

**LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD AGENDA  
Lebanon School District Office  
485 S. 5<sup>th</sup> St. Lebanon, OR 97355  
June 11, 2015  
AMENDED**

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**A. CALL TO ORDER/WELCOME/FLAG SALUTE– 6:00 p.m. District Office Board Room**

Liz Alperin  
Richard Borden  
Jerry Williams  
Michael Martin  
Russ McUne

**BUDGET HEARING**

- 1. Audience Comments on the Budget**
- 2. Resolution 1415-07 Adopting the Budget**
- 3. Resolution 1415-08 Making Appropriations**
- 4. Resolution 1415-09 Imposing & Categorizing the Tax**

**B. 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.

**C. GOOD NEWS**

**D. PURSUING EXCELLENCE**

- 1. Report:** TAG-Marla Gessford
- 2. Report:** Curriculum Department Goals – Dawn Baker (Enclosure D-2)

**E. GENERAL BUSINESS**

- 1. Information:** Community Eligibility Provision (CEP) (Enclosure E-1)
- 2. Discussion:** Student Drug Testing (Enclosure E-2)
- 3. Action:** Meal Reimbursement Rates (Enclosure E-3)
- 4. Action:** Approve Ground Maintenance Contract/Cornerstone (Enclosure E-4)
- 5. Action:** Approve Custodial Services/WVRC (Enclosure E-5)
- 6. Information:** Changes to ARs of Board Policies: (Enclosure E-6)
  - DLC-AR (1) – Employee Travel/Staff Expense Reimbursement
  - DLC-AR(2) – Travel/Conference Expenses Prior Approval Form
- 7. Action:** Certify Board Elections
- 8. Action:** Approve Springboard 6-12 Textbook Adoption - Laura Foley

**F. FINANCE**

**G. HUMAN RESOURCES**

- 1. Action:** Approve Admin. Working Conditions (Enclosure G-1)
- 2. Action:** Approve Hearing Patron Complaint

**H. OPERATIONS**

**I. CONSENT AGENDA**

- 1. Action:** Approve May 28, 2015 Board Minutes (Enclosure I-1)
- 2. Action:** Approve Hiring Kelly Ulibarri, Elementary Teacher, Green Acres School
- 3. Action:** Approve Hiring Stephanie Water, Elementary Teacher, Pioneer School

4. **Action:** Approve Hiring Sarah Young, Elementary Teacher, Green Acres School
5. **Action:** Approve Hiring Virginia "Blair" Lanzarone, Elementary Teacher, Cascades School
6. **Action:** Approve Hiring Amanda Saski-Skopp, Behavior Support Specialist, District-wide
7. **Action:** Approve Hiring Jennifer Scott, 6<sup>th</sup> Grade/Language Arts – Social Studies Teacher, Seven Oak Middle School
8. **Action:** Approve Hiring Chelsey Wimmer, Elementary Teacher, Riverview
9. **Action:** Approve Hiring Jennifer Meckley, Director of Human Resource and Community Relations
10. **Action:** Approve Hiring Kim Grousbeck, Director of Classified and Employee Relations
11. **Action:** Approve Hiring Wayne Reposa, Seven Oak Principal
12. **Action:** Approve Hiring Laura Foley, College & Career Readiness Director
13. **Action:** Approve Hiring Amanda Plummer Assistant Principal, Pioneer
14. **Action:** Approve Hiring Christina Shanks, Associate Principal, LHS

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

**K. BOARD COMMUNICATION**

**L. SUPERINTENDENT COMMUNICATION**

**M. ADJOURN INTO EXECUTIVE SESSION UNDER: ORS 192.660 (2)(d) – *To conduct deliberations with persons designated by the governing body to carry on labor negotiations. Since 1997, labor negotiations between the board and union have been held in open session unless both parties agree to executive sessions.***

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.

**Business Report**  
By: Linda Darling, Business Director  
June 11, 2015

**Budget Resolutions:**

The budget resolutions included in your packet reflect the approved budget.

**Employee Travel / Staff Expense Reimbursement – DLC-AR: (Enclosure E-6)**

Enclosed in your packet is DLC-AR(1) that significantly changes how we reimburse employees for travel that requires two or more night stay. This will shift to a daily per diem rate that will not require receipts and also allows for an employee to request prepayment. There have been a few revisions from the version that was included in your April 9<sup>th</sup> Board Packet. The revision included a timeline for submissions.

Currently DLC-AR(2) is the Travel/Conference Expenses Prior Approval Form. I would like to remove the form from being an AR. I'm currently circulating a draft form that will replace several forms (travel prior approval, and reimbursement). I included the current draft form as an example.

With the removal of DLC-AR(2) from policy DLC-AR(1) would become DLC-AR.

**2015-2016 Employee Reimbursement Rates: (Enclosure E-3)**

The recommended 2015-2016 Employee Reimbursement Rates are included in the Board packet. After reviewing surrounding districts rates, the GSA (U.S. General Services Administration) rates, and the recent (several years) training locations, I recommend making several changes to the rates. The recommended rate increases are:

Lunch to \$15 (\$3 increase)

Dinner to \$29 (\$3 increase)

Lodging to \$145 (\$10 increase)

Brown bag \$7 (\$.50 increase)

Most of the employee travel (conferences) in the past two years have been locations that have a significantly higher daily per diem rate, \$66 and \$71 rates from GSA. With the proposed rate increases the daily per diem rate will be \$55.

**Cornerstone and WVRC Contracts:**

Assistant Superintendent Yates works with both of these groups and has developed contracts based off of need and pricing. WVRC contract was not completed at the time of Board Packet distribution but will be sent to you prior to the Board meeting.

**RESOLUTION #1415-07 ADOPTING THE 2015-2016 BUDGET**

BE IT RESOLVED that the Board of the Lebanon Community School District #9 hereby adopts the budget for fiscal year 2015-2016 in the total of \$ 55,898,742

Date: June 11, 2015

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Chair, Board of Directors  
Richard Borden

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Superintendent  
Rob Hess

**RESOLUTION #1415-08 MAKING APPROPRIATION FOR THE 2015-2016 BUDGET**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below are hereby appropriated:

**General Fund (100)**

Instruction.....	\$	22,082,473
Support Services.....	\$	14,786,427
Enterprise & Community..	\$	-
Other:		
Interest.....	\$	500
Transfers.....	\$	2,360,000
Contingency.....	\$	1,000,000
Total.....	\$	<u>40,229,400</u>

**Debt Service (300's)**

Debt Service. ....	\$	3,878,197
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**Internal Service (600's)**

Support Services.....	\$	100,000
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**Special Revenue Funds (200's)**

Instruction.. ..	\$	5,549,625
Support Services.....	\$	2,971,370
Enterprise & Community..	\$	2,168,450
Facilities Acquist./Const..	\$	-
Transfers.....	\$	170,000
Contingency.....	\$	831,700
Total.....	\$	<u>11,691,145</u>

**Total Appropriations, All Funds** \$ 55,898,742

**Total Unappropriated and Reserve Amounts, All Funds** 0

**TOTAL ADOPTED BUDGET** \$ 55,898,742

Date: June 11, 2015

\_\_\_\_\_  
Chair, Board of Directors  
Richard Borden

\_\_\_\_\_  
Superintendent  
Rob Hess

**RESOLUTION #1415-09 IMPOSING & CATEGORIZING THE TAX**

BE IT RESOLVED that the Board of the Lebanon Community School District #9 hereby imposes the taxes provided for in the adopted budget:

At the rate of \$4.9925 per \$1,000 of assessed valued for operations;

In the amount of \$3,505,406 for bonds;

and that these taxes are hereby imposed and categorized for tax year 2015-2016 upon the assessed value of all taxable property within the district as follows:

	<b>Education Limitations</b>	<b>Excluded from Limitations</b>
Permanent Rate Tax....	\$4.9925 / \$1,000	
Debt Service Levy.....		\$ 3,505,406

Date: June 11, 2015

\_\_\_\_\_  
Chair, Board of Directors  
Richard Borden

\_\_\_\_\_  
Superintendent  
Rob Hess

**DISTRICT IMPROVEMENT SMART Goal:  
Math 2014-15**

<i>2013-14 OAKS Performance</i>	<i>Level</i>	<i>Percent or Percentile</i>	<i>Growth Target</i>	<i>2014-15 SB Performance Target</i>	<i>Level</i>	<i>Percent or Percentile</i>	<i>Growth Target</i>
Academic Achievement	3	61.9	N/A	Academic Achievement	3	65	N/A
Academic Growth	4	49%ile	44%ile	Academic Growth	4	54%ile	__%ile
Subgroup Growth: Econ Disadvantage	3	44%ile	53%ile	Subgroup Growth: Econ Disadvantage	4	46%ile	__%ile
SPED	2	39%ile	70%ile	SPED	3	44%ile	__%ile
Hispanic/Latino	3	45%ile	54%ile	Hispanic/Latino	3	50%ile	__%ile

Grade	% by:	% BM			% Strat.			% Int.			Target % BM		Target % Strat		Target % Int	
		Fall	Win	Spr.	Fall	Win	Spr.	Fall	Win	Spr.	Win	Spr.	Win	Spr.	Win	Spr.
K	Risk	36	66	84	34	18	10	30	16	6	50	50	25	25	25	25
1	Risk	39	53	59	30	25	20	31	22	21	50	50	25	25	25	25
2	Risk	36	46	40	31	28	33	33	26	27	45	50	25	25	30	25
3	Risk	41	43	59	35	31	22	24	26	19	45	50	30	25	25	25
4	Risk	48	47	58	29	32	22	23	21	20	55	55	25	25	20	20
5	Risk	37	49	42	29	28	35	34	23	23	50	50	25	25	25	25

Desired percentages: Benchmark - 80%, Strategic - 15%, Intensive - 5%

SMART Goal: 3<sup>rd</sup>-5<sup>th</sup> grade math percentile will increase by 5% from 45%ile to 50%ile closing the gap between LCSD and Oregon.

**DISTRICT IMPROVEMENT SMART Goal:  
English Language Arts 2014-15**

<i>2013-14 OAKS Performance</i>	<i>Level</i>	<i>Percent or Percentile</i>	<i>Growth Target</i>	<i>2014-15 SB Performance Target</i>	<i>Level</i>	<i>Percent or Percentile</i>	<i>Growth Target</i>
Academic Achievement	4	75.2	N/A	Academic Achievement	4	78	N/A
Academic Growth	4	49.5%ile	32%ile	Academic Growth	4	54%ile	__%ile
<u>Subgroup Growth:</u> Econ Disadvantage	4	47%ile	37%ile	<u>Subgroup Growth:</u> Econ Disadvantage	4	50%ile	__%ile
SPED	3	50.5ile	64%ile	SPED	4	55%ile	__%ile
Hispanic/Latino	3	41%ile	41%ile	Hispanic/Latino	4	45%ile	__%ile

Grade	% by:	% BM			% Strat.			% Int.			Target % BM		Target % Strat		Target % Int	
		Fall	Win	Spr.	Fall	Win	Spr.	Fall	Win	Spr.	Win	Spr.	Win	Spr.	Win	Spr.
K	Risk	17	63	74	34	24	19	49	13	7	50	54	25	21	25	25
1	Risk	52	53	53	32	28	27	16	19	20	60	60	25	25	15	15
2	Risk	29	38	30	35	34	38	36	28	32	45	50	25	25	30	25
3	Risk	31	32	30	40	41	39	29	27	31	45	50	30	25	25	25
4	Risk	42	44	35	34	33	42	24	23	23	55	55	25	25	20	20
5	Risk	39	37	43	38	39	39	23	24	18	55	55	25	25	20	20

Desired percentages: Benchmark - 80%, Strategic - 15%, Intensive - 5%

SMART Goal: 3<sup>rd</sup>-5<sup>th</sup> grade math percentile will increase by 5% from 49%ile to 54%ile exceeding the previous Oregon percentile average of 51%.



## Common Core and Smarter Balanced

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### History of Standards in Oregon:

Content standards were first introduced in Oregon at grades 3, 5, 8, and 10 in 1991 through the Educational Act for the 21st Century.

With the passage of No Child Left Behind in 2001, Oregon moved to grade level content standards in English language arts and mathematics.

In 2007 Oregon began to transition to a core standards structure designed to create fewer standards that are more focused and coherent.

This continual commitment to standards revision effectively positioned Oregon for the adoption of the Common Core State Standards in October 2010.

Most states evaluate textbooks to gauge alignment with their state standards. They create a list of textbooks that meet a certain percentage of alignment. Districts then choose from that list and look at ways of supplementing the curriculum in order to prepare students for a test written to align with the state standards.

States had different standards and different tests. Each state set their own passing score.

"Three states—Massachusetts, South Carolina, and Missouri—have established world-class standards in math and reading as the goal for all students. Every other state has established a lower proficiency standard, and some states (for example, Georgia and Tennessee) declare most students proficient even when their performance is miles short of the NAEP standard. By setting widely varying standards, states render the very notion of proficiency meaningless. If Billy and Sally cannot read in South Carolina, they should not be able to pass muster simply by crossing the state's western border."

"In general, the states of the Northeast have the highest standards, while the states of the South and Midwest have the lowest. Western states fall in between."

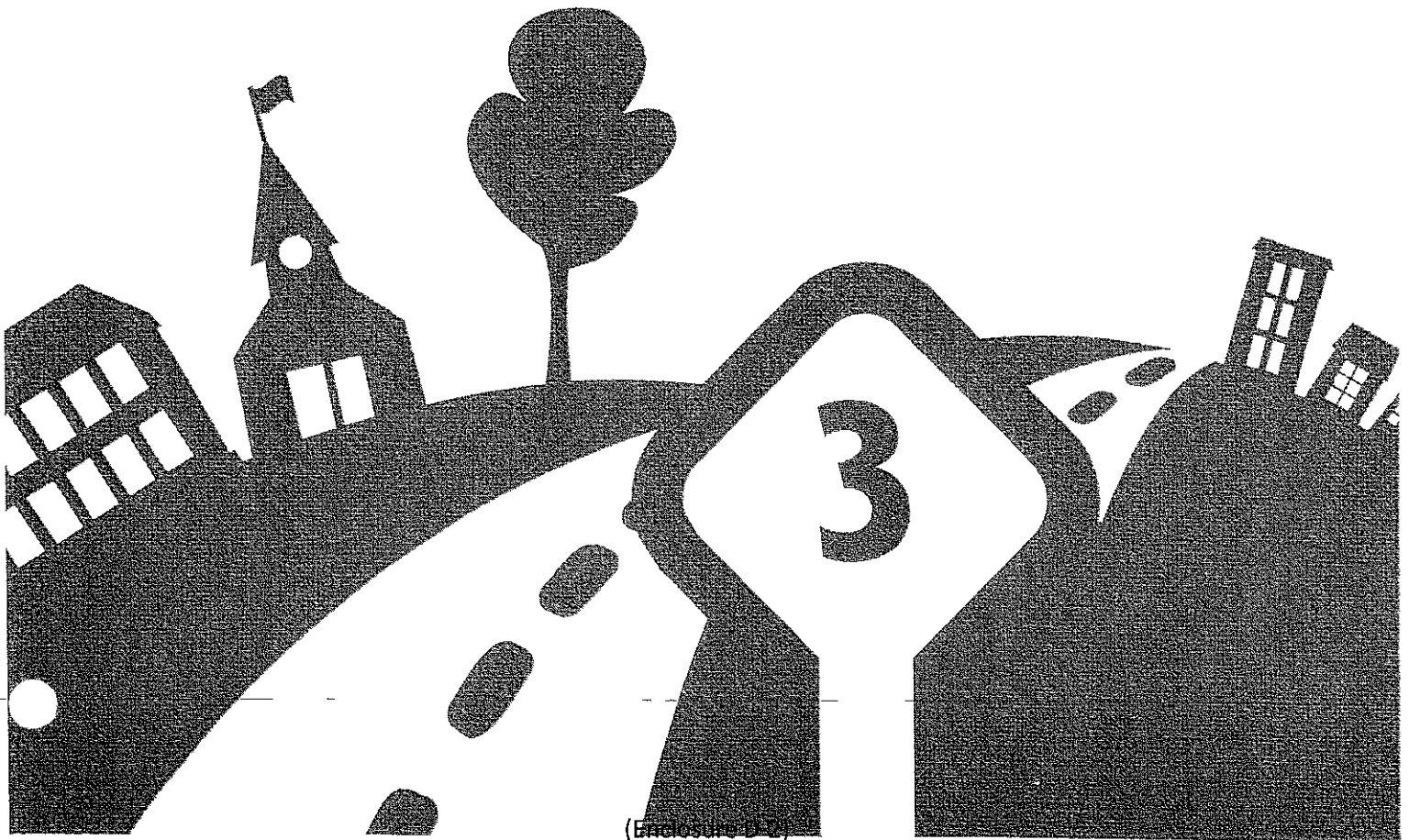
<http://educationnext.org/few-states-set-worldclass-standards/>



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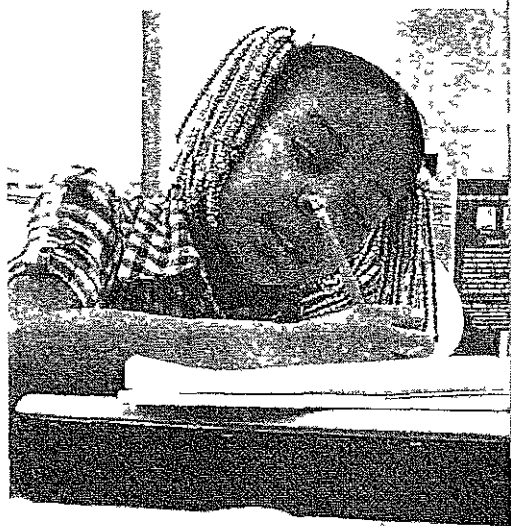
# parent **ROADMAP**

SUPPORTING YOUR CHILD IN GRADE THREE  
**ENGLISH LANGUAGE ARTS**



(Enclosure 2 of 2)

*What your child will be learning in grade three English language arts and literacy*



In grade three, students will build important reading, writing, speaking, and listening skills. They will think, talk, and write about what they read in a variety of articles, books, and other texts. In their writing, students will pay more attention to organizing information, developing ideas, and supporting these ideas with facts, details, and reasons. Activities in these areas will include:

- Reading a wide range of stories and describing how a story teaches a lesson
- Describing characters in a story and how their actions contributed to events
- Reading texts about history, social studies, or science and answering questions about what they learned
- Referring to information from illustrations such as maps or pictures as well as the words in a text to support their answers
- Learning the rules of spoken and written English
- Learning and using new words, including words related to specific subjects (such as science words)
- Participating in class discussions by listening, asking questions, sharing ideas, and building on the ideas of others
- Giving a class presentation on a topic or telling a story using relevant facts and details and speaking clearly
- Writing stories with dialogue and descriptions of character's actions, thoughts, and feelings
- Gathering information from books, articles, and online sources to build understanding of a topic
- Writing research or opinion papers over extended periods of time

*Partnering with your child's teacher*

Don't be afraid to reach out to your child's teacher—you are an important part of your child's education. Ask to see a sample of your child's work or bring a sample with you. Ask the teacher questions like:

- Is my child at the level where he/she should be at this point of the school year?
- What do you think is giving my child the most trouble? How can I help my child improve in this area?
- Where is my child excelling? How can I support this success?

*Writing tasks in grade three may include stories, essays, reports, and opinion papers. Here are just a few examples of how your child will develop important writing skills across grade levels.*

<b>Grade Two Writing</b>	<b>Grade Three Writing</b>	<b>Grade Four Writing</b>
<ul style="list-style-type: none"><li>• Students introduce a topic and use facts and definitions to develop their points</li><li>• Students provide a concluding statement or section</li></ul>	<ul style="list-style-type: none"><li>• Students introduce a topic and use facts, definitions, and details to develop points</li><li>• Students provide a concluding statement or section</li><li>• Students group related information together</li><li>• Students use linking words and phrases to connect ideas, such as <i>also</i>, <i>another</i>, and <i>but</i></li></ul>	<ul style="list-style-type: none"><li>• Students introduce a topic clearly and develop the topic with facts, definitions, concrete details, quotations, or other information</li><li>• Students provide a concluding statement or section related to the information or explanation presented</li><li>• Students group related information in paragraphs and sections and use formatting (such as headings), illustrations, and multimedia when useful</li><li>• Students link ideas within categories of information using words and phrases such as <i>another</i>, <i>for example</i>, <i>also</i>, and <i>because</i></li><li>• Students use precise language and subject-specific vocabulary</li></ul>



*Some writing guidelines may seem similar from year to year. However, with practice at each grade level, students continue to learn and apply the rules of standard written English and to strengthen and expand their vocabulary, use of language, and organization of ideas*



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# parent **ROADMAP**

SUPPORTING YOUR CHILD IN GRADE THREE  
**MATHEMATICS**



*What your child  
will be learning in  
grade three  
mathematics*



In grade three, students will continue to build their concept of numbers, developing an understanding of fractions as numbers. They will learn the concepts behind multiplication and division and apply problem-solving skills and strategies for multiplying and dividing numbers up through 100 to solve word problems. Students will also make connections between the concept of the area of a rectangle and multiplication and addition of whole numbers. Activities in these areas will include

- Understanding and explaining what it means to multiply or divide numbers
- Multiplying all one-digit numbers from memory (knowing their times table)
- Multiplying one-digit numbers by multiples of 10 (such as 20, 30, 40)
- Solving two-step word problems using addition, subtraction, multiplication, and division
- Understanding the concept of area
- Relating the measurement of area to multiplication and division
- Understanding fractions as numbers
- Understanding and identifying a fraction as a number on a number line
- Comparing the size of two fractions
- Expressing whole numbers as fractions and identifying fractions that are equal to whole numbers (for example, recognizing that  $\frac{3}{1}$  and 3 are the same number)
- Measuring weights and volumes and solving word problems involving these measurements
- Representing and interpreting data

*Partnering  
with your  
child's teacher*

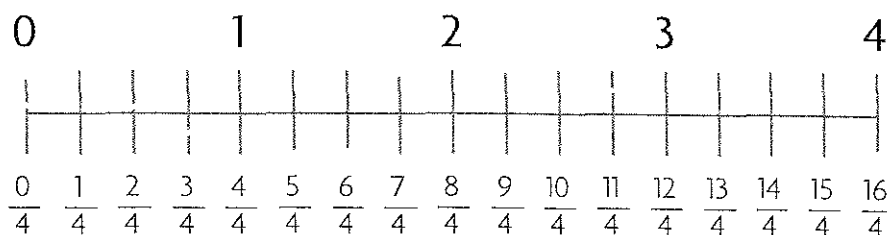
Don't be afraid to reach out to your child's teacher—you are an important part of your child's education. Ask to see a sample of your child's work or bring a sample with you. Ask the teacher questions like

- Is my child at the level where he/she should be at this point of the school year?
- Where is my child excelling? How can I support this success?
- What do you think is giving my child the most trouble? How can I help-my-child-improve-in-this-area?
- What can I do to help my child with upcoming work?

Here are just a few examples of how students will learn about and work with fractions in grade three.

Grade Two Mathematics	Grade Three Mathematics	Grade Four Mathematics
<ul style="list-style-type: none"> <li>• Break circles and rectangles into two, three, or four equal parts</li> <li>• Describe parts of a whole using the words halves, thirds, half of, a third of, etc</li> <li>• Describe a whole as two halves, three thirds, four fourths</li> </ul>	<ul style="list-style-type: none"> <li>• Determine a fraction's place on a number line by defining the length from 0 to 1 as the whole and "cutting it" into equal parts</li> <li>• Understand two fractions as equal if they are the same size or at the same point on a number line</li> <li>• Compare the size of two different fractions of the same size object For example, which is bigger, <math>\frac{1}{8}</math> of a pizza or <math>\frac{1}{8}</math> of that same pizza?</li> </ul>	<ul style="list-style-type: none"> <li>• Break down a fraction into smaller fractions with the same denominator, or bottom number, in more than one way (<math>\frac{3}{8} = \frac{1}{8} + \frac{1}{8} + \frac{1}{8} = \frac{2}{8} + \frac{1}{8}</math>)</li> <li>• Explain why a fraction is equal to another fraction</li> <li>• Add and subtract mixed numbers (whole numbers mixed with fractions, such as <math>1\frac{1}{5}</math>) with the same denominators</li> <li>• Multiply a fraction by a whole number</li> </ul>

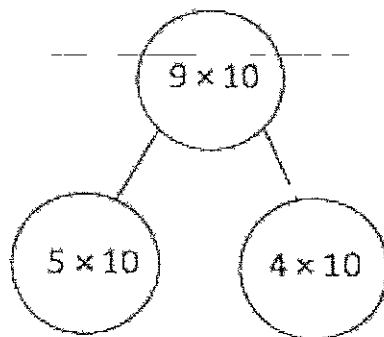
Using a number line helps students think of a fraction as a number.



Students begin to understand that fractions are sometimes the same quantity as a whole number ( $\frac{8}{4} = 2$ ) and whole numbers can be expressed as fractions ( $3 = \frac{12}{4}$ )

**Properties of Multiplication and Division and Solving Problems with 2-5 and 10**

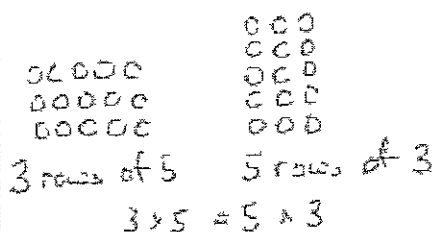
In this first module of Grade 3, we build on second grade knowledge of addition and work toward greater fluency. We will also be building arrays (arrangements of a set of objects organized into equal groups in rows and columns), and setting the stage for multiplication and division.



A number bond illustration of the Distributive Property:

$$9 \times 10 = (5 \times 10) + (4 \times 10)$$

**The Commutative Property**



An illustration of the Commutative Property

**What Comes After this Module:**

In Module 2, students will have opportunities to use tools that build both measurement skills as well as conceptual understanding of metric and time units. Through practical application of measurement skills, students will practice both estimating and rounding numbers.

**+ How you can help at home:**

- Have your student set out groups of small objects in arrays (equal groups in rows and columns) and write the accompanying multiplication equation.
- Encourage your student to practice multiplication facts for 2s, 3s, 4s, 5s, and 10s until they know them fluently.

**Key Common Core Standards:**

- **Represent and solve problems involving multiplication and division**
  - Use multiplication and division within 100 to solve word problems in situations involving equal groups, arrays, and measurement quantities
- **Understand properties of multiplication and the relationship between multiplication and division**
  - Apply properties of operations as strategies to multiply and divide
  - Understand division as an unknown-factor problem
- **Multiply and divide within 100**
  - Fluently multiply and divide within 100
- **Solve problems involving the four operations, and identify and explain patterns in arithmetic**
  - Solve two-step word problems using the four operations



Lebanon Community School District

**6th-8th**  
**GRADING HANDBOOK**

2015-2016 Edition

## Purpose for Grading Philosophy and Rationale

Lebanon Community School District believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the individual student's achievement of academic standards.

Grades should be based on impartial, consistent observation of the quality of student work and student mastery of course content and academic standards. **Students shall have multiple opportunities to demonstrate this mastery through a variety of channels** such as assessments, class activities, quizzes, essays, labs, projects, and portfolios. Behavior, effort, homework completion and attendance are evaluated and reported separately from the student's academic grade.

**The district's grading handbook shall be administered in a uniform manner based on standards that apply to all students in that course and grade level.** Principals and teachers shall ensure that students' grades conform to this system. Teachers shall inform students and parents/guardians in advance how student achievement will be evaluated in the classroom. The grade assigned by the teacher shall not be changed without the consent of the teacher unless criteria for the grade is not consistent with building policy or is not consistent with Oregon Administrative Rules, state and/or federal law, including IDEA or Section 504.

This policy was created in response to our need to align curriculum, assessment and reporting across the district. Lebanon Community Schools will work to provide equal access to a standards-based curriculum, quality instruction, and academic support. This policy was developed by a committee that included all middle level administrators and reviewed by middle level teachers.

15. Extra credit may only be offered under the guidelines established by the content area teams, and may only be given for the completion of standards based work.
16. Assignments in which instruction has been provided and class time has been given yet require additional time at home may be included in the category of Formative Measure. All other homework completion will be part of the students' work habits grade.

≥ 70% Summative Measures Checking for Mastery	≤ 30% Formative Measures Checking for Understanding
<p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Common Assessments, Unit Tests Standards Based Summative Tests</li> <li>● Large Projects (Summative)</li> <li>● Final Draft Essays and On Demand</li> <li>● Writing Lab Reports</li> <li>● Summative Presentations</li> <li>● Portfolios</li> <li>● Demonstration of Proficiency (PE)</li> </ul>	<p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>● Short Standards Based Informal Quizzes (Entrance Ticket, Exit Ticket)</li> <li>● Practice Tests</li> <li>● Small Projects (Formative) Draft Re-writes, Re-do assignments</li> <li>● Practice Classwork</li> <li>● Class Activities Warm-Ups</li> </ul>

## Formative and Summative Measures

### Formative Assessments and/or Assignments

Formative Assessment is part of the instructional process. When incorporated into classroom practice, it provides the information needed to adjust teaching and learning while they are happening, at a point when timely adjustments can be made. Formative assessment is student practice and teachers providing descriptive feedback. Research shows student involvement and ownership of their work increases students' motivation to learn. In addition, descriptive feedback can be the most significant instructional strategy to move students forward in their learning. Descriptive feedback provides students with an understanding of what they are doing well, links to classroom learning, and gives specific input on how to reach the next step in the learning progression.

**Some examples of formative assessments are but not limited to:** observations, questioning, discussion, entrance/exit tickets, warm-ups, drafts, learning/response logs, peer/self-assessments, practice presentations, kinesthetic assessments, individual whiteboards, and constructive quizzes.

### Summative Assessments and/or Assignments

Summative Assessments are given periodically to determine at a particular point in time what students know and do not know, help evaluate the effectiveness of programs, school improvement goals, alignment of curriculum, or student placement in specific programs. Summative assessment at the district/classroom level is an accountability measure that is generally used as part of the grading process. The key is to think of summative assessment as

## Grading Rubric

Teachers shall allow students to retake assessments within two weeks of when grades are posted. End of course assessments are not included in this, since they coincide with the end of the grading period. Teachers will give students opportunities to correct assignments prior to the summative assessment.

Letter Grade	Min %	Descriptor	Performance Band	Rubric Score
A	90-100%	An "A" means mastery through extensive evidence, the student consistently surpasses the proficient level and demonstrates an <b>in-depth understanding</b> of the standard.	Exceeds (E)	4
B	80-89%	A "B" means proficient. The student regularly meets the standard and demonstrates a <b>working knowledge</b> of essential skills. While there are still some weaknesses, the strengths are dominant.	Meet (M)	3
C	65-79%	A "C" means approaching proficiency. Though student is <b>sometimes demonstrates a working knowledge</b> of the essential skills that encompass the standard, there are still inconsistencies.	Nearly Meet (NM)	2
F	26-64%	A "F" means showing partial understanding and some skill demonstrated with <b>significant omission or errors</b> evident.	Not Meet (N)	1
NE	0-25%	A "NE" means No <b>understanding</b> or skill demonstrated yet. or Student produces no information and makes <b>no attempt</b> even with prompting.	Far Below Meeting or No Evidence (NE)	0

## Work Habits and Behavior

1. Work habits and behavior are reported separately from academic grades.
2. Work habits are based on a student's responsibility for completing assigned work, including completing work that is missed due to absences or suspensions.
3. Behavior is based on compliance with site and district expectations for student behavior.

Grade	Work Habits Punctuality Neatness Make up Work On Time Has Materials	Citizenship (Behavior) Works well with others On Task Follows Rules
E Consistently Exceeds Expectations	Always	
S Meets Expectations	Mostly	
N Inconsistently Meets Expectations	Sometimes	
U Does Not Meet Expectations	Rarely	

Science Content Grading Practices Appendix

1. **Weighting:** We agree to keep our 10%-20%-70% weighting. 10% will be graded practice, 20% will be formative and 70% will be summative.
2. **Common Assessments:** As a team, we agree to continue assessing students using the same learning targets, which are part of our curriculum. We also agree to continue giving the same work samples, and we are aware that a new state scoring rubric may be coming out in the summ. We will be assembling "a diversity of assessments" for each unit over the next few years, so that teachers can choose from assessments made by their colleagues and/or modify them to suit the needs of their classes of students.
3. **Homework:** We agree that the purpose of homework is to reinforce things that students have already learned in class. Homework would be equitable, not requiring resources such as computers that some students may not have. We also agree that work that is not completed in class can be assigned to be completed as unofficial homework, and parents should be made aware of this policy.
4. **Curriculum Map:** We will continue working on refining our Key Experiences, and the other element of our curriculum. We have each tried out the units for this year and feel we have made significant progress this year.
5. **Extra Credit Guidelines:** We as a team do not recognize the value of extra credit. We do, however, want to emphasize that we will work with students to match assessments to learning styles and/or give students alternative assignments with which to show proficiency in the NGSS standards.
6. **Syllabus:** We agree to share syllabus resources with each other for language and checklist of ideas.

	Practice	Formative	Summative
Weighting	10%	20%	70%
Content Learned over the Time Span of...	Day	Week	Month (~Unit)
Sample Assignments	HW, Classwork completed individually, exit tickets	Short labs, quizzes over 1-2 learning targets	Written exams, unit summary projects, unit summary portfolios

Community Eligibility Groupings information:

We have proposed moving Green Acres and Cascades to CEP for the 2015-2016 school year. This would allow every student to receive meals free of charge without having to fill out free and reduced paperwork. We estimate that we would actually increase revenue due to CEP claiming rates being higher than the traditional claiming method at these two schools and through the increase in student participation. The net increase at GA is estimated to be \$10,000.00 and at Cascades \$16,000.00. These are the only two schools that it makes financial sense to move to the CEP reimbursement structure. Remember that students currently eligible for free or reduced cost meals will still be eligible at school not using the CEP reimbursement model.

If we were to move the remaining elementary schools to the CEP reimbursement model, we would sustain significant revenue loss.

GA	\$10,000.00
Cas	\$16,298.00
Pio	(\$17,000.00)
Riv	(\$23,867.00)
7Oak	(\$30,742.00)

Hamilton Creek and Lacombe do not qualify for the program on their own but could be eligible if grouped with Cascades and Green Acres.

Estimate to move GA and Cas to CEP	\$26,298.00 net increase in revenue
<u>Estimate to move GA, Cas, Pio, Riv, 7Oak</u>	<u>(\$45,394.00) net decrease in revenue</u>
Estimate to include HCR and Lac to above	(\$124,000.00) net decrease in revenue

We reached out to school districts using CEP to gain information on how the program worked. Sweet Home used CEP in their elementary schools only and had a 15% increase in participation. Salem Keizer did not have an increase in participation at the schools they utilized CEP and Reynolds reported about a 10% increase in student participation.

It is our recommendation to move Green Acres and Cascades over to the CEP program for the 2015-2016 school year. We feel that this will allow us to determine the impact on student participation as well as meal reimbursement.

## **Athletic Drug Testing\*\***

(Draft 5/3/2015)

### **Definitions**

1. "Illegal drug" is any drug which an individual may not sell, possess, use, distribute or purchase under state law, or as defined in schedules I through V of the Controlled Substances Act (21 U.S.C. § 812) including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, "illegal drug" also means possession, use, sale or supply of prescription and nonprescription medication - in violation of Board policy JHCD – Administering Noninjectable Medicines to Students and accompanying administrative regulation "Illegal drug" shall also include alcohol.
2. "Performance-enhancing drug" includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing drug" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
3. "Prescription medication" means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
4. "Nonprescription medication" means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from physician. Nonprescription medication does not include dietary food supplements.

### **Consent**

Each student wishing to participate in athletics and/or extracurricular activities, sanctioned by the OSAA and the student's parent(s) shall consent in writing to drug testing. Written consent shall be in the form attached to this administrative regulation. No student shall be allowed to participate in athletics and/or extracurricular activities, sanctioned by the OSAA, without such consent.

### **Selection**

All student athletes and extracurricular activity participants may be tested at the beginning of the athletic season or extracurricular activity in which they participate. In addition, selection for random testing will be by lottery from a pool of all students participating in athletic and/or extracurricular activity programs in the district at the time of the drawing.



The superintendent or designee shall take reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not limited to, assuring that:

1. The names of all participating students are in the pool;
2. The person drawing names has no way of knowingly choosing or failing to choose particular students for testing;
3. The identity of students drawn for testing is not known to those involved in the selection process;
4. The selection process is observed by at least two adults.

### **Testing**

Testing will be conducted by a laboratory selected by the district. Chain of custody procedures, as recommended by the laboratory, will be followed.

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students selected for testing will be given the option of providing samples in private. Students who refuse to provide a sample will be considered to have tested positive and will be subject to the procedures listed below.

The testing laboratory will test for one or more illegal or performance-enhancing drugs. The superintendent shall decide prior to selection of students which illegal or performance-enhancing drugs shall be screened. Samples will not be screened for the presence of any substance other than an illegal or performance enhancing drug or for the existence of any physical condition other than drug intoxication. Samples will be split at the time of testing. The duplicate samples will be sealed and maintained by the laboratory in the event a second test is requested.

The testing laboratory will report results only to the superintendent or his/her designee.

### **Positive Test Results**

If the student's test results indicate the presence of illegal or performance-enhancing drugs, the following will occur:

1. The student or parent may request within 72 hours of a positive test notification that the second specimen sample be tested. The student may voluntarily disclose use of prescription medication which may have affected the outcome of the test;

2. If the second sample tests negative, the student and parent will be notified and no further action will be taken. If the second sample tests positive, notification will be made and a meeting will be scheduled with the student, the parent(s) and the administration.

## **Discipline**

Due process procedures will be followed for all discipline arising from violation of the district's policy.

### **First Positive Result**

1. Notify student and parent(s);
2. Meeting scheduled by the administration, with the parent(s) and student;
3. The student will be suspended from participation in athletics and other interscholastic activities which are sanctioned by the Oregon School Activities Association (OSAA) for the 14 consecutive calendar days starting with the day of suspension and suspension from extracurricular activities for the remainder of the suspension.
4. During the suspension the student will not participate in any activities and/or school sponsored events. (which also include dances and non-academic field trips).
5. Student will be assigned to school Drug Education and Diversion program and complete steps required.

### **Second Positive Result (high school career)**

1. Notify student and parent(s);
2. Meeting scheduled by the administration, with the parent(s) and student;
3. The student will be suspended from participation in athletics and other interscholastic activities which are sanctioned by the Oregon School Activities Association (OSAA) for the 45 consecutive calendar days starting with the day of suspension and suspension from extracurricular activities for the remainder of the suspension.
4. During the suspension the student will not participate in any activities and/or school sponsored events (which also include dances and non-academic field trips).
5. Student will be assigned to school Drug Education and Diversion program and complete steps required. If student has not met requirements by the end of 45 day suspension; they may rejoin team but must complete requirements. They will bring weekly progress updates to coach, at any point they fail to meet requirements after reinstatement; they will be suspended pending completion.

### **Third Positive Result (high school career)**

1. Notify student and parent(s);
2. Meeting scheduled by the administration, with the parent(s) and student;
3. The student will be suspended from participating in athletics and other interscholastic activities which are sanctioned by the OSAA for the remainder of their high school years at Lebanon High School.
4. During the suspension the student will not participate in any activities and/or school sponsored events.
5. Students will be referred to schools Drug Education and Diversion program.

### **Appeal Process**

A student who has been determined to be in violation of the district's drug testing policy shall have the right to appeal the decision to the superintendent or his/her designee. The appeal must be submitted to the superintendent, in writing, within five calendar days following the meeting with the principal. The student will remain ineligible to participate in athletics and/or extracurricular activities pending the appeal.

The superintendent or his/her designee will determine whether the original finding was justified.

If dissatisfied with the superintendent's decision, the student may appeal to the Board by providing notice within five calendar days of the superintendent's decision.

### **Relationship to Student Discipline Policies**

Normal disciplinary measures which may affect eligibility are still applicable for violations which do not arise from these testing procedures.

**STUDENT DRUG-TESTING AUTHORIZATION FORM**

I understand that my performance as an athlete and/or participant in extracurricular activities and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the Board policies, administrative regulations and rules of the Lebanon Community School District.

I also authorize Lebanon Community School District to conduct a test for drug use on a urine specimen which I provide. I also authorize the release of information concerning the results of such a test to the district and to my parent(s).

This shall be deemed a consent pursuant to the Family Educational Rights and Privacy Act for the release of the above information to the parties named above.

I have received a copy of this release. I have read and understand the district policy and administrative regulation.

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Student Signature Date

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Date

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Parent Signature Date

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Date

Testing Proposal:

We would propose a plan in which would begin in August and test through May, we would test 10% of our athletes monthly. Which means in theory we would be able to test 100% of our athletes and the small sample size keeps costs down but still enough to deter use.

We average approximately 250 athletes per sports season. Which means we would test 25 athletes a month, multiplied by ten months; using the information Coach Cox obtained from Debbie at Bio-Med Testing it would cost approximately \$7500 - \$10,000 to fund this program.

We understand that in these budget times money is tight, but we feel establishing a drug free culture in our student athletes is critical in rebuilding the culture with our school. In July, marijuana is a legalized drug in our state and the amount of accessibility to marijuana is going to make it more readily available and we are trying to be proactive in deterring in our students who compete in all OSAA sanctioned activities.

Bio-Med has also agreed to send a sales rep and the owner of the company on the 28<sup>th</sup> board meeting to answer any questions you have of them.

Our policy will also be in-line with the education and diversion abeyance program we are working on with our discipline policies. It will include seasonal workshops for our parents and athletes on drug education, athletes will be required to attend on per year.

# Lebanon Community Schools

Code: **JFCH**  
Adopted: 8/6/07  
Readopted: 1/20/11  
Orig. Code(s): JFCH

## Alcohol

Consumption, possession or sale of any alcoholic beverage on or about district premises or at any district-sponsored activity is prohibited.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise alcohol products are prohibited on district grounds, at school-sponsored activities or in district vehicles. Alcohol advertising is prohibited in all school-sponsored publications and at all school-sponsored events. District acceptance of gifts or funds from the alcohol industry is similarly prohibited.

Violation of this policy may result in suspension or expulsion. Violations occurring at times other than during school hours or school activities on district property may be referred to the proper law enforcement agencies.

District administrators acting on reasonable suspicion may request that students participate in a Breathalyzer screening for alcohol at school or prior to or during a school sponsored event. If a student refuses, he/she may be subject to school discipline and or referral to law enforcement officials.

END OF POLICY

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### Legal Reference(s):

ORS 332.107  
ORS 336.067  
ORS 336.222  
ORS 336.227

ORS 339.240  
ORS 339.250  
OAR 581-021-0050 to -0075

OAR 581-021-0110  
OAR 581-022-0413  
OAR 581-053-0015  
OAR 581-053-0545(4)(c)(R)-(T)  
OAR 581-053-0550(5)(q)-(s)

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

### Cross Reference(s):

JFCI - Substance/Drug Abuse

# Lebanon Community Schools

Code: **JFCI**  
Adopted: 2/7/00  
Readopted: 1/20/11  
Orig. Code(s): JFCI

## Substance/Drug Abuse

Substance abuse or the possession, use, sale or supply of any unlawful drug, including paraphernalia, or any substance purported to be an unlawful drug on or about the district premises or at any district sponsored activity is prohibited.

The following definitions apply to this policy:

“Substance abuse” means the use of any substance with abuse potential which is toxic, corrosive, an irritant, a strong sensitizer, flammable, combustible generates or is used to generate pressure, if such substance or mixture of substances is used in a manner that may cause substantial personal injury or severe illness when induced by any means into the human body:

“Unlawful drug” means any drug not prescribed by a licensed medical practitioner; any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policies JHCD – Administering Noninjectable Medicines to Students, JHCDA – Administering Injectable Medicines to Students and any accompanying administrative regulations.

“Drug paraphernalia” means all equipment, products and materials of any kind which are marketed for the use or designed for the use in manufacturing, compounding, producing, processing, preparing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise inducing a controlled substance or intoxicant into the human body.

If possession or use occurred on school grounds or while participating in school-sponsored activities, students will be subject to discipline up to and including expulsion. If possession or use occurred near school grounds, disciplinary action may include removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). Appropriate health and law enforcement agencies may be involved in at least a consultative and investigative capacity. Parents will be notified at the appropriate time when a violation occurs involving their child.

Clothing, bags, hats and other personal items used by staff and students to display, promote or advertise drug products are prohibited on district grounds, at school-sponsored activities or in district vehicles. Drug product advertising is prohibited in all school-sponsored publications and at all school-sponsored events. District acceptance of gifts or funds from the drug industry is similarly prohibited.

Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of school property is a Class A felony.

END OF POLICY

Substance/Drug Abuse - JFCI  
1-2

(Enclosure E-2)

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**Legal Reference(s):**

ORS 161.605  
ORS 161.625  
ORS 332.107  
ORS 336.067  
ORS 336.222

ORS 336.227  
ORS 339.240  
ORS 339.250  
ORS Chapter 475

OAR 581-021-0050 to -0075  
OAR 581-021-0110  
OAR 581-022-0413  
OAR 581-053-0015  
OAR 581-053-0545(4)(c)(R)-(T)  
OAR 581-053-0550(5)(q)-(s)  
OAR 584-020-0040

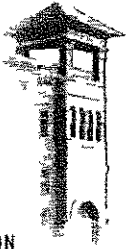
Controlled Substances Act, 21 U.S.C § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006)

**Cross Reference(s):**

JFCH - Alcohol



130 YEARS  
OF EDUCATION



**LEBANON**  
Community Schools

485 SOUTH 5TH STREET • LEBANON, OR 97355 • PHONE: 541-451 8511 • FAX: 541-259-6857 • www.lebanon.k12.or.us

July 1, 2015

TO: Lebanon Community School District Board of Directors

FROM: Linda Darling, Business Director

RE: Employee Reimbursement Rates

The Lebanon Community School District's Administrative Rules on employee travel state that the Board will annually approve the maximum meal and lodging rates used to reimburse individuals on District business.

The District will pay the exact cost, including taxes of a room that does not exceed the approved rate. If a room is shared the maximum amount to be reimbursed will be 50% of the room cost for each eligible person not to exceed the approved rate. Up to 15% gratuity is allowable per meal in addition to the rate listed below. District policy prohibits reimbursement for any alcohol. Receipts with detailed information are required for meal and lodging reimbursement, except when Meal Per Diem is applicable (see Policy DLC-AR).

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Breakfast - meal rate	\$11.00	Federal Rate by location and meal, US General Services Admin, Per Diem Rates / M&IE	\$11.00	\$11.00	\$11.00
Lunch – meal rate	\$11.00		\$12.00	\$12.00	\$15.00
Dinner – meal rate	\$22.00		\$26.00	\$26.00	\$29.00
Total Per Day	\$44.00		\$49.00	\$49.00	\$55.00
Daily Per Diem Rate					\$55.00
Lodging Maximum* (including taxes)	\$125.00		\$135.00	\$135.00	\$145.00
Brown Bag	\$6.00	\$6.00	\$6.50	\$6.50	\$7.00
Mileage**					
July – December	55.5	55.5	56.5	56	
January - June	55.5	56.5	56	57.5	

\* Except Conference Events

\*\* IRS rate – IRS rate is set on a calendar year basis

**ORS 244.040 Prohibited use of official position or office; exceptions; other prohibited actions**

When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official business can only be used for district travel. Employees may not use personal credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.

Incls: 1-51

H:\mp\excc\reimbursement Rates 2015-16.docx

# LEBANON COMMUNITY SCHOOL DISTRICT #9

## LANDSCAPE MAINTENANCE CONTRACT

2015 – 2016

This Contract is entered into this 15th day of May, 2015 between **Cornerstone Associates, Inc.**, doing business as **Cornerstone Landscape Maintenance** (hereinafter called "Contractor"), and the **Lebanon Community School District**, acting through its school board (hereinafter called "District"). The Contractor hereby represents and warrants that it is currently a Qualified Rehabilitation Facility (QRF) as approved by the State of Oregon and will comply with the applicable requirements of the QRF stature and rules. The contract below is contingent on DAS approval.

### 1. Statement of Work

- A. This project involves the landscape maintenance services for Cascades, District Office, Green Acres, Hamilton Creek, Lacombe, Lebanon High, Pioneer, Riverview and Seven Oak Schools.
- B. Contractor will be required to provide the District with a 100% Performance Bond prior to beginning the work. The work is to be performed by highly skilled and professional workers at a level of quality that meets the highest standards for landscape maintenance. All work and performance standards described in the Bid Packet, including the Invitation to Bid, the Bid Form, Instructions to Bidders, and Specifications, are included in the scope of work and by this reference are hereby made part of this Contract.

### 2. Changes in Work

No claim for extra work shall be considered or allowed unless such extra work shall have been previously ordered by District or its representative in writing.

### 3. Time and Duration of Contract

The contract shall commence on July 1, 2015 and conclude on June 30, 2016. The District may at its sole discretion, offer to extend the term of this contract to an agreed upon term by written notice to Contractor at least sixty (60) days before the expiration of the contract term.

The exercise of the option shall be for the period specified only and for the prices mutually agreed upon. All other terms and conditions of the contract shall apply to the extended period.

### 4. Consideration

- A. For full and proper completion of the specified services the District shall pay the Contractor a total sum of \$92,886.00 for the contract period of July 1, 2015 through June 30, 2016. Payment will be in twelve (12) equal monthly installments of \$7,740.50.
- B. Partial payments in the full amount for the value of items received and accepted may be requested by the submission of a properly executed original invoice, with supporting documents if required. Payment for accepted services will be accomplished by submission of an original invoice, in duplicate to:

Lebanon Community School District  
Facility Operations Department  
485 S. 5th Street  
Lebanon, Oregon 97355

- C. Contractor shall not be compensated for the work performed under this Contract from any other agency or department.

(Enclosure E-4)

D. Contractor shall not submit billings for, and District will not pay, any amount in excess of the maximum compensation amount set forth above. However, if additional work beyond the scope of this Contract is requested in writing by the District Director of Facility Operations; the Contractor may bill the District at a rate of \$38.25 per crew hour for no more than the maximum number of hours specified by the District. If the maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs work subject to the amendment. Contractor shall notify District's supervising representative in writing sixty (60) calendar days before contract expires of the upcoming expiration of the Contract. No payment will be made for any services performed before the beginning date or after the expiration date of this Contract.

**5. Travel**

Travel expenses shall be included as a part of the consideration identified in Section 6 of this Contract. No additional payments for travel shall be made under this Contract.

**6. Funds Available and Authorized**

District certifies that at the time this Contract is written, sufficient funds are available and authorized for expenditure to finance costs of this Contract within District's current appropriation or limitation.

**7. Subcontractors**

Contractor shall not enter into any subcontracts for any work scheduled under this Contract without obtaining prior written approval from District's Director of Facility Operations.

**8. Assignment**

Contractor shall not assign or transfer interest in this Contract without the express written consent of District.

**9. Amendments**

Terms of this Contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

**10. Termination**

- A. This Contract may be terminated immediately without statement of cause at any time by mutual consent of both parties, or by either party upon sixty (60) days of notice, in writing, delivered by certified mail or in person.
- B. District may terminate this Contract effective upon delivery of written notice to Contractor, or at such later date as may be established by District, under any of the following conditions;
  - 1) If funding from federal, state or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The Contract may be modified to accommodate reduction in funds.
  - 2) If federal or state laws, rules, regulations, or guidelines are modified, changed or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
  - 3) If any license or certification required by law or regulation to be held by Contractor to provide the services required by this Contract is for any reason denied, revoked or not renewed.
- C. Any termination of this contract under Paragraph A, of this section shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

## **11. Default**

- A. District, by written notice to Contractor of default, including breach of contract, may terminate the whole, or any part of this Contract;
  - 1) If Contractor fails to provide services called for by this Contract or any extension thereof; or
  - 2) If Contractor fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms, and after receipt of written notice from District fails to correct such failures within then (10) days or such longer period as District may authorize.
- B. Contractor shall perform all services required by this contract within the time specified in this contract, including extensions. All services shall be performed in the most highly professional manner, and in accordance with the utmost industry standards. Unless the means of methods of performing a task is specified elsewhere in the Contract shall constitute breach of Contract.
- C. Contractor shall provide one or more qualified persons responsible for assuring that the services provided meet contract requirements. Such person(s) shall consult with District representatives as designated to provide a forum for the discussion and resolution of mutual issues and concerns. When necessary, this consultation shall include on-site visits to the District.
- D. The rights and remedies of District provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## **12. Inspections/Acceptance**

- A. The District shall have ten (10) calendar days from date of completion of performance of the services within which to inspect and accept or reject them. If the services are rejected, the District shall provide Contractor with written notification of rejection. Notice of rejection shall include itemization of apparent defects, including but not limited to discrepancies between the services, the applicable specifications or warranties; or otherwise nonconforming services or goods (including late performance). Notice of rejection shall also indicate whether correction of failures will be allowed.
- B. The District may elect to have the Contractor perform services that comply with the Contract specifications and warranties, or may, in its sole discretion, have the services performed by other forces and charge the cost to Contractor.

## **13. Force Majeure**

Neither party shall be held responsible for delay or default caused by fire, riot, acts of God, war or any other cause which is beyond such party's reasonable control.

## **14. Waiver**

The failure of District to enforce any provision of this Contract shall not constitute a waiver by District of that or any other provision.

## **15. State Tort Claims Act**

Contractor is not an officer, employee or agent of the District, as those terms apply in ORS 30.265.

## **16. Indemnity**

Contractor shall save and hold harmless the Lebanon Community School District, its members and its officers and employees, from all claims, suits or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under the Contract.

## 17. Insurance Requirement

- A. **Workers' Compensation Insurance** in compliance with OR 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- B. Contractor shall secure, at Contractor's expense and keep in effect during the term of any Contract, **Comprehensive General Liability Insurance** with a combined single limit, or the equivalent, of not less than \$500,000 each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the Lebanon School District, and their divisions, officers and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract.
- C. **Automobile Liability Insurance** with a combined single limit, or the equivalent, of not less than Oregon Financial Responsibility Law(OR 806.060), \$500,000 each incident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
- D. **Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to District.
- E. **Certificates of Insurance.** As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to District prior to issuance of a Notice to Proceed. The certificate will specify all of the parties who are Additional Insured. Insuring Companies or entities are subject to District acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to District. The contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

## 18. Successors of Interest

The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

## 19. Nondiscrimination

Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, with Section V of the Rehabilitation Act of 1973, and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1998 (P. L. No.101-336), OR659.425, and all regulations and administrative rules established pursuant to those laws.

## 20. Compliance With Applicable Law

Contractor shall comply with all laws applicable to the payment of employees, sub-contractors, suppliers and others providing services to Contractor, including but not limited to the following:

- A. ORS 279.312 Contractor agrees to:
- B. ORS 279.314 Conditions concerning payment of claims by public officers:
- C. ORS 279.316 Conditions concerning hour of labor:
- D. ORS 279.320 Conditions concerning payment for medical care and providing workers' compensation:

## 21. Government Employment Status

- A. If payment under this Contract is to be charged against State Funds, Contractor certifies that he/she is not currently employed by the State of Oregon.

B. Contractor certifies he/she is not an employee of the Lebanon Community School District.

**22. Retirement System and Benefit Status**

Contractor is not a contributing member of the Public Employees' Retirement System and acquires no rights to membership in the system by reason of work performed under this Contract. Contractor is responsible for any federal or state taxes applicable to payment on this contract. Contractor is not eligible for any benefits from this contract including payment of Federal social security, unemployment insurance, workers' compensation or the Public Employees' Retirement System, except to the extent the Contractor may be eligible for benefits as a self-employed individual.

**23. Criminal History Checks**

The Contractor shall cause to have completed a criminal history records check on all employees performing work on behalf of the Contractor for the District. Should any employee have a criminal history record, the Contractor will consult with the District prior to assigning that employee to work. The District shall have final authority to determine whether any employee or prospective employee of the Contractor who has a criminal record may perform work on District property. The Contractor shall be responsible for any and all costs associated with obtaining criminal history records.

**24. Material Safety Data Sheets/Safety**

Contractor will be required to provide the District with Material Safety Data Sheets on all products used in the performance of the work. Contractor will also comply with all federal, state and local laws, rules and ordinances governing worker safety during the work.

**25. Captions**

The captions and headings in this Contract are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this Contract.

**26. Execution and Counterparts**

This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

**27. Severability**

- A. If any provision of this Contract is held invalid or unenforceable by any court of the competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Contract.
- B. The parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

**28. Compliance with Tax Laws**

Pursuant to OR 305.385(6), Contractor certifies by the signature below, under penalty of perjury, that he/she is in compliance with Oregon's tax laws.

**29. Merger**

This Contract constitutes the entire Contract between the parties. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified in this Contract regarding this Contract.

Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it and agrees to be bound by its terms and conditions.

**IN WITNESS WHEREOF**, Contractor and District have executed this Contract as of the date first above written.

**For Contractor:**

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Phone FAX

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

Contractor's Federal Tax ID #: \_\_\_\_\_

Contractor's Construction board License Number. \_\_\_\_\_

**For District:**

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

# LEBANON COMMUNITY SCHOOL DISTRICT

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## CUSTODIAL SERVICES CONTRACT 2015 – 2016

This Contract is entered into this 1<sup>st</sup> day of July, 2015 between **Willamette Valley Rehabilitation Center, Inc.** (hereinafter called "Contractor"), and the **Lebanon Community School District**, acting through its school board (hereinafter called "District"). The Contractor hereby represents and warrants that it is currently a Qualified Rehabilitation Facility (QRF) as approved by the State of Oregon and will comply with the applicable requirements of the QRF statute and rules.

### 1. Statement of Work

- A. This project involves the custodial services for Pioneer, Riverview and Seven Oak Schools.
- B. The Contractor shall supply all labor, equipment and general cleaning materials. The District shall supply all cleaning chemicals and paper products.
- C. Daily services as specified in APPENDIX B shall be performed five days per week, Monday through Friday, excluding holidays observed by the District. Services shall be performed, unless approved in advance by the District's Director of Facility Operations, between the hours of 1:00 p.m. and 6:00 a.m. while school is in session. Summertime hours shall be approved in advance by the District but will normally be between the hours of 9:00 a.m. and 6:00 p.m. To the extent possible, performance of all services shall not interfere with the conduct of business or activities by the District.

