6,090	865	(1,656)	7,500
420	Textbooks	173,653	240,685	131,379	195,300	66,595	11,260	117,445	90,000
430	Library Books	6,636	9,934	8,588	11,200	2,151	405	8,644	6,600
440	Periodicals	3,753	6,012	1,937	4,920	4,713	-	207	5,000
460	Equipment under 5K	122,132	125,632	212,514	233,322	117,885	18,675	96,762	213,000
470	Computer software	139,153	173,513	195,888	241,775	136,536	24,428	80,811	185,000
480	Computer hardware	72,041	255,516	252,444	207,911	158,585	24,405	24,921	220,000
	Total Supplies & Materials	1,123,636	1,477,643	1,380,753	1,708,226	1,015,449	212,980	479,797	1,356,400
540	Equipment	-	6,779	20,047	50,000	36,058	-	13,942	50,000
	Total Capital Outlay	-	6,779	20,047	50,000	36,058	0	13,942	50,000
621	Regular Interest	-	-	-	500	-	-	500	-
640	Dues & Fees	51,933	92,488	67,655	103,080	132,135	22,001	(51,056)	165,000
650	Insurance & Judgments	210,873	216,456	218,639	233,600	230,244	6	3,350	235,000
670	Taxes & Licenses	-	49	-	200	-	-	200	100
	Total Other Objects	262,806	308,993	286,294	337,380	362,379	22,007	(47,006)	400,100
710	Transfer - Technology	50,000	175,000	200,000	225,000	225,000	-	-	225,000
711	Transfer - Classroom Furniture	-	50,000	50,000	25,000	25,000	-	-	25,000
712	Transfer - Textbook Adoption	50,000	350,000	350,000	300,000	300,000	-	-	300,000
713	Transfer - Capital Improvement	150,000	225,000	250,000	250,000	250,000	-	-	250,000
714	Transfer - Track and Turf Fund	100,000	110,000	110,000	10,000	10,000	-	-	10,000
715	Transfer - Athletic Fund	336,000	365,000	365,000	405,000	405,000	-	-	405,000
716	Transfer - Bus Replacement	150,000	250,000	250,000	250,000	250,000	-	-	250,000
717	Transfer - Unemploy Ins	50,000	25,000	15,000	25,000	25,000	-	-	25,000
718	PERS Reserve	-	150,000	500,000	500,000	500,000	-	-	500,000
719	Transfer - Food Service	16,369	50,000	65,225	150,000	13,414	-	136,586	75,000
730	Transfer - Debt Service	-	-	-	100,000	100,000	-	-	100,000
731	Transfer - Academic Achievemer	-	10,000	-	-	-	-	-	-
	Total Transfers	902,369	1,760,000	2,155,225	2,240,000	2,103,414	-	136,586	2,165,000
810	Reserve/Contingency	-	-	-	1,000,000	-	-	1,000,000	-
	Grand Total	32,598,226	34,950,241	37,398,917	40,270,825	25,299,572	11,127,638	3,843,616	38,160,720

2016-2017 All Funds Summary Report

Fund	Description	13/14	14/15	15/16	15/16	16/17	4-18-17	4-18-17	4-18-17	4/18/2017	16/17
		Actual	Actual	Actual	EFB	Adopted Budget	Y-T-D	Encumb	Balance	Proj. Actual	Proj. EFB
100	General Fund	32,766,866	34,950,241	37,398,917		40,270,825	25,249,572	11,127,638	3,893,616	38,160,720	3,026,080
200	Grant Funds	2,663,753	2,591,884	2,353,551	2,002	5,200,500	1,831,107	749,150	2,620,243	2,536,000	2,000
205	Senate Bill 1149	-	185,000	-	88,329	171,500	-	-	171,500	-	165,000
212	Academic Achievement	1,500	-	-	18,650	28,650	-	-	28,650	5,000	18,650
230	Bus Replacement	-	100,735	-	554,882	804,900	633,327	-	171,573	634,000	175,000
232	Classroom Furniture	-	50,000	40,792	9,208	38,000	25,779	-	12,221	26,000	8,000
240	Textbook Adoption	107,421	18,550	759,564	973	485,000	71,980	-	413,020	80,000	230,000
272	Capital Improvments	319,070	284,536	156,950	93,050	330,000	151,299	7,738	170,964	18,000	170,000
274	Technology	52,899	124,500	495	270,949	496,444	338,754	150,725	6,965	490,000	440,000
277	Track and Turf Replacement	100,000	100,000	100,000	77,754	118,000	-	-	118,000	-	99,000
279	Student Activity	593,221	590,053	632,780	483,120	1,120,000	509,425	31,107	579,468	615,000	500,000
286	High School Athletics	445,218	445,055	453,152	91,820	581,000	448,684	74,365	57,951	535,000	85,000
292	CTE Local Fund	-	-	-	-	100,000	-	-	100,000	-	-
296	Nutrition Services	1,683,116	1,596,163	1,615,906	340,043	2,020,907	1,096,418	477,837	446,652	1,630,000	310,000
299	PERS Reserve	630,000	-	-	650,000	1,150,000	-	-	1,150,000	-	1,150,000
300	Debt Service	3,359,330	3,442,481	3,528,481	65,481	3,618,482	999,241	-	2,619,241	3,618,500	70,000
310	Debt Service / SB 1149	5,151	-	-	-	-	-	-	-	-	-
311	2011 Non-Bonded Debt	223,547	223,547	223,547	119,551	349,715	48,607	-	301,108	223,547	90,000
400	Capital Projects	-	-	-	-	-	-	-	-	-	-
411	Capital Projects - Bond # 2	-	-	-	-	-	-	-	-	-	-
530	Vocational House Fund	-	-	-	-	250,000	-	-	250,000	-	80,000
601	Unemployment	37,166	37,539	10,646	95,630	120,000	25,351	-	94,649	55,000	80,000
	Grand Total	42,988,258	44,740,285	47,274,779	2,961,442	57,253,923	31,429,543	12,618,559	13,205,821	48,626,767	6,698,730
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**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