

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

**August 18, 2016, 7:00 PM**

**Pioneer School**

**500 N. 5<sup>th</sup> Street, Lebanon, Oregon 97355**

**A. CALL TO ORDER/WELCOME/FLAG SALUTE**

Richard Borden  
Jerry Williams  
Michael Martin  
Russ McUne

**B. BOARD REORGANIZATION**

1. **Action:** Election of Board Chair and Vice Chair for 2016-2017

**C. 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.

**D. PURSUING EXCELLENCE – *see Work Session***

1. **Action:** Board Support for Blue Zone Project

**E. GENERAL BUSINESS**

1. **Action:** Board Resolution – 1617-01 Representatives and Authorizations (Enclosure E-1)
2. **Action:** Appoint Board Members to Certified Negotiation Team
3. **Action:** Approve Board Policies on First Reading (Enclosures E-2)
  - i. GCBDD/GDBDD: Sick Time
  - ii. BBAA: Individual Board Member's Authority and Responsibilities
  - iii. BBC: Board Member Resignation
  - iv. BD/BDA: Board Meetings
  - v. BDC: Executive Sessions
  - vi. BFC: Adoption and Revision of Policies
  - vii. ECACB: Unmanned Aircraft System (UAS) aka Drone – NEW
  - viii. JBB: Educational Equity – NEW
  - ix. JHCA/JHCB: Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening – NEW combined
  - x. KGB: Public Conduct on District Property
4. **Action:** Approval Board Policies on Second Reading (Enclosure E-3)
  - i. IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted diseases, Health Education
5. **Information Only:** Policy ARs (Enclosure E-4)
  - i. KL-AR: Public Complaints Procedure
6. **Discussion:** Board Policy IKF-AR: Graduation Requirements (Enclosure E-5)
7. **Information Only:** Foreign Language Data (Enclosure E-6)
8. **Action:** Approve changing October 14 to a staff in-service non-school day
9. **Information Only:** Use of Physical Restraint and Seclusion Report (Enclosure E-7)
10. **Action:** Resignation of Board Member Liz Alperin, Declare Vacancy

**F. FINANCE**

1. **Information Only:** Financial Update (Enclosure F-1)
2. **Information Only:** Obsolete Property

**G. OPERATIONS**

1. **Information Only:** Sale of Property Update

**H. HUMAN RESOURCES**

1. **Report:** Staffing Update

## **I. CONSENT AGENDA**

1. **Action:** Approve June 9, 2016 Board Minutes (Enclosure I-1)
2. **Action:** Approve June 9, 2016 Board Work Session Minutes (Enclosure I-2)
3. **Action:** Approve June 16, 2016 Special Board Meeting Minutes (Enclosure I-3)
4. **Action:** Approve Hiring
  - i. Wendy Anderson, Counselor, Lebanon High School
  - ii. Laura Blake, Special Education Teacher, Riverview School
  - iii. Kellie Blauvelt, 1<sup>st</sup> Grade Teacher, Green Acres School
  - iv. Andrea Casey, Language Arts Teacher, Seven Oak Middle School
  - v. Coray Dykes, Counselor, .50 FTE, Lcomb School
  - vi. Jan Korvick, Spanish Teacher, Lebanon High School
  - vii. Patricia Martinez, Social Worker, Lebanon High School
  - viii. Marilyn Matthews, Special Education Teacher, 1.0 FTE, Seven Oak Middle School
  - ix. Martha Moore, Special Education Teacher, Riverview School
  - x. Jessica Rist, Counselor, Lebanon High School
  - xi. Megan Sharp, Health Occupation Teacher, .67 FTE, Lebanon High School
  - xii. Kenneth Shrum, Physical Education Teacher, .50 FTE, Cascades School
  - xiii. Sandra Shrum, Special Education Teacher, Lebanon High School
  - xiv. Eric Speldrich, 4<sup>th</sup> Grade Teacher, Cascades School
  - xv. Elizabeth Sterling, 4<sup>th</sup> Grade Teacher, Green Acres School
  - xvi. Lyndsey Watanabe, 2<sup>nd</sup>/3<sup>rd</sup> Grade Teacher, Pioneer School
  - xvii. Misty McDowell, Special Education Teacher, Lebanon High School
  - xviii. Katherine Harkins, 3<sup>rd</sup> Grade, Green Acres (Temporary 8/23/2016-11/30/2016)
5. **Action:** Approve Leave of Absence - Cindy Strader, Community Liaison, Lebanon High School, 16-17 school year (Classified)
6. **Action:** Approve Transfer of Cameron Eberhart from Hamilton Creek to Lebanon High School

## **J. BOARD OF EDUCATION TIME/DISCUSSION**

September 8, 2016	Regular Meeting District Office Board Room
October 13, 2016	Regular Meeting District Office Board Room
November 10, 2016	Regular Meeting District Office Board Room
December 8, 2016	Regular Meeting District Office Board Room

## **K. BOARD COMMUNICATION**

1. Discussion: OSBA Convention – November 10-13

## **L. SUPERINTENDENT COMMUNICATION**

1. Discussion: Digital Board Packets
2. Discussion: Reorganization of Agenda

## **M. 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.

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**Lebanon Community Schools  
Board Resolution 1617-1**

The Lebanon Community Schools Board of Directors resolves the following for the 2016-2017 School Year:

- A. Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk: BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of \$100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.
- B. Chief Administrative Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as Chief Administrative Officer for the 2016-2017 fiscal year.
- C. Deputy Clerk: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Linda Darling as Deputy Clerk for the 2016-2017 fiscal year.
- D. Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess, and Linda Darling to be the custodian of funds and further authorize facsimile signature under ORS 328.441, ORS 328.445.
- E. Authorization to Sign Payroll and Monthly Disbursements: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates, Robert Hess and/or Linda Darling to sign monthly disbursements and payroll.
- F. Authorization to approve and pay all accounts payable: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess and/or Linda Darling to approve and pay all accounts payable within the limits of the adopted budget document. Licensed administrators may approve up to \$250 purchase orders unless revoked by the Superintendent.
- G. Budget Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as budget officer for the 2016-2017 fiscal year.
- H. Official Auditors: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Accuity, LLC as the official auditor for the 2016-2017 fiscal year district books.
- I. Newspaper-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald and the Lebanon Express as the district newspaper-of-record for the 2016-2017 fiscal year.

**(Enclosure E-1)**

- J. Insurance Agent-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record for the 2016-2017 fiscal year.
- K. Attorney-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Hungerford Law Firm as attorneys-of-record for all general education related legal services and the Oregon School Boards Association for collective bargaining services the 2016-2017 fiscal year.
- L. Hearing Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and, further designates Robert Hess or his designee to serve as the hearing officer on student records including expulsion hearings.
- M. Authorization to Participate in Federal and State Programs: BE IT RESOLVED that Superintendent Robert Hess is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, Carl Perkins Grant, other various grants through local, Linn/Benton ESD, Misc. State Grants and Misc. Federal Grants.
- N. Regular Monthly Meetings: BE IT RESOLVED that the following meeting dates and time for the 2016-2017 fiscal year:

July 14, 2016	Reorganizational Meeting	District Office – Board Room
August 18, 2016	Regular Meeting	District Office – Board Room
September 8, 2016	Regular Meeting	District Office – Board Room
October 13, 2016	Regular Meeting	District Office – Board Room
November 10, 2016	Regular Meeting	District Office – Board Room
December 8, 2016	Regular Meeting	District Office – Board Room
January 12, 2017	Regular Meeting	District Office – Board Room
February 9, 2017	Regular Meeting	District Office – Board Room
March 9, 2017	Regular Meeting	District Office – Board Room
April 13, 2017	Regular Meeting	District Office – Board Room
April 27, 2017	Regular Meeting	District Office – Board Room

May 11, 2017	Regular Meeting	District Office – Board Room
May 25, 2017	Regular Meeting	District Office – Board Room
June 8, 2017	Regular Meeting	District Office – Board Room

***\* Regular Board Meetings begin at 6:00 p.m.***

- O. Depository-of-Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designate all FDIC Wells Fargo, Oregon State Treasury and Local Government Investment Pool.
- P. Establish the Borrowing Limit for the Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000. Notice is to be given to the Board prior to the loan.
- Q. Approves short term loans between funds: BE IT RESOLVED that Linda Darling, Deputy Clerk/Director of Business Services is authorized to do short term loans between funds in order to pay district obligations.
- R. Identify Confidential Employees: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Nicole Hundley and Susie Otta as confidential employees and all directors and administrators, as individuals that are excluded from the bargaining units.
- S. Reaffirm Lebanon School District as its own Local Contract Review Board (LCRB)
- T. Alternative Education Programs: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, LBCC Alternative Program, and Community Services Consortium (CSC) as alternative education programs.
- U. The following designation of the 2015-2016 ending fund balances and revenues for specific uses in 2016-2017:
  - a. Committed Fund Balances –
    - i. The ending balance of each of the following funds is “Committed” in accordance with the purposes stated for each fund or program in the FY 2016-2017 adopted budget.
  - b. Restricted Fund Balances –
    - i. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
    - ii. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.
    - iii. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.

**(Enclosure E-1)**



c. Debt Service Funds –

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

Passed this 18<sup>th</sup> day of August, 2016.

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Board Chair

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Rob Hess, Superintendent

# Lebanon Community Schools

Code: GCBDD/GDBDD  
Adopted: 4/28/16

## Sick Time\*

“Employee” means an individual who is employed by the district and who is paid on an hourly, stipend or salary basis, and for whom withholding is required under Oregon Revised Statute (ORS) 316.162-316.221. The definition does not include volunteers or independent contractors.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district. The district shall allow an eligible employee to access up to 40 hours of paid sick time per year.

~~January 1, 2016-June30, 2016~~

### ~~All Employee Groups:~~

~~Paid sick time shall accrue at the rate of one hour of paid sick time for every 30 hours the employee works.~~

~~Beginning July 1, 2016~~

### Represented Employees:

Paid sick time of 40 hours shall be front-loaded for all fulltime represented licensed, fulltime represented classified, and part-time represented employees working 4.5 or more hours per day. Employees hired after November 1 will accrue sick time at the rate of one hour of paid sick time for every 30 hours worked.

Part-time represented employees working *less* than 4.5 hours per day will accrue paid sick time at the rate of one hour of paid sick time for every 30 hours worked.

### Non-Represented Employees:

Paid sick time of 40 hours shall be front-loaded for all fulltime non-represented employees and part-time non-represented employees working 4.5 or more hours per day.

Part-time non-represented employees working *less* than 4.5 hours per day, substitutes, stipend employees (i.e. mentor), and at-will employees will accrue paid sick time at the rate of one hour for every 30 hours worked.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to using no more than 40 hours of sick time in a year.

Sick time shall be taken as follows:

- 15 minutes increments for all full or part-time licensed, full or part-time classified, full or part-time non-represented employees

- 1 hour increments for coaches and other stipend staff, classified substitutes and at-will employees
- 4 hour increments for certified substitutes

Sick time may be used for the employee's family member's<sup>1</sup> mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive care, or for reasons consistent with the Family Medical Leave Act (FMLA) or OFLA. Sick time may also be used in the event of a public health emergency.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

The district reserves the right after five consecutive days of absence, to require proof of personal illness or injury from an employee, including a medical examination by a physician chosen and paid for by the district. An employee refusing to submit to such an examination or to provide other evidence as required by the district, shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA/OFLA leave, the sick time and the FMLA/OFLA leave may run concurrently. When the reason for sick time is consistent with the sick leave per ORS332.507 the sick time and sick leave will run concurrently.

If the reason for sick time is a foreseeable absence, the district may require the employee to provide advance notice of their intention to use sick time as soon as is practical. When the employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, in-service training, mandatory meetings).

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district as soon as practicable.

The district shall establish a standard process to track the eligibility for sick time of a substitute. Substitutes must complete a written request to use paid sick time within five day of their absence.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 342.610](#)

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

SB 454 (2015)

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

Americans with Disabilities Act Amendments Act of 2008.

R1/14/16 | PH

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<sup>1</sup>"Family member" is defined by the Oregon Family Leave Act (OFLA).



# Lebanon Community Schools

Code: BBAA  
Adopted: 3/2/09  
Readopted: 2/4/10  
Orig. Code(s): BBAA

## Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

### Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional expense to the district must be submitted to the Board for consideration.

### Requests for Legal Opinions

~~Any Board member may request a legal opinion. Such request, however, shall be made through the Board chair or the superintendent. A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel.~~ If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

### Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, such information is to be conveyed to the superintendent for action.

## **Board Member's Relationship to Administration**

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. Board members will not intervene in the administration of the district or its schools.

### **Contracts or Agreements ~~Made By Individual Board Members~~**

~~Contracts or agreements made by individual Board members without the Board's authority are invalid. All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.~~

END OF POLICY

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

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

#### **Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events

# Lebanon Community Schools

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

## Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a Board member decides to terminate service, the Board requests earliest possible notification of that intention intent to resign so the Board may plan for the continuity of Board business. Board members resigning their positions will present such resignation in writing to the Board chair. Resignations must be made in writing. Board members can resign the office effective at a future date. [If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.]

The Board will announce the resignation and declare the vacancy at that a Board meeting.

The Board will fill the vacancy as per Board policy BBE – Vacancies on the Board. The Board may begin a replacement process and select a successor prior to the effective date of resignation. However, the actual appointment shall not be made before the resignation date.

END OF POLICY

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### Legal Reference(s):

ORS 236.320  
ORS 236.325  
ORS 332.030

### Cross Reference(s):

BBE - Vacancies on the Board



# Lebanon Community Schools

Code: **BD/BDA**  
Adopted: 6/16/09  
Readopted: 2/4/10  
Orig. Code(s): BD/BDA

## Board Meetings/~~Regular Board Meetings~~

~~“Meeting” means the convening of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter pertaining to district business.~~ The Board has the authority to act only when a quorum is present at a duly called regular, ~~or special, or emergency~~ Board meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Public Meeting Law.

### ~~Regular Meetings~~

All regular, ~~and special, and emergency~~ meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within the boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.<sup>1</sup> No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation<sup>2</sup>, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing impaired persons. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

[The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.]

<sup>1</sup>ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

<sup>2</sup>As defined in ORS 174.100.



The first regular meeting after July 1, and not later than July 31 in odd-numbered years, will be an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings.

The meeting schedule will be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each monthly meeting will be to conduct the regular Board business. The Board chairman will conduct the meeting, or in his/her absence, the vice chairman will conduct the meeting. If both are absent, the person with the longest period of service on the Board will conduct the meeting.

### Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting in July and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

### Electronic Communication Communications Outside of Board Meetings

E-mail Communications to, by, and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic-mail communications among Board members shall be limited to messages not involving deliberation, debate, decision-making, or gathering of information on which to deliberate. :

1. — Disseminating information; and
2. — Messages not involving deliberation, debate, or decision-making.

E-mail Electronic communication may contain:

1. Agenda item suggestions;
2. Reminders regarding meeting times, dates, and places;
3. Board meeting agendas or information concerning agenda items;



4. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) so long as that information is also being made available to the public;
5. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to Board members will have the following notice:

*Important: Please do not reply or forward this ~~e-mail~~communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. ~~E-mails~~Electronic communications on district business are governed by ~~p~~Public ~~r~~Records and Meetings ~~l~~Law.*

### **Private or Social Meetings**

Private or social meetings of a quorum of the Board for the purpose of making a decision, deliberating toward a decision on any matter or participating in discussions of official district business are prohibited by the Public Meetings Law.

### **Work Sessions**

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. [The Board [may make] [is discouraged from making] official decisions during a work session.] [Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.]

### **Executive Sessions**

Executive sessions may be held [as an agenda item] during regular, special or emergency meetings for a reason permitted by law. [(See Board policy BDC - Executive Sessions)]

### **Adjourned Meetings**

A Board meeting may be adjourned to another time if a quorum is not present or if additional business needs to be conducted at the regular time of adjournment. The time, date and place of the adjourned meeting will be specified and appropriate notice given.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

END OF POLICY

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

ORS 174.100  
ORS 174.104

ORS Chapter 192  
ORS Chapter 193

ORS 332.0450 - 332.444061  
ORS 433.835 - 433.875



38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (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.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

**Cross Reference(s):**

ACA - Americans with Disabilities Act

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

# Lebanon Community Schools

Code: **BDC**  
Adopted: 6/16/09  
Readopted: 2/4/10  
Orig. Code(s): BDC

## Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of students and matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.

Executive sessions may be held during regular, special or emergency meetings for any reason permitted by law. An executive session may be convened by the Board chair upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))
9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

~~The chair (presiding officer) will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.~~ The Board will determine who may attend executive sessions within the constraints of the law. Members of the press may attend executive sessions except as follows:

1. Deliberations with persons designated by the Board to carry on labor negotiations.
2. Hearings on the expulsion of minor students ~~and matters pertaining to~~ or examination of the confidential medical records of a student ~~including or~~ that student's educational program; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigations.

The press may not disclose information gained in the executive session.

~~An executive session may be convened by the chair, upon request of three Board members or by common consent of the Board for a purpose authorized under ORS 192.660.~~

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: ~~the~~ the name of the minor student; the issue, including the student's confidential medical records and educational program; the discussion; and each Board member's vote on the issue.

~~All executive session m~~Minutes shall be kept ~~in written form~~ for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

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**Legal Reference(s):**

ORS 192.610 - 192.710

ORS 332.045

ORS 332.061

**Cross Reference(s):**

BDDG - Minutes of Board Meetings

CBG - Evaluation of the Superintendent

Executive Sessions - BDC

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Enclosure E-2



# Lebanon Community Schools

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

## Adoption and Revision of Policies

Board policies will be subject to alteration, addition or deletion ~~only~~ upon a majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. First presentation of the policy will be scheduled on a meeting agenda prior to its adoption at a subsequent regular or special meeting. All new or amended policies will become effective on the day after adoption by the Board unless a specific date is included in the motion for adoption.

When, in the best interests of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented. A proposed change in policy will not be made at the meeting in which the change is proposed unless by [unanimous] [majority] vote of the Board.]

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as Board policy.

~~Board policy documents will be printed and be made available to district staff, students and community members.~~ When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be published ~~and inserted in each Board policy manual~~ at the earliest opportunity.

The operation of any individual policy, section or sections of policies not established by law or specifically listed in the current collective bargaining agreement may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

The policy manual will be [regularly] reviewed to keep it current.

Each school in the district will maintain a copy of the current policy manual in the administrative office of the school and will provide staff and public access to the manual during regular office hours. The current policy manual will also be available on the district web site and at the district office. The Board policy manual will be considered a public record and will be open for inspection at the superintendent's office.

END OF POLICY

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### Legal Reference(s):

ORS 332.107  
ORS 332.505  
OAR 581-022-1610  
OAR 581-022-1720

**Cross Reference(s):**

BCE - Board Ad Hoc Study Committees

BFG - Policy Review and Evaluation/Manual Accuracy Check

# Oregon School Boards Association Selected Sample Policy

Code: **ECACB**  
Adopted:

## **NEW POLICY**

### **Unmanned Aircraft System (UAS) a.k.a. Drone**

Any employee or representative of the district operating a district unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.

District employees shall work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>1</sup> at OSAA sanctioned events. Use of a UAS at other district-sponsored athletics or activities is prohibited.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures for the implementation of this policy.

The district shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.501 on the district’s website.

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<sup>1</sup>[#85](http://www.osaa.org/governance/handbooks/osaa)

### [Third Party Use

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the [superintendent or designee].

If permission is granted by the [superintendent or designee], the third party operating a UAS will comply with all FAA regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;
2. Appropriate registration and authorization issued by the FAA when required; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.]

END OF POLICY

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#### Legal Reference(s):

[ORS 164.885](#)  
[ORS 174.109](#)

[ORS 192.501](#)  
[ORS 837.300](#) to -837.390

[ORS 837.995](#)

Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95, § 336 (2012).

Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.

Family Educational Rights Privacy Act

OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #85 (2015-2016).



# Oregon School Boards Association Selected Sample Policy

Code: **JBB**  
Adopted:

## Educational Equity

## NEW POLICY

The district is committed to the success of every student in each of our schools. For that success to occur, the district is committed to equity by recognizing institutional barriers and creating access and opportunities that benefit each student. "Achieving equity" means students' identities will not predict or predetermine their success in school.

Educational equity is based on the principles of fairness and justice in allocating resources, opportunity, treatment and creating success for each student.

Educational equity promotes the real possibility of equality of educational results for each student and between diverse groups of students. Equity strategies are intentional, systemic and focused on the core of the teaching and learning process.

To achieve educational equity the district will commit to:

1. Systematically using districtwide and individual school level data, disaggregated by [race/ethnicity, national origin, language, special education, sex, socioeconomic status and mobility<sup>1</sup>] to inform district decision making.
2. Raising the achievement of all students while narrowing the gap between the lowest and the highest performing students.
3. Eliminating the predictability and disparity in all aspects of education and its administration, including but not limited to, the disproportionate representation of students by race, poverty, sex, sexual orientation<sup>2</sup> and national origin in discipline, special education and in various advanced learning.
4. Graduating all students ready to succeed in a diverse local, national and global community.

In order to achieve educational equity for each and every student:

1. The district shall provide every student with equitable access to high quality curriculum, support, facilities and other educational resources, even when this means differentiating resource allocation.

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<sup>1</sup>These are data categories that the Oregon Department of Education collects. Districts may choose to add to this list from data the district collects.

<sup>2</sup>"Sexual orientation" is defined by Oregon Revised Statute (ORS) 174.100(7) to mean an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

2. The district shall review existing policies, programs, professional development and procedures for the promotion of educational equity, and all applicable new policies, programs and procedures will be developed [using an educational equity analysis tool] [with educational equity as a priority].
3. The district shall actively work toward a balanced teacher and administrator workforce to reflect the diversity of the student body. The district seeks to recruit, employ, support and retain a workforce that includes racial, sex and linguistic diversity, as well as culturally responsive administrative, instructional and support personnel.
4. The district shall provide professional development to strengthen employees' knowledge and skills for eliminating opportunity gaps and other disparities in achievement.
5. The district shall create schools with a welcoming, inclusive culture and environment that reflects and supports diversity of the student population, their families and their community.
6. The district shall include partners who have demonstrated culturally specific expertise, including but not limited to, families, government agencies, institutions of higher learning, early childhood education organizations, community-based organizations, local businesses and the community in general, in meeting our high goals for educational outcomes. The district shall seek to involve students, staff, families and community members that reflect district demographics to inform decisions regarding the narrowing of the achievement and other opportunity gaps.
7. The district shall provide multiple pathways to success in order to meet the needs of the diverse student body and shall actively encourage, support and expect high academic achievement for each student.
8. The district shall provide materials and assessments that reflect the diversity of students and staff and are geared toward the understanding and appreciation of culture, class, language, ethnicity, poverty, ability and other differences that contribute to the uniqueness of each student and staff member.

The superintendent shall [develop procedures] [develop an action plan] [include equity practices in the district's strategic plan strategies] to implement this policy. The superintendent will [annually] report to the Board the progress of the [implementation of this policy] [action plan] [strategic plan].

END OF POLICY

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**Legal Reference(s):**

[ORS 174.100\(7\)](#)  
[ORS 332.075](#)

[ORS 332.107](#)  
[ORS 342.437 to -342.449](#)

# Oregon School Boards Association Selected Sample Policy

Code: JHCA/JHCB  
Adopted:

## **NEW COMBINED POLICY**

replacing separate JHCA and JHCB

### **Immunization, Physical Examination, ~~and~~ Vision Screening/Eye Examination and Dental Screening\*\***

#### **Immunization**

Proof of immunization must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious, philosophical beliefs and/or medical exemption.<sup>1</sup>

#### **Physical Examination**

The Board recommends that all students initially enrolling in school have a physical examination. Parents will be asked to complete a district Health History form when initially enrolling their students in the district and when registering them for seventh grade.

All students participating in athletic programs are required to submit to the district a School Sports Pre-participation Examination<sup>2</sup> form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent **or guardian** and physician giving permission for the student to participate.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

A ~~S~~students who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter.

#### **Vision Screening or Eye Examination**

The parents **or guardian** of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

<sup>1</sup>Documentation requirements for exemptions are outlined in ORS 433.267.

<sup>2</sup>Form available at [www.osaa.org](http://www.osaa.org).

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parents or guardian of the student.

### **Dental Screening**

The district shall file in the student's dental health record any dental screening certifications and any results of a dental screening known by the district. The district will provide to the parent or guardian of each student, standardized information developed by the Oregon Health Authority's dental director regarding dental screenings, further examinations or necessary treatments and preventative care including fluoride varnish, sealants and daily brushing and flossing.

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time, shall submit a certification within 120 days of beginning the education program, that the student has received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or
3. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:
  - a. The cost of obtaining the dental screening is too high;
  - b. The student does not have access to an approved screener;
  - c. The student was unable to obtain an appointment with an approved screener.

The certification may be provided by a licensed dentist, a dental hygienist or a health care practitioner as defined by state law. The certification must include the:

1. Student's name;
2. Date of screening; and
3. Name of entity conducting the dental screening.

The district shall submit to the Oregon Department of Education a report that identifies the percentage of students who failed to submit the certification for the previous year, no later than October 1 of each year.

END OF POLICY



**Legal Reference(s):**

[ORS 326.580](#)  
[ORS 336.211](#)  
[ORS 336.213](#)  
[ORS 336.479](#)

[ORS 433.235 to -433.280](#)  
[OAR 333-019-0010](#)  
[OAR 333-050-0010 to -0120](#)

[OAR 581-021-0031](#)  
[OAR 581-021-0017](#)  
[OAR 581-021-0041](#)  
[OAR 581-022-0705](#)

OREGON SCHOOL ACTIVITIES ASSOCIATION, OSAA HANDBOOK.

1/16/146/30/16 | RS

Immunization, Physical Examination, and Vision Screening/Eye  
Examination and Dental Screening\*\* - JHCA/JHCB

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Enclosure E-2

# Lebanon Community Schools

Code: **KGB**  
Adopted: 8/7/06  
Readopted: 1/20/11, 09/10/15  
Orig. Code(s): KGB

## Public Conduct on District Property (Version 1)

No person on district property or grounds, including parking lots, will:

1. Injure or threaten to injure another;
2. Damage the property of another or of the district;
3. Initiate or circulate a report, one knows to be false, concerning an alleged hazardous substance, impending fire, explosion, catastrophe or other emergency that will take place in or upon a school;
4. Violate parking regulations;
5. Drive a vehicle in an unsafe manner;
6. Operate an unmanned aircraft system (UAS) or drone [unless granted permission from the superintendent or designee] [, as prohibited by Board policy ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone];
7. Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
8. Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
9. Bring, possess, conceal, or use a weapon as prohibited by Board policy JFCJ - Weapons in the Schools and state and federal law;
10. Possess, consume, sell, give or deliver unlawful drugs and/or alcoholic beverages. Possess, sell, give or deliver drug paraphernalia;
11. Use, distribute or sell tobacco products or inhalant delivery systems;
12. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things-item which arethat is evidence of membership or affiliation in-with any gang. Use speech or commit any act or omission in furtherance of the interests of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or

language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;

13. Willfully violate Board policies, administrative regulations or school rules designed to maintain public order on district property.

Persons having no legitimate purpose or business on district property, or **those** violating or threatening to violate the above rules, may be ejected from the premises and/or referred to law enforcement officials.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.015](#)

[ORS 164.245](#)

[ORS 164.255](#)

[ORS 166.025](#)

[ORS 166.155 to -166.165](#)

[ORS 332.172](#)

[ORS 336.109](#)

[ORS 339.883](#)

[ORS 431.840](#)

[ORS 433.835 to -433.990](#)

[ORS 806.060 to -806.080](#)

[OAR 333-015-0025 to -0090](#)

[OAR 581-021-0110](#)

[OAR 584-020-0040\(4\)\(e\),\(g\)](#)

[ORS 166.210 to -166.370](#)

Gun-Free Schools Act, 20 U.S.C. 7151 (2006).

Pro-Children Act of 1994, 20 U.S.C. §§ 6081-6084 (2006).

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2006).