### 2. Contractor's Representations and Warranties

Contractor hereby makes the following representations and warranties:

- A. Contractor has the experience, skill, legal capacity, and professional ability necessary to perform all services required under this Contract.
- B. Contractor has the capabilities and resources necessary to perform its obligations under this Contract.
- C. Contractor either is or shall, in a manner consistent with the standard of care set forth in paragraph E., below, of this Contract, become familiar with all current laws, rules, and regulations which are applicable to this Contract and the work done pursuant hereto.
- D. Contractor has the power and authority to enter into and perform this Contract. When executed and delivered, this Contract shall be a valid and binding obligation of Contractor, enforceable in accordance with its terms. Contractor shall, at all times during the term of this Contract, be duly qualified and competent.
- E. The work performed under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions.



**7. Travel**

Travel expenses shall be included as a part of the consideration identified in Section 6 of this Contract. No additional payments for travel shall be made under this Contract.

**8. Funds Available and Authorized**

District certifies that at the time this Contract is written, sufficient funds are available and authorized for expenditure to finance costs of this Contract within District's current appropriation or limitation.

**9. Subcontractors**

Contractor shall not enter into any subcontracts for any work scheduled under this Contract without obtaining prior written approval from District's Director of Facility Operations.

**10. Assignment**

Contractor shall not assign or transfer interest in this Contract without the express written consent of District.

**11. Amendments**

Terms of this Contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

**12. Events of Default; Remedies; Limitation of Liabilities**

A. Events of Default by District. Each of the following events or conditions shall constitute an event of default ("Event of Default") by District:

- 1) Any failure by District to pay Contractor any sum due hereunder for a period of more than sixty (60) days after written notification by Contractor that District is delinquent in making payment, provided that Contractor is not in default in its performance under the terms of this Contract; or
- 2) Any other material failure by District to perform or comply with the terms and conditions of this Contract, including breach of any of District's representations contained in this Contract, provided that such failure continues for sixty (60) days after written notice to District demanding that such failure to perform be cured or if cure cannot be effected in sixty (60) days, District shall be deemed to have cured the default if it commences a cure within thirty (30) days after said notice and diligently pursues cure thereof; or
- 3) Any representation or warranty furnished by District in this Contract was false or misleading in any material respect when made.

B. Events of Default by Contractor. Each of the following events or conditions shall constitute an Event of Default by Contractor:

- 1) Any representation or warranty furnished by Contractor in this Contract that is false or misleading in any material respect when made; or
- 2) Contractor (including all subconsultants and subcontractors) fails to obtain or maintain licensure and certificates by law or otherwise pursuant to the terms of this Contract; or
- 3) Any failure by Contractor to perform or comply with the terms and conditions of this Contract, including breach of any covenant contained herein, except that such failure, if corrected or cured within fifteen (15) days after written notice by District to Contractor demanding that such failure to perform be cured, shall be deemed cured for purposes of this Contract; or

**15. Inspections/Acceptance**

- A. The District shall have ten (10) calendar days from date of completion of performance of the services within which to inspect and accept or reject them. If the services are rejected, the District shall provide Contractor with written notification of rejection. Notice of rejection shall include itemization of apparent defects, including but not limited to discrepancies between the services, the applicable specifications or warranties; or otherwise nonconforming services or goods (including late performance). Notice of rejection shall also indicate whether correction of failures will be allowed.
- B. The District may elect to have the Contractor perform services that comply with the Contract specifications and warranties, or may, in its sole discretion, have the services performed by other forces and charge the cost to Contractor.

**16. Force Majeure**

Neither party shall be held responsible for delay or default caused by fire, riot, acts of God, war or any other cause which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under the Contract.

**17. Waiver**

The failure of District to enforce any provision of this Contract shall not constitute a waiver by District of that or any other provision.

**18. State Tort Claims Act**

Contractor is not an officer, employee or agent of the District, as those terms apply in ORS 30.265.

**19. Indemnity**

Contractor shall save and hold harmless the Lebanon Community School District, its members and its officers and employees, from all claims, suits or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under the Contract.

**20. Insurance Requirement**

- A. **Workers' Compensation Insurance** in compliance with OR 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- B. Contractor shall secure, at Contractor's expense and keep in effect during the term of any Contract, **Comprehensive General Liability Insurance** with a combined single limit, or the equivalent, of not less than \$500,000 each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the Lebanon School District, and their divisions, officers and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract.
- C. **Automobile Liability Insurance** with a combined single limit, or the equivalent, of not less than Oregon Financial Responsibility Law (OR 806.060), \$500,000 each incident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
- D. **Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to District.

**27. Material Safety Data Sheets/Safety**

Material Safety Data Sheets on all products used in the performance of the work will be available to Contractor. Contractor will comply with all federal, state and local laws, rules and ordinances governing worker safety during the work, including making MSDS available to employees.

**28. Access Cards/Keys**

- A. District shall provide security codes and means of access to the facilities as needed by the Contractor for use in the performance of services under this Contract.
- B. Contractor shall maintain and provide the District a current list of all employees with specified access.
- C. Contractor shall use access cards, keys and security systems only as instructed by District.
- D. Contractor shall be liable and responsible for any and all District costs arising out of or related to failure to return or account for access cards or keys as instructed by District.

**29. Captions**

The captions and headings in this Contract are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this Contract.

**30. Execution and Counterparts**

This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

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- A. If any provision of this Contract is held invalid or unenforceable by any court of the competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Contract.
- B. The parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

**32. Compliance with Tax Laws**

Pursuant to OR 305.385(6), Contractor certifies by the signature below, under penalty of perjury, that he/she is in compliance with Oregon's tax laws.

**33. Merger**

This Contract constitutes the entire Contract between the parties. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified in this Contract regarding this Contract. Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it and agrees to be bound by its terms and conditions.

**APPENDIX A**

**Lebanon Community School District  
Drug-Free Workplace Form**

The undersigned company, in accordance with Oregon law, hereby certifies that

\_\_\_\_\_ does:  
(Name of Company)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilt or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

streaks, or excess dust. Erasers will be clean. The chalkboard tray, molding, baseboards and floor surfaces immediately underneath will show no evidence of chalk dust. Where boards contain written material, unless clearly marked to "SAVE", they will be erased and cleaned nightly.

**5. Spot Clean Internal Building Surfaces/Internal Glass**

Remove smudges, finger prints, ball point pen marks, streaks, etc., from washable surfaces including stainless steel, around light switches, doors, door handles, and casings, telephone stations, interior glass, bulletin boards and display cases, walls, entry areas, laminated plastic surfaces, spot clean Venetian blinds, kick and push plates, etc. Germicidal detergents will be used for sport cleaning in rest rooms, locker rooms and medical areas. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass, which are soiled by cleaning of the glass, will be completely cleaned and restored.

**6. Clean Entrance Doors on Both Sides**

Completely clean both sides of entrance doors and the window immediately adjacent to and above (if applicable) the entrance doors. Spot clean both sides of the entrance doors. After cleaning, the surface will present a uniform appearance free of all smudges, fingerprints, stains, streaks, lint, etc. Areas adjacent to entrance glass, which are soiled by cleaning of the glass, will be completely cleaned and restored.

**7. Damp Wipe and Disinfect Door Hardware**

After wiping fixtures with a nonabrasive germicidal detergent allow to air dry.

**8. Clean Countertops**

Remove any nonpermanent stains, spots, spills from all countertops, *except in chemical labs*, using a sponge or cloth dampened in a mild detergent solution. Photography darkrooms are to be included for this care. In rest rooms, lockers, and medial areas use a germicidal detergent solution. After washing, the countertops will have a uniform appearance, free from streaks, smudges, lint, etc., with complete removal of soil from the surface.

**9. Clean and Disinfect Drinking Fountains**

Remove all obvious soil, streaks, smudges, etc. from drinking fountains, eyewash, and the entire cabinet; then disinfect all porcelain and polished metal surfaces including the orifice and drain. Stainless steel sections will be polished with an appropriate cleaner. After cleaning, the entire drinking fountain will be free from streaks, stains, spots, smudges, scale, and other obvious removable soil.

**10. Clean and Disinfect Sinks**

Completely clean and disinfect all exposed surfaces of the sink. A nonabrasive cleaner will be used on the exposed hardware. The cleaning includes the drying and polishing of all exposed hardware. After cleaning, the fixture will present a clean, bright shiny appearance and will be free of all visible soil, streaks, oily smudges, residue cleaning agents, etc. All metal hardware, such as faucet valves, drain and faucets; will be free of streaks, spots, stains, etc. In operable or broken fixture will be reported immediately to the Facilities Operator daily. Different cloths, sponges, brushes and scouring pads will be used to clean the sinks than the ones used for cleaning the commodes and urinals.

**11. Clean Mirrors**

Remove soil, streaks, smudges, film, etc. from the surface of mirrors with a damp cloth or sponge. Polish dry with a clean, soft, non-terry towel. After cleaning, surface will have no visible signs of streaks, smudges, lint, film, etc., and present a uniform, clean appearance. The frame of the mirror and shelves and other adjacent areas also will be cleaned and free of dust.

**19. Report Maintenance Items**

Any item requiring maintenance or repair shall be reported to the Facilities Operator using the daily logbook. Items like plugged toilets, leaking pipes, loose tile, inoperative lights, etc., will be reported daily. Emergency repairs such as broken pipes, floods, or serious roof leaks are to be reported immediately upon discovery to the Facilities Operator at the emergency number provided.

**20. Dust Mop and/or Sweep Non-Carpeted Floors**

Prior to sweeping or dust mopping, all surface litter such as paper, gum, rubber bands, paper clips, spills, etc., will be picked up. The entire area will be thoroughly swept to remove dust, dry soil, and other surface debris. All areas such as under chairs, trash receptacles, desks, coin operated machines, and other accessible furnishings, and behind doors will be swept. Desk chairs will be placed back at desks and classroom chairs will be arranged after sweeping. After sweeping, surfaces, including corners, abutments, and places accessible to the mop will be free of all visible soil, streaks, litter, and spots caused by spills.

**21. Wet Mop Non-Carpeted Floors**

Prior to being mopped, the floor surfaces will be swept using a broom or dust mop. Remove all soil and non-permanent stains from the entire area to be mopped.