## Lebanon Community Schools

Code: IGAI  
Adopted: 8/4/08  
Readopted: 12/16/10  
Orig. Code(s): IGAI

### **Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education\*\***

The district shall provide an age appropriate, comprehensive plan of instruction focusing on human sexuality, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an integral part of health education and other subjects. Course material and instruction for all human sexuality education courses that discuss human sexuality shall enhance a student's understanding of sexuality as a normal and healthy aspect of human development. A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. The district must provide a minimum of four instructional sessions annually; one instructional session is equal to one standard class period. In addition, the HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Parents, teachers, school administrators, local health departments staff, other community representatives and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction and align it with the Oregon Health Education Standards and Benchmarks.

The Board shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective educational strategies.

Parents of minor students shall be notified in advance of any human sexuality or AIDS/HIV instruction. Any parent may request that his/her child be excused from that portion of the instructional program under the procedures set forth in Oregon Revised Statute (ORS) 336.035(2).

The comprehensive plan of instruction shall include the following information that:

1. Promotes abstinence for school age youth and mutually monogamous relationships with an uninfected partner for adults;
2. Allays those fears concerning HIV that are scientifically groundless;
3. Is balanced and medically accurate;
4. Provides balanced, accurate information and skills-based instruction on risks and benefits of contraceptives, condoms and other disease reduction measures;

5. Discusses responsible sexual behaviors and hygienic practices which may reduce or eliminate unintended pregnancy, exposure to HIV, hepatitis B/C and other sexually transmitted infections and diseases;
6. Stresses the risks of behaviors such as the sharing of needles or syringes for injecting illegal drugs and controlled substances;
7. Discusses the characteristics of the emotional, physical and psychological aspects of a healthy relationship;
8. Discusses the benefits of delaying pregnancy beyond the adolescent years as a means to better ensure a healthy future for parents and their children. The student shall be provided with statistics based on the latest medical information regarding both the health benefits and the possible side effects of all forms of contraceptives including the success and failure rates for prevention of pregnancy, sexually transmitted infections and diseases;
9. Stresses that HIV/STDs and hepatitis B/C can be possible hazards of sexual contact;
10. Provides students with information about Oregon laws that address young people's rights and responsibilities relating to childbearing and parenting;
11. Advises students of consequences of having sexual relations with persons younger than 18 years of age to whom they are not married;
12. Encourages family communication and involvement and helps students learn to make responsible, respectful and healthy decisions;
13. Teaches that no form of sexual expression or behavior is acceptable when it physically or emotionally harms oneself or others and that it is wrong to take advantage of or exploit another person;
14. Teaches that consent is an essential component of healthy sexual behavior. Course material shall promote positive attitudes and behaviors related to healthy relationships and sexuality, and encourage active student bystander behavior;
15. Teaches students how to identify and respond to attitudes and behaviors which contribute to sexual violence;
16. Validates the importance of one's honesty, respect for each person's dignity and well-being, and responsibility for one's actions;
17. Uses inclusive materials and strategies that recognizes different sexual orientations, gender identities and gender expression;
18. Includes information about relevant community resources, how to access these resources, and the laws that protect the rights of minors to anonymously access these resources.

The comprehensive plan of instruction shall emphasize skills-based instruction that:

Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education\*\* - IGAI

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Enclosure E-3



19. Assists students to develop and practice effective communication skills, development of self esteem and ability to resist peer pressure;
20. Provides students with the opportunity to learn about and personalize peer, media, technology and community influences that both positively and negatively impact their attitudes and decisions related to healthy sexuality, relationships and sexual behaviors, including decisions to abstain from sexual intercourse;
21. Enhances students' ability to access valid health information and resources related to their sexual health;
22. Teaches how to develop and communicate sexual and reproductive boundaries;
23. Is research based, evidence based or best practice; and
24. Aligns with the Oregon Health Education Content Standards and Benchmarks.

All sexuality education programs emphasize that abstinence from sexual intercourse, when practiced consistently and correctly, is the only 100 percent effective method against unintended pregnancy, sexually transmitted HIV and hepatitis B/C infection and other sexually transmitted infections and diseases.

Abstinence is to be stressed, but not to the exclusion of contraceptives and condoms for preventing unintended pregnancy, HIV infection, hepatitis B/C infection and other sexually transmitted infections and diseases. Such courses are to acknowledge the value of abstinence while not devaluing or ignoring those students who have had or are having sexual relationships. Further, sexuality education materials, including instructional strategies, and activities must not, in any way use shame or fear-based tactics.

Materials and information shall be presented in a manner sensitive to the fact that there are students who have experienced, perpetrated or witnessed sexual abuse and relationship violence.

END OF POLICY

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**Legal Reference(s):**

[ORS 336.035](#)  
[ORS 336.107](#)  
[ORS 336.455 to -336.475](#)  
[ORS 339.370 to -339.400](#)

[OAR 581-022-0705](#)  
[OAR 581-022-1440](#)  
[OAR 581-022-1910](#)

HR416/144/28/16| PH



## Public Complaint Procedure

### Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved.

### The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within five working days of the meeting with the employee, the complainant may file a written, signed complaint with the principal administrator. The principal administrator shall evaluate the complaint and render a decision within five-10 working days after receiving the complaint. The administrator will have a discussion with the employee involved.

### The Superintendent: Step Three

If Step 2 does not resolve the complaint, within 10 working days of the meeting with the principal administrator, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within 10 working days after receiving the written complaint.

### The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final.<sup>1</sup>

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<sup>1</sup>The timelines may be extended upon written agreement between both parties.

| Complaints against the principal administrator may be filed with the superintendent.

Complaints against the superintendent should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to district counsel.

Complaints against the Board chair may be made directly to the Board vice chair.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, the district will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-1940.



**Lebanon Community School District**

**COMPLAINT FORM**

TO: ☐ District Office ☐ \_\_\_\_\_ (Name of School)

Person Making Complaint \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Nature of Complaint \_\_\_\_\_

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Who should we talk to and what evidence should we consider? \_\_\_\_\_

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Suggested solution/resolution/outcome: \_\_\_\_\_

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Office Use: Disposition of Complaint: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: District Office

HR1/14/16 | PH



# Lebanon Community Schools

Code: **IKF-AR**  
 Adopted: 6/3/10  
 Readopted: 12/16/10, 05/05/2011,  
 11/7/13, 02/11/16

## Graduation Requirements

### Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits depending upon when the student first enrolled as a freshman according to the following table:

Subject	Student first enrolled in grade nine during 2010-11 school year or first enrolled in grade nine in any subsequent years (Graduates of 2014 and beyond)
English	4 (one unit in written comprehension)
Math	3 (at Algebra I level and higher)
Science	3
Social Studies	3
Health	1
PE	1
Career Technical Ed, The Arts or World Language (in any one or combination thereof)	3
Electives	6
<b>Total credits required to graduate:</b>	<b>24</b>
<b>Essential Skills required:</b>	Read and comprehend a variety of text, write clearly and accurately, apply math.
	Enrolled in grade nine during 2011-12 school year or first enrolled in grade nine in any subsequent school year (Graduates of 2015 and beyond): Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.
<b>Other graduation requirements:</b>	Develop an education plan and build an education profile
	Demonstrate extended application through a collection of evidence
	Participate in career-related learning experiences

The district shall offer students credit options provided the method for obtaining such credit is described in the student's personal education plan and the credit is earned by meeting requirements described in OAR 581-022-1131.

### Essential Skills Appeal

The district will follow Board policy KL - Public Complaints in the event of an appeal for the denial of a diploma based on the Essential Skills graduation requirement. The district will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.

### **Oregon University System High School Course Requirements for Fall 2012 (Informational Only)**

Applicants must satisfactorily (grade of C- or above) complete at least 14 units<sup>1</sup> (one year equal to one unit) of college preparatory work in the following areas. Graduates of Oregon high schools may also use the Proficiency-based Admission Standards System (PASS) option to substitute for English, mathematics, science, social science and second language subject requirements.

English	4 units
Mathematics	3 units
Science	2 units
Social Studies	3 units
Second Language	2 units

Source: [www.ous.edu/stucoun/prospstu/files/Admission%20policy%202011-12%Board%20Final.pdf](http://www.ous.edu/stucoun/prospstu/files/Admission%20policy%202011-12%Board%20Final.pdf)

### **Modified Diploma**

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards for a high school diploma even with reasonable modifications and accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria listed below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. Has a documented history of a medical condition that creates a barrier to achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students who, while in grade nine through completion of high school, complete 24 credits which shall include:

Subject	Modified Diploma Requirements
English	3
Math	2
Science	2
Social Studies	2

<sup>1</sup> Minimum requirements for admission to UO include these 14 units. For automatic admission, students must complete two additional approved units in any of the five subject requirements.



<b>Subject</b>	<b>Modified Diploma Requirements</b>
Health	1
PE	1
Career Technical Ed, The Arts or World Language	1
Electives	12
<b>Total credits required for modified diploma:</b>	<b>24</b>
<b>Essential Skills required:</b>	Read and comprehend a variety of text, write clearly and accurately, apply math.
<b>Essential Skills required:</b>	Enrolled in grade nine during 2011-12 school year or first enrolled in grade nine in any subsequent school year (Graduates of 2015 and beyond): Read and comprehend a variety of text, write clearly and accurately, apply math, any additional Essential Skills adopted by the State Board of Education.
<b>Other graduation requirements:</b>	Develop an education plan and build an education profile.
	Demonstrate extended application through a collection of evidence.

Districts may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

- For a student on an IEP, any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard.
- For a student not on an IEP, any modifications to work samples must have been provided to the student during his/her instruction in the content area to be assessed, and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified OAKS assessment.

A student's school team shall decide that a student should work toward a modified diploma no earlier than the end of grade six and no later than two years before the student's anticipated exit from high school. A student's school team may decide to revise a modified diploma decision.

A student's school team may decide that a student who was not previously working towards a modified diploma should work towards one when the student is less than two years from anticipated exit from high school if the documented history has changed.

## **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

1. While in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:
  - a. Two credits of mathematics;
  - b. Two credits of English;
  - c. Two credits of science;
  - d. Three credits of history, geography, economics or civics;
  - e. One credit of health;
  - f. One credit of physical education;
  - g. One credit of the arts or a world language.
2. Have a documented history of:
  - a. An inability to maintain grade level achievement due to significant learning and instructional barriers;
  - b. A medical condition that creates a barrier to achievement; or
  - c. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.

## **Alternative Certificates**

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma or an extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement.

## **Assessment**

Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form<sup>2</sup> and submitting the form to the district.  
R10/24/13 | RS

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<sup>2</sup>[www.ode.state.or.us](http://www.ode.state.or.us); or navigate to Teaching & Learning > Testing - Student Assessment > Smarter Balanced

# **FOREIGN LANGUAGE DATA**

## **CLASS OF 2015 & CLASS OF 2016**

### **Class of 2015**

126 Students (49%) who took 2 years of the same foreign language

22 French

104 Spanish

256 Total # students class of 2015, cohort year 11/12

### **Class of 2016**

174 Students (61%) who took 2 years of the same foreign language

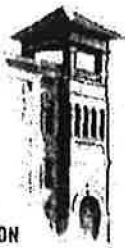
41 French

133 Spanish

1 German (online)

286 Total # students class of 2016, cohort year 12/13

**Notes from Rhonda Restau- Registrar at Lebanon High School:** More students took foreign language in the class of 2016. In my opinion this is because when these students were in middle school at 7 Oak they had the opportunity to do 2 years of foreign language in 7<sup>th</sup> and 8<sup>th</sup> grade with French teacher, Robert Zenk, and Spanish teacher, Lisa Jordan. These teachers also taught at LHS and formed good relationships with the students that continued into high school. Students were more prepared for foreign language in high school because of their middle school experiences.



August, 2016

**581-021-0559 Reporting Requirements for the Use of Physical Restraint & Seclusion**

Each entity that has jurisdiction over a public education program must prepare an annual report detailing the use of physical restraint and seclusion for the preceding school year, including, at a minimum:

(a) The total number of incidents involving physical restraint;

*In 2015 – 2016 Lebanon School District had 9 incidents of physical restraint, (Physical restraint means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student.)*

(b) The total number of incidents involving seclusion;

*In 2015 – 2016 Lebanon School District had 6 incidents of seclusion, (Seclusion means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.)*

(c) The total number of seclusions in a locked room;

*In 2015 – 2016 Lebanon School District had 0 incidents of seclusion in a locked room.*

(d) The total number of students placed in physical restraint;

*In 2015 – 2016 Lebanon School District had 8 students placed in physical restraint.*

(e) The total number of students placed in seclusion;

*In 2015 – 2016 Lebanon School District had 3 students placed in seclusion.*



(f) The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;

***In 2015 -2016 Lebanon School District had 0 incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion.***

(g) The number of students who were placed in physical restraint or seclusion more than 10 times in the course of a school year and an explanation of what steps have been taken by the public education program to decrease the use of physical restraint and seclusion for each student;

***In 2015 -2016 Lebanon School District had 0 students who were placed in physical restraint or seclusion more than 10 times in the course of the school year.***

(h) The number of incidents in which the personnel of the public education program administering physical restraint or seclusion were not trained;

***In 2015 – 2016 Lebanon School District had 0 incidents of students who were placed in physical restraint by untrained personnel.***

(i) The demographic characteristics of all students upon whom physical restraint or seclusion was imposed, including;

a. Race – **5 White students**

b. Ethnicity – **1 Hispanic student**

c. Gender – **8 male students, 1 female student**

d. Disability status – **7 students with disabilities**

e. Migrant status – **0 migrant students**

f. English proficiency – **0 English proficiency students**

g. Status as economically disadvantaged – **8 economically disadvantaged students**

## **Business Report**

By: Linda Darling, Business Director

August 18, 2016

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

The 2016-2017 Financial Board report included in this Board packet reflects all of projected revenue and expenditures for 2015-2016, along with the budgeted and spent or encumbered amounts for 2016-2017. The projected Ending Fund Balance for 2015-2016 is \$3,118,759. This figure will continue to change until audit in October. The amounts in 2015-2016 salaries and benefits will continue to change as employees are hired and all employees select new benefit plans during August and September.

### **Obsolete Equipment:**

The following equipment is obsolete and the District will be disposing it by sealed bids and / or scrap iron:

- 1988 Chevrolet Medium Bus #21
- 1991 International Large Bus #45
- 1996 Blue Bird Large Bus #82
- 1996 Blue Bird Large Bus #87
- 1996 Blue Bird Large Bus #88
- 1990 Ford Van #306
- 1990 Ford Van #563

### **New Vehicles:**

The District has purchased 6 new buses that are to be delivered soon. There are 5 large Blue Bird, and 1 small Blue Bird buses. Make sure to take a moment to admire them. The District has also purchased a used 2004 Ford F450 (flatbed) to replace a van that is listed on the obsolete equipment list.

### **Online Payment and Donation System:**

The District is implementing an online payment system that will allow parents to pay fees, fines, or purchase items. This system, TouchBase, interfaces with our current student receipting product (InTouch). An additional system, TouchBase Lite, is also being added that allows individuals to make online donations to the district / schools. This will allow us to discontinue using other programs (such as Go Fund Me) that charge high rates and increase controls on handling funds.

### **2016-2017 Budget Document:**

The 2016-2017 Budget Document will be distributed at the Board Meeting to save in postage. If you need a copy prior to the Board Meeting you can access it on the District website under the Business Dept. or if you contact me I will get it to you.

## 2016-2017 General Fund Summary Report

	13/14 Actual	14/15 Actual	15/16 Project 8/9/2016	16/17 Budget	8-9-16 YTD & Enc	8-9-16 Balance
<b>General Fund - Revenue</b>						
SSF Formula	33,010,958	34,926,096	36,120,081	36,450,825	4,523,368	31,927,457
SSF Adjustment	354,709	48,134	(330,463)	-	-	-
Interest	55,090	62,596	91,478	70,000	5,290	64,710
Third Party Billing	35,680	25,179	45,178	50,000	-	50,000
TMR	189,021	154,930	149,514	175,000	-	175,000
JROTC	44,877	64,220	66,034	65,000	5,604	59,396
Other	493,650	379,017	286,896	450,000	282	449,718
Interfund Transfer	680,000	60,000	60,000	60,000	-	60,000
BFB	1,065,336	3,162,455	3,932,387	2,950,000	-	2,950,000
<b>Total</b>	<b>35,929,322</b>	<b>38,882,628</b>	<b>40,421,105</b>	<b>40,270,825</b>	<b>4,534,544</b>	<b>35,736,281</b>
	=====	=====	=====	=====	=====	=====
<b>General Fund - Expenses</b>						
Salaries	15,946,123	16,263,399	17,884,307	18,652,514	16,589,666	2,062,848
Benefits	9,581,618	10,020,660	10,652,771	11,477,648	376,453	11,101,195
P. Services	4,781,674	5,112,768	5,005,006	4,805,057	674,740	4,130,317
Supplies	1,123,636	1,477,643	1,298,696	1,708,226	477,931	1,230,295
Capital Outlay	-	6,779	20,047	50,000	11,000	39,000
Other Objects	262,806	308,993	286,294	337,380	240,897	96,483
Transfers	902,369	1,760,000	2,155,225	2,240,000	-	2,240,000
Contingency	-	-	-	1,000,000	-	1,000,000
<b>Total</b>	<b>32,598,226</b>	<b>34,950,241</b>	<b>37,302,346</b>	<b>40,270,825</b>	<b>18,370,688</b>	<b>21,900,137</b>
	=====	=====	=====	=====	=====	=====
<b>Projected Ending Fund Balance</b>			<b>3,118,759</b>			

## 2016-2017 General Fund Revenue Report

	13/14 Actual	14/15 Actual	15/16 Project 8/9/2016	16/17 Budget	8-9-16 YTD	8-9-16 Balance
SSF Formula						
Taxes	7,903,432	8,234,812	8,540,585	8,675,000	-	8,675,000
Federal Forest Fees	270,219	264,679	205,708	150,000	-	150,000
Common School	390,784	409,884	492,013	416,000	-	416,000
State Timber	210,996	405,152	181,382	100,000	-	100,000
School Support Fund	24,235,526	25,578,283	26,624,000	27,109,825	4,523,368	22,586,457
Adjustments to SSF Payments						-
Adj for 05/06 payments	-	-	-	-	-	-
Adj for HC Disability Grant	44,585	33,286	76,394	-	-	-
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	-	-	-	-	-	-
State Fiscal Stabilization Fund	-	-	-	-	-	-
Total SSF Formula	33,365,667	34,974,231	35,789,618	36,450,825	4,523,368	31,927,457
Interest of Investments	55,090	62,596	91,478	70,000	5,290	64,710
Third Party billing - Medicaid	35,680	25,179	45,178	50,000	-	50,000
TMR	189,021	154,930	149,514	175,000	-	175,000
JROTC reimbursement	44,877	64,220	66,034	65,000	5,604	59,396
Other						
Rental Fees	24,989	27,828	9,718	10,000	-	10,000
Fees Charged to Grants	-	-	720	50,000	-	50,000
Miscellaneous	396,771	282,468	193,548	310,000	282	309,718
E-Rate reimbursement	71,891	68,721	82,910	80,000	-	80,000
Interfund Transfer - Athletics	680,000	60,000	60,000	60,000	-	60,000
Beginning Fund Balance	1,065,336	3,162,455	3,932,387	2,950,000	-	2,950,000
<b>Total</b>	<b><u>35,929,322</u></b>	<b><u>38,882,628</u></b>	<b><u>40,421,105</u></b>	<b><u>40,270,825</u></b>	<b><u>4,534,544</u></b>	<b><u>35,736,281</u></b>



# 2016-2017 General Fund Expenditure Report

Obj	Description	8/9/2016						
		13/14 Actual	14/15 Actual	15/16 Project	16/17 Budget	8-8-16 YTD	8-8-16 Encumb	8-8-16 Balance
111	Certified salaries	9,312,212	9,311,147	10,161,648	10,626,822	22,389	9,990,055	614,378
112	Classified salaries	3,821,771	4,164,521	4,545,055	4,967,526	109,813	4,490,950	366,763
113	Administrative salaries	1,409,054	1,464,907	1,648,330	1,612,788	135,133	1,486,461	(8,806)
114	Managerial - classified	92,856	94,714	178,755	187,684	15,650	172,147	(113)
116	Retirement stipends	99,065	76,123	51,134	44,000	3,071	32,550	8,379
118	Retirement Support Program	159,600	-	-	-	-	-	-
119	Confidential salaries	125,872	125,785	84,504	95,139	8,159	89,748	(2,768)
121	Certified subs	364,590	373,350	432,262	382,854	-	-	382,854
122	Classified subs	147,575	148,818	155,004	162,800	2,968	-	159,832
123	Temp certified	61,461	62,030	73,949	53,500	-	-	53,500
124	Temp classified	3,775	982	-	500	-	-	500
127	Student helpers salaries	12,466	11,768	7,895	6,000	-	-	6,000
132	Compensation time	19,026	23,861	25,767	32,650	-	-	32,650
133	Extra duty	149,434	254,381	324,893	324,201	18,320	4,009	301,872
134	Classified extra hrs	123,909	142,975	185,048	135,000	8,204	-	126,796
135	Vacation Payoff	17,384	4,377	6,938	15,650	-	-	15,650
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	-	-	4,000
142	Taxable Meal Reimbursement	328	436	903	1,400	39	-	1,362
	<b>Total Salaries</b>	<b>15,946,123</b>	<b>16,263,399</b>	<b>17,884,307</b>	<b>18,652,514</b>	<b>323,746</b>	<b>16,265,921</b>	<b>2,062,848</b>
210	PERS	3,955,693	3,976,407	4,187,392	4,682,670	76,506	92,277	4,513,887
220	Social Security	1,183,575	1,207,537	1,328,137	1,391,886	24,133	28,394	1,339,359
231	Worker's Comp	119,163	136,822	181,273	219,075	6,229	6,130	206,716
241	Employee Ins - Admin		177,948	212,862	220,380	17,376	17,376	185,629
242	Employee Ins - Certified	2,146,033	2,307,416	2,328,554	2,432,267	2,980	4,078	2,425,209
243	Employee Ins - Classified	1,721,374	1,874,827	2,137,056	2,249,129	32,386	43,453	2,173,291
244	Employee Ins - Other	20,636	20,700	7,731	25,820	1,720	1,720	22,381
245	Employee Ins - Retired	389,149	276,090	228,774	230,000	18,492	-	211,508
247	TSA	45,996	42,912	40,991	26,421	1,350	1,855	23,216
	<b>Total Benefits</b>	<b>9,581,618</b>	<b>10,020,660</b>	<b>10,652,771</b>	<b>11,477,648</b>	<b>181,171</b>	<b>195,282</b>	<b>11,101,195</b>

# 2016-2017 General Fund Expenditure Report

		8/9/2016						
Obj	Description	13/14 Actual	14/15 Actual	15/16 Project	16/17 Budget	8-8-16 YTD	8-8-16 Encumb	8-8-16 Balance
311	Instructional Services	69,272	152,856	157,581	180,800	450	-	180,350
312	Instr Prog Improve Service	18,733	43,468	36,748	20,000	-	-	20,000
319	Other Instr-Prof-Tech SVCS	14,977	21,870	9,745	15,000	-	-	15,000
322	Repairs & Maintenance	101,489	163,270	168,482	108,517	11,820	26,022	70,675
323	Radio Service	-	-	7,767	-	-	-	-
324	Rentals	121,204	135,308	104,777	140,350	6,841	44,857	88,652
325	Electricity	440,338	467,896	473,758	472,100	29,576	-	442,524
326	Fuel	187,486	177,759	187,899	236,000	275	-	235,725
327	Water & Sewer	112,986	139,255	121,239	145,900	11,751	-	134,149
328	Garbage	77,676	86,324	96,787	95,600	-	-	95,600
329	Other Property Services	420	13,001	19,246	11,400	-	11,100	300
330	Reimb. Student Transportation	4,204	6,950	-	8,800	-	-	8,800
340	Travel	65,317	114,592	139,129	136,690	17,111	288	119,291
343	Travel - Student - Out of Dist.	1,665	-	(85)	4,150	-	-	4,150
346	Meals/Transportation	148	104	48	500	-	-	500
348	Staff Tuition	30,645	49,577	44,768	40,000	1,825	-	38,175
351	Telephone	67,513	82,642	70,529	71,300	1,606	5,000	64,694
353	Postage	25,894	23,607	21,909	28,650	(272)	-	28,922
354	Advertising	1,874	4,416	3,551	4,700	-	-	4,700
355	Printing & Binding	13,897	68,861	48,153	82,100	3,893	328	77,879
360	Charter School Payments	1,954,971	2,064,403	1,961,788	2,085,000	356,950	-	1,728,050
371	Tuitions Payments to Other Dist.	37,250	40,570	29,701	125,000	-	-	125,000
373	Tuition Pay Private School	-	-	-	5,000	-	-	5,000
374	Other Tuition	782,257	605,954	625,503	257,000	-	-	257,000
381	Audit Services	27,150	27,650	25,150	30,000	-	-	30,000
382	Legal Services	9,011	2,028	5,288	25,000	-	-	25,000
384	Negotiation Services	14,344	5,934	13,784	10,000	-	-	10,000
386	Data Processing SVCS	57,261	59,787	76,794	81,300	18,748	2,250	60,302
388	Election Services	-	4,565	-	10,000	-	-	10,000
389	Other Non_instr Pro/Tech	510,398	515,889	518,284	330,600	5,251	107,534	217,815
391	Physical Exams - Drivers	2,175	2,380	3,168	3,700	-	3,000	700
392	Drug Tests Drivers	1,110	1,110	635	3,000	-	2,000	1,000
393	Child Care Services	22,000	22,000	22,000	25,000	-	-	25,000
394	Sub calling service	5,536	5,559	7,489	8,000	6,464	-	1,536
396	Criminal History checks	2,332	2,546	2,928	2,900	72	-	2,828
398	Fingerprinting	138	639	462	1,000	-	-	1,000
<b>Total P. Services</b>		<b>4,781,674</b>	<b>5,112,768</b>	<b>5,005,006</b>	<b>4,805,057</b>	<b>472,361</b>	<b>202,379</b>	<b>4,130,317</b>

# 2016-2017 General Fund Expenditure Report

		8/9/2016						
Obj	Description	13/14 Actual	14/15 Actual	15/16 Project	16/17 Budget	8-8-16 YTD	8-8-16 Encumb	8-8-16 Balance
406	Gas Oil & Lubricants	189,904	152,805	103,868	211,000	2,088	155,731	53,180
410	Supplies & Materials	356,317	457,671	421,114	534,498	49,215	22,263	463,020
413	Vehicle repair parts	54,783	50,201	48,980	63,000	2,512	31,052	29,436
414	Transportation operations	5,262	5,674	6,060	5,300	355	3,709	1,236
420	Textbooks	173,653	240,685	131,623	195,300	9,768	13,143	172,388
430	Library Books	6,636	9,934	8,099	11,200	72	-	11,128
440	Periodicals	3,753	6,012	1,937	4,920	389	757	3,774
460	Equipment under 5K	122,132	125,632	128,683	233,322	701	3,844	228,777
470	Computer software	139,153	173,513	195,888	241,775	42,812	67,667	131,296
480	Computer hardware	72,041	255,516	252,444	207,911	6,413	65,439	136,059
	<b>Total Supplies &amp; Materials</b>	<b>1,123,636</b>	<b>1,477,643</b>	<b>1,298,696</b>	<b>1,708,226</b>	<b>114,325</b>	<b>363,607</b>	<b>1,230,295</b>
540	Equipment	-	6,779	20,047	50,000	11,000	-	39,000
	<b>Total Capital Outlay</b>	<b>-</b>	<b>6,779</b>	<b>20,047</b>	<b>50,000</b>	<b>11,000</b>	<b>-</b>	<b>39,000</b>
621	Regular Interest	-	-	-	500	-	-	500
640	Dues & Fees	51,933	92,488	67,655	103,080	13,095	2,354	87,632
650	Insurance & Judgments	210,873	216,456	218,639	233,600	225,449	-	8,151
670	Taxes & Licenses	-	49	-	200	-	-	200
	<b>Total Other Objects</b>	<b>262,806</b>	<b>308,993</b>	<b>286,294</b>	<b>337,380</b>	<b>238,544</b>	<b>2,354</b>	<b>96,483</b>
710	Transfer - Technology	50,000	175,000	200,000	225,000	-	-	225,000
711	Transfer - Classroom Furniture	-	50,000	50,000	25,000	-	-	25,000
712	Transfer - Textbook Adoption	50,000	350,000	350,000	300,000	-	-	300,000
713	Transfer - Capital Improvement	150,000	225,000	250,000	250,000	-	-	250,000
714	Transfer - Track and Turf Fund	100,000	110,000	110,000	10,000	-	-	10,000
715	Transfer - Athletic Fund	336,000	365,000	365,000	405,000	-	-	405,000
716	Transfer - Bus Replacement	150,000	250,000	250,000	250,000	-	-	250,000
717	Transfer - Unemploy Ins	50,000	25,000	15,000	25,000	-	-	25,000
718	PERS Reserve	-	150,000	500,000	500,000	-	-	500,000
719	Transfer - Food Service	16,369	50,000	65,225	150,000	-	-	150,000
730	Transfer - Debt Service	-	-	-	100,000	-	-	100,000
731	Transfer - Academic Achievemer	-	10,000	-	-	-	-	-
	<b>Total Transfers</b>	<b>902,369</b>	<b>1,760,000</b>	<b>2,155,225</b>	<b>2,240,000</b>	<b>-</b>	<b>-</b>	<b>2,240,000</b>
810	Reserve/Contingency	-	-	-	1,000,000	-	-	1,000,000
	<b>Grand Total</b>	<b>32,598,226</b>	<b>34,950,241</b>	<b>37,302,346</b>	<b>40,270,825</b>	<b>1,341,146</b>	<b>17,029,542</b>	<b>21,900,137</b>
		=====	=====	=====	=====	=====	=====	=====

# 2016-2017 All Funds Summary Report

## All Funds

Fund	Description	13/14 Actual	14/15 Actual	15/16 Proj. Actual	15/16 Proj. EFB	16/17 Adopted Budget	8-8-16 Y-T-D	8-8-16 Encumb	8-8-16 Balance
100	General Fund	32,766,866	34,950,241	37,302,346	3,118,759	40,270,825	1,341,146	17,029,542	21,900,137
200	Grant Funds	2,663,753	2,591,884	2,378,339	2,000	5,200,500	86,628	1,022,532	4,091,340
205	Senate Bill 1149	-	185,000	-	82,222	171,500	-	-	171,500
212	Academic Achievement	1,500	-	-	18,650	28,650	-	-	28,650
230	Bus Replacement	-	100,735	-	554,882	804,900	-	-	804,900
232	Classroom Furniture	-	50,000	40,792	9,208	38,000	-	-	38,000
240	Textbook Adoption	107,421	18,550	843,817	83,281	485,000	22,810	-	462,190
272	Capital Improvments	319,070	284,536	156,950	93,050	330,000	7,649	12,859	309,492
274	Technology	52,899	124,500	495	270,949	496,444	-	-	496,444
277	Track and Turf Replacement	100,000	100,000	100,000	77,754	118,000	-	-	118,000
279	Student Activity	593,221	590,053	624,193	494,000	1,120,000	23,706	48,103	1,048,191
286	High School Athletics	445,218	445,055	451,793	93,179	581,000	1,365	45,888	533,747
292	CTE Local Fund	-	-	-	-	100,000	-	-	-
296	Nutrition Services	1,683,116	1,596,163	1,620,000	250,000	2,020,907	26,880	501,092	1,492,935
299	PERS Reserve	630,000	-	-	650,000	1,150,000	-	-	1,150,000
300	Debt Service	3,359,330	3,442,481	3,528,481	69,695	3,618,482	-	-	3,618,482
310	Debt Service / SB 1149	5,151	-	-	-	-	-	-	-
311	2011 Non-Bonded Debt	223,547	223,547	223,547	119,551	349,715	-	-	349,715
400	Capital Projects	-	-	-	-	-	-	-	-
411	Capital Projects - Bond # 2	-	-	-	-	-	-	-	-
530	Vocational House Fund	-	-	-	-	250,000	-	-	-
601	Unemployment	37,166	37,539	6,451	95,630	120,000	350	-	119,650
<b>Grand Total</b>		<b>42,988,258</b>	<b>44,740,285</b>	<b>47,277,203</b>	<b>6,082,810</b>	<b>57,253,923</b>	<b>1,510,533</b>	<b>18,660,017</b>	<b>36,733,373</b>
		=====	=====	=====	=====	=====	=====	=====	=====

**LEBANON COMMUNITY SCHOOLS**  
**Lebanon, Linn County, Oregon**  
**June 9, 2016**

A Regular Meeting of the Board of Directors was held in the District Office Board Room on June 9, 2016. Chairman Richard Borden called the meeting to order at 6:00 p.m. Those present included:

Richard Borden	Director	Rob Hess	Superintendent
Jerry Williams	Director	Bo Yates	Assistant Superintendent
Liz Alperin	Director	Linda Darling	Business Manager
Russ McUne	Director		
Mike Martin	Director		

**AUDIENCE COMMENTS**

LESPA President Donna Heslop reported that the District and LESPA came to a tentative agreement in the contract negotiations. She explained that they had five negotiation meetings. They used a new type of bargaining method and felt that it went very well. She pointed out that the classified staff felt very valued and developed increased trust for the District through the process. LESPA looks forward to bargaining in the future.

**GOOD NEWS**

**1. Report: Lebanon Foundation Mini Grant/Steven Hoke**

Seven Oak Teacher Steven Hoke reported to the Board how he used the Lebanon Foundation Mini Grant monies. He taught his classes the process of making paper from start to finish. The process combined Science and Art. Students could pick their own fibers to work with. Students learned about breaking down the fibers and how to use recycled paper. Steven shared a book that the students put together, which highlighted the different types of paper made by students. Approximately 150-175 students participated in the lessons.

**2. Report: Lebanon Foundation Mini Grant/Anne Williams**

Lebanon High School Language Arts Teacher Anne Williams reported how she used the monies from her Lebanon Foundation Mini Grant. She used the money to create a clothes closet, where students can borrow clothing for the required Senior Job Fair. The clothes closet has slacks, shirts, and skirts. This allows all students to be dressed professionally for the Job Fair. Anne pointed out that she received many comments from employers on how neatly dressed the Lebanon students were.

Anne pointed out that she also used some of the money to purchase some thank you cards and resume paper for students to use.

**GENERAL BUSINESS**

- 1. Action:**
- Approve on 2<sup>nd</sup> Reading Policies: (Enclosure D-1)
    - GBM – Staff Complaints
    - GBMA – Whistleblower
    - IGBBA – Identification-Talented and Gifted Students
    - IG BBB – Identification-Talented and Gifted Students among Non-typical Populations
    - IGCA – Post-Graduate Scholar Program



**Board Meeting**  
**June 9, 2016,**  
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- IGDF – Student Fund-Raising Activities
- IKF – Graduation Requirements
- JFC – Student Conduct
- JG – Student Discipline
- JHCDA – Prescription Medication
- EFAA-AR – Reimbursable School Meals and Milk Programs

Richard Borden questioned if the phrase “other licensed health care professionals” should be left in policy JHCDA.

Liz Alperin would like to have a discussion at the August Board meeting about policy “IKF-AR – Graduation Requirements”.

Russ McUne made a motion to adopt on 2<sup>nd</sup> reading the policies as presented, leaving the language “other licensed health care professionals” in policy “JHCDA- Prescription Medication”. Jerry Williams seconded.

Mike Martin questioned the TAG policy IGBBA. He wondered why the identification did not include non-typical populations.

Rob Hess pointed out that Board Policy IGBB covers all grades K-12.

Richard Borden called for the vote. The motion carried unanimously.

**2. Action:** Approve Amendment to the District Calendar (Enclosure D-2)

Mike Martin made a motion to approve the amendment to the District Calendar as presented. Liz Alperin seconded. The motion carried unanimously.

**3. Information Only:** Revised Policy ARs (Enclosure D-3)

- KL-AR –Public Complaint Procedure
- DLC-AR – Employee Travel/Staff Expense Reimbursement

The Board discussed the timeline around policy KL-AR.

Richard Borden asked that the statement “Principals will have a discussion with the employee” be added to the policy in “The Administrator: Step Two”.

Rob will bring the KL-AR policy back to the next meeting with the added language.

## **FINANCE**

**1. Action:** Financial Update (Enclosure E-1)

Linda Darling explained that the financial update reflects all of the actual revenue and expenditures for 2014-2015. The June’s projected ending fund balance for 2015-16 is \$2,943,770. This is an increase from May’s projection. The increase in revenue is from: 1) increase in Extended ADMw, and 2) 2014-15 State School Fund Grant estimate.

**Board Meeting**

**June 9, 2016,**

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Linda reported that she received a revenue forecast last week with a projected increase in projected revenues. She pointed out that there will be a big increase in PERS for the 17-19 Biennium.

- 2. Action:** Authorizing Oregon Savings Growth Plan Resolution 1516-09 (Enclosure E-2)

Linda Darling explained that she has researched the Oregon Savings Growth Plan, which is a way for School District employees to participate under the State of Oregon (through PERS division), in retirement/investment options. It is a 457(b) deferred compensation plan that provides public employees with a way to save for retirement.

Russ McUne and Mike Martin felt that it was a great deal for teachers and pointed out that it is a pre-tax option.

Russ McUne made a motion to approve the Resolution 1516-09 as presented. Mike Martin seconded. The motion carried unanimously.

**OPERATIONS**

- 1. Action:** Approve Selling Property- Resolution of Intention to Sell Surplus Real Property 1516-08 (Enclosure F-1)

Bo Yates handed out a map of surplus property that the District owns. He is recommending that the District sell the property which sits on Crowfoot Road where the old Crowfoot School used to be. He pointed out that there are 12 lots on the property that could be developed. The comps are \$80,000-\$120,000. Bo reported that he has met with the City of Lebanon and it sounds like rezoning the property could be an option. He asked that the Board consider Resolution 1516-08.

Liz Alperin wants to make sure that the money from the selling of the property would go directly to CTE programs.

Mike Martin would like the Board to be transparent and have a public meeting for input and have timelines established for selling the property, however the importance of the CTE program is at the forefront and he would be willing to put it on the market now.

Russ McUne would like to sell the property and use the money this year for the CTE programs.

Bo Yates pointed out that property at this point is a liability for the District as trucks are using the property for a parking lot and garbage is being dumped there.

Jerry Williams made a motion to approve the Resolution 1516-08 Intention to Sell Surplus Real Property as presented. Mike Martin seconded. The motion carried unanimously.

- 2. Discussion:** CEP

Bo Yates reported that the Community Eligibility Program had a 10% increase in Cascades and Green Acres with kids eating. He explained that the District would like to add Pioneer and Riverview to the program for the 2016-2017 school year.

Liz Alperin wondered if the program had a difference in the attendance at Cascades and Green Acres this year. She pointed out that if it had then the cost for the program would be cost neutral.

Bo Yates said that the chronically absent rate did drop at those schools.

The consensus of the Board was to expand and include Riverview and Pioneer next year.

#### **CONSENT AGENDA**

1. **Action:** Approve May 26, 2016 Board Minutes (Enclosure G-1)
2. **Action:** Approve Hiring Breanna Smith, Nurse, Green Acres School
3. **Action:** Approve Hiring Eric Speldrich, Elementary Teacher, location to be determined
4. **Action:** Approve Hiring Sage Randklev, 3<sup>rd</sup> Grade, Lacombe School
5. **Action:** Approve Hiring Leah Rainey, Physical Ed/Health, Seven Oak Middle School
6. **Action:** Approve Hiring Craig Trask, Physical Ed/Health, Seven Oak Middle School
7. **Action:** Approve Transfer Nathan Dickey, Pioneer to Seven Oak, Language Arts
8. **Action:** Approve Transfer Emily Latimer, Pioneer to Seven Oak, Science
9. **Action:** Approve Transfer Debi McIntyre, Lebanon High to Seven Oak, Spanish
10. **Action:** Approve Hiring Sandra Shrum, Special Education, Lebanon High School
11. **Action:** Approve Hiring Martha Moore, Special Education, Riverview School
12. **Action:** Approve Hiring Marilyn Mathews, Special Education, Seven Oak Middle School
13. **Action:** Approve Hiring Andrea Casey, Language Arts, Seven Oak Middle School
14. **Action:** Approve Hiring Coray Dykes, Counselor, .50FTE, Lacombe School

Liz Alperin asked that a correction to the minutes be made under the "Guidance for Transgender Students" discussion, stating that Liz Alperin said that she "would worry about her children if someone who identifies as being a man is in the same bathroom with women".

Russ McUne made a motion to approve the Consent Agenda with the correction to the minutes. Mike Martin seconded. The motion carried unanimously.

#### **BOARD OF EDUCATION TIME/DISCUSSION**

Richard Borden pointed out that the Board will meet on Thursday, June 16, 2016 at 5:00 p.m. for a Special Board Meeting for the purpose of ratifying the Classified Contract.

The Board will hold the Board Reorganizational Meeting on August 11, 2016 at 6:00 p.m.

#### **BOARD COMMUNICATION**

Liz Alperin said that she liked the Senior Graduation Walk, where the seniors went out to their old grade and middle schools and walked through in their caps and gowns.

**SUPERINTENDENT COMMUNICATION**

Rob Hess reported that Graduation was great. There was a 75% graduation rate this year, with a lot of 5<sup>th</sup> year students coming back to get their diplomas.

Rob reported that Lebanon staff has been invited to an Industrial Visitation Day. This is a great way for staff to be exposed to industries and what they are looking for as they hire employees. This will help teachers prepare students for future job opportunities.

**ADJOURN**

The meeting adjourned at 7:17 p.m.

(Meeting recorded by Kathy Schurr)

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Richard Borden, Board Chair

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Rob Hess, Superintendent

**LEBANON COMMUNITY SCHOOLS**  
**Lebanon, Linn County, Oregon**  
**June 9, 2016**  
**Board Work Session**

A Board Work Session was held in the District Office Board Room on June 9 2016. Chairman Richard Borden called the meeting to order at 7:27 p.m. Those present included:

Richard Borden	Director	Rob Hess	Superintendent
Jerry Williams	Director	Bo Yates	Assistant Superintendent
Liz Alperin	Director	Linda Darling	Business Manager
Russ McUne	Director		
Mike Martin	Director		

**DISCUSSION: BOARD GOALS (Enclosure B)**

Rob Hess shared the 2013 District Progress Report which had the original five goals of the District identified in the 2020 Vision. He explained that the goals were developed and tweaked. Rob explained that Dawn Baker and Laura Foley compiled the District evidence of achievement for each of the five goals.

Dawn Baker and Laura Foley shared a Power Point Presentation speaking to the following points:

- 1) Priority 1: Educator Effectiveness -
  - PG& A if fully Implemented
  - Smarter Balanced
- 2) Priority 2: Proficiency-Based Teaching and Learning
  - Elementary - Strengthening grading practices
  - Middle School: Refining trading practices
  - High School: Defining grading practices
- 3) Priority 3: Alignment to the Common Core
  - Elementary has a strong system of Common Summative Assessments - needs to focus on Common Formative Assessments
- 4) Priority 4: College Knowledge & Career Pathways
  - AVID has expanded to 7 out of 8 schools
  - GEAR UP! Is supporting the District's College and Career Culture
  - ASPIRE needs strengthening
  - AP Courses and Participation expanded - student completion of AO Exams needs strengthening
  - Career Pathways are established - need to expand to middle school
- 5) Priority 5: Supporting All Students
  - Steady increase in SPED graduation rate
  - TAG
    - \*Highly successful extension activities
    - \*Need to improve the identification and monitoring of TAG students
  - Secondary RTI Handbook complete
  - Community education opportunities needs strengthening

Pursuing Excellence for Every Student Every Day

- What are the challenges hindering us from achieving vision



**Big Ideas Instruction:**

- From what we learned from our evidence- Ask yourself "What do we see as our remaining challenges in achieving our vision".

The Board took time to do the "Big Idea" task, and come up with the three challenges of success.

**The three challenges:**

- 1) Culture of belief of success
- 2) Rigor
- 3) College Career and the Trades

These challenges will be taken to the leadership team and administrators to look at. Then it will come back to the Board, to look at measures of accountability and the administration will create smart goals. The process will continue until everyone is on the same page.

Laura and Dawn will put together a goggle sheet so the Board can edit and make comments.

**ADJOURN**

The Meeting adjourned at 8:54 p.m.

(Meeting recorded by Kathy Schurr)

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Richard Borden, Board Chair

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Rob Hess, Superintendent

**LEBANON COMMUNITY SCHOOLS**  
**Lebanon, Linn County, Oregon**  
**June 16, 2016**  
**Special Board Meeting**

A Special Meeting of the Board of Directors was held in the District Office Board Room on June 16, 2016. Chairman Richard Borden called the meeting to order at 5:00 p.m. Those present included:

Richard Borden	Director	Rob Hess	Superintendent
Jerry Williams	Director	Bo Yates	Assistant Superintendent
Mike Martin	Director	Jennifer Meckley	Human Resource Director
Russ McUne	Director		

Board Member Liz Alperin was absent from this meeting.

**AUDIENCE COMMENTS**

College and Career Director Laura Foley reported that Linn Benton Community College and Chemeketa Community College will be implementing AVID next year for all first year students.

**HUMAN RESOURCES**

1. **Action:** Ratification of the LESPA Contract for 2016-2018 (Enclosure C-1)

Mike Martin made a motion to ratify the LESPA Contract for 2016-2018 as presented. Jerry Williams seconded. The motion carried by majority.

**BOARD OF EDUCATION TIME/DISCUSSION**

August 11, 2016	6:00 p.m./District Board Room	Board Reorganization Meeting
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**BOARD COMMUNICATION**

Mike Martin pointed out that Laura Foley presented the Board with an October 14<sup>th</sup> In-service Sessions Proposal. Mike reminded the Board that at the present time the District Calendar calls for October 14<sup>th</sup> to be a school day rather than an In-service Day. Making October 14<sup>th</sup> an In-service Day might be something that the Board considers over the summer and addresses at the August Board meeting. (See attached)

Jerry Williams questioned if there are enough seat hours in the calendar to allow for an In-service Day.

Rob Hess thinks that there are enough hours, but a MOU would be needed to change the day from a school day to an In-service Day.

Mike Martin shared that Springfield School District unanimously voted to discontinue using Smarter Balance testing and have asked parents to opt out. He would like for the Board to be aware and watch how many other districts might follow suit.

Russ McUne asked that the testing assessments that the District uses be a discussion item at the next Board meeting.

***Board Meeting***  
***June 16, 2016,***  
***pg. 2***

Mike Martin requested a report from the Human Resources Department regarding where we are with staffing; specifically, how many teachers left by choice.

**ADJOURN**

The meeting adjourned at 5:10 p.m.

(Meeting recorded by Kathy Schurr)

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Richard Borden, Board Chair

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Rob Hess, Superintendent