**Rest rooms, locker rooms, showers, and medical areas and food service kitchens** will be mopped with a germicidal detergent. All accessible areas will be mopped. The mop used in this procedure is to be used for disinfecting only. Dispose of the remaining solution by pouring it down the floor drain.

**Chemical labs** will be mopped first with clear water before mopping with detergent.

In all other areas an approved detergent will be used. All accessible areas will be mopped.

Chairs, trash receptacles, etc. will be moved to mop underneath and not placed back on the floor until it is dry. After mopping, the floors will have a uniform appearance with no streaks, film, swirl marks, detergent residues, mop strings, or other evidence of soil. There will be no splash marks or mop streaks left on furniture, walls, baseboards, etc. Any such splashing or marking will be removed immediately.

**22. Wet Mop Entrances**

Entrance mats/carpets will be removed and cleaned. The floor area will be swept or dust mopped prior to wet mopping to remove all loose soil and dust. All accessible areas will be mopped to remove all soil and non-permanent stains. After mopping, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings, or other evidence of soil. There will be no splash marks left on baseboards. Any splash marks will be removed immediately. The entrance mats/carpets will be replaced when the floor is completely dry.

**23. Sweep and Spot Mop/Vacuum And Spot Clean Stairs**

Stairs, landings and steps shall be swept and damp mopped or, if carpeted, vacuumed and spot cleaned. Hand railing, ledges, grills, fire apparatus, doors, lights, and radiators shall be dusted. Handrails will be washed with a germicidal cleaner solution once a week. After cleaning the surfaces will be free of lint, dust, soil, and cobwebs. Flights include the landing and stairs or steps between landings.

**24. Spot Vacuum Traffic Areas**

Prior to vacuuming, all surface litter will be removed, such as paper, gum, staples, paper clips, etc., and the entrance and the heavily traveled paths within the room will be vacuumed. After vacuuming, the carpet will be free of all visible litter, dust, and soil.

**25. Spot Removal on Carpets**

Carpets will be checked daily for stains. All stain areas will be treated with spot cleaning solutions, following the direction of the manufacturer for the specific stain involved. Spot cleaning will continue until as much of the stain as possible is removed. After cleaning to remove spots, the carpet should be free from visible spots and stains, and the nap should be brushed all in one direction.

**26. Clean Rubber Floor Mats**

Remove rubber floor mats. Scrub and disinfect with hot water and detergent, rinse with hot water, stack and drain. When dry, reinstall.

**34. Clean Floor Drain**

Remove grate if possible. Clean to remove all built-up deposits, embedded hairs, etc. from the grate and neck of the drain. Replace the grate. After wet mopping the floor, empty the remaining germicidal detergent down the floor drain. This will both disinfect the drain and also will seal the trap. After cleaning, the drain and grate will be free of odors and build-up deposits.

**35. Scrub Shower Walls**

Clean up items left in showers. Use a degreaser type cleaner with a doodlebug or scrub brush to scrub down walls, floors and gutters. Rinse and then use a foaming gun to disinfect everything down. Allow to air dry.

In Coach's offices shower, scrub down walls, floor, and shower doors with a scrub brush using a degreaser type cleaner. Rinse and then disinfect everything down using a foaming gun. Allow to air dry.

**36. Spray Buff Floors And Traffic Wear Areas**

Prior to being spray buffed, the tile or vinyl floor area will be swept, dust mopped, damp-mopped or scrubbed. A single disc burnishing floor machine, white buffing pad, and spray bottle with approved spray buff solution, shall be used to restore a uniform gloss and protective finish to the floor. All areas showing wear and scuffing will be spray buffed. The floor will be dust mopped after being spray buffed. After spray buffing, the area will have a uniform glossy appearance, free of scuffmarks, heel marks, and scratches. All spray buff solution will be removed from baseboards, furniture, trash receptacles, etc.

**37. Spray Buff Complete Tile or Vinyl Floor**

The same preparatory steps are to be taken as in paragraph 37 with the additional step, if necessary, that chairs, trash receptacles, and other movable items will be moved where necessary to spray buff underneath. Whenever furniture is rearranged and unsightly wax buildup and stains are on the floor, that section shall be scrubbed to remove the buildup and then re-coated. The floor will be dust mopped after being spray buffed. After spray buffing, the entire floor will have a uniform, glossy appearance, free of scuffmarks, heel marks, and scratches.

**38. Carpet Cleaning Using Water Extraction Method**

Includes cleaning, vacuuming, operation of the water extraction equipment, and re-vacuuming the carpet area. The loose litter will be picked up and the carpet area to be extracted will be completely vacuumed. Spots and stains will be treated with the appropriate spotter for the particular stains. All traffic areas will be sprayed with a pre-spotter. The water extraction equipment and solution will be used and operated in accordance with the manufacturer's instructions. After extraction, the carpet will be vacuumed again when the carpet is dry so as to give the carpet an uniform appearance. Any carpet extracted will be completely dry by morning. Furniture with metal glides or any other rust able metal surface must not come in contact with damp carpets.

**39. Dust All Building Surfaces**

Remove dust, lint, dry soil, and cobwebs from baseboards, radiator registers, moldings, ledges, door and window casings, Venetian blinds, window sills and benches, chalk trays, handrails, walls, air and heat vents, wind deflectors, light fixtures and open metal gratings. After dusting, these surfaces will have a uniform appearance free from streaks, smudges, lint, and cobwebs; and soil will be completely removed from the area. In rest rooms, showers, and medical areas, a cloth or sponge dampened with germicidal detergent will be used for dusting

**40. Wash Interior Walls**

Walls will be washed with a detergent solution to remove all grease and oily deposits, streaks, smudges and other soil. After washing, the walls will have a uniform appearance, free of all grease, soil, tape, decals, contact paper, and graffiti.

**41. Wash Venetian Blinds**

Removing blinds is not expected to be necessary to perform the cleaning process. The hardware will not be damaged, and the blind will operate properly after cleaning. In cleaning a Venetian blind, all surfaces of the slats are to be completely wiped on both sides using a detergent solution with a damp cloth/sponge to remove all visible soil, smudges, streaks, non-permanent stains, etc., from both sides of the blind. Blinds must be completely dried after cleaning. After cleaning, the blinds will have all visible soil, smudges, non-permanent stains, streaks, etc., removed and will present a uniform clean appearance. The blind is to be left in the full-extended position. Notify Facility Operator for needed repair to the cord or tapes.

**49. Re-wax Tile and Sheet Vinyl Floors**

In preparation the floor will be dust mopped to remove all loose soil, dust, hair, etc. Use an electric floor scrubbing machine to thoroughly clean the floor using the appropriate low abrasion pad, cleanser, and procedure to remove spills, non-permanent stains, black marks, marks from chair glides and embedded soil in the finish. Floors with excessive wax build-up shall be stripped before re-waxing and refinished with the required number of coats (see Task #51). Three uniform thin coats of floor finish will be applied using a "Wax-O-Matic" applicator. A one-tile boarder next to the walls will be re-coated on the final coat. After the finish has dried, floors will have a uniform appearance with no visible streaks, film, swirl marks, detergent residue, mop strings, or other evidence of soil. There will be no splash marks or mop streaks left on furniture, walls, baseboards, etc. Any such splashing or markings will be removed immediately.



## AUDITORIUM / STAGE

#	Task Description	Daily	3/wk	2/wk	1/wk	1/mo	4/yr	2/yr	1/yr
1	Remove trash			X					
2	Spot clean tables, student desks and seats			X					
3	Restore furniture to standard arrangement			X					
4	Clean chalkboards and whiteboards			X					
5	Spot clean internal building surfaces / internal glass			X					
6	Clean entrance doors both sides			X					
7	Damp wipe / disinfect door hardware			X					
8	Clean countertops			X					
9	Clean & disinfect drinking fountains			X					
10	Clean and disinfect sinks			X					
11	Clean mirrors			X					
12	Refill paper products dispenser			X					
13	Refill soap dispensers			X					
14	Clean and disinfect toilets and urinals			NA					
15	Spot clean walls, partitions, doors and remove graffiti			X					
16	Scrub restroom, locker and shower floors			NA					
17	Health room cots			NA					
18	Damp wipe vending machine surface			X					
19	Report any maintenance items			X					
20	Dust mop and/or sweep non carpeted floors			X					
21	Wet mop non-carpeted floors			X					
22	Wet mop entrances			X					
23	Sweep & spot mop/vacuum & spot clean stairs			X					
24	Spot vacuum traffic areas				X				
25	Spot removal on carpets			X					
26	Clean rubber floor mats			X					
27	Clean entrance mats			X					
28	Building security	X							
29	Vacuum carpets completely				X				
30	Dust furniture				X				
31	Dust locker tops and other building surfaces				X				
32	Wash restroom partitions				X				
33	Wet mop or scrub and disinfect floor mats and pads				X				
34	Clean floor drain				X				
35	Scrub shower walls				X				
36	Spray buff floors and traffic wear areas								
37	Spray buff complete tile or vinyl floors								
38	Carpet cleaning using water extraction method							X	
39	Dust all building surfaces							X	
40	Wash interior walls								X
41	Wash venetian blinds								X
42	Wash light fixtures								X
43	Wash all hard surfaces of furniture								X
44	Dusting and cleaning of pipes, vents, grills								X
45	Wash exterior windows								X
46	De-scale toilets and urinals								NA
47	Cleaning under stationary equipment								X
48	Stripping and re finishing floors								X
49	Re-wax tile and sheet vinyl floors								X
50									

## CUSTODIAL AREAS

#	Task Description	Daily	3/wk	2/wk	1/wk	1/mo	4/yr	2/yr	1/yr
1	Remove trash	X							
2	Spot clean tables student desks and seats	X							
3	Restore furniture to standard arrangement	X							
4	Clean chalkboards and whiteboards	X							
5	Spot clean internal building surfaces / internal glass	X							
6	Clean entrance doors both sides	X							
7	Damp wipe / disinfect door hardware	X							
8	Clean countertops	X							
9	Clean & disinfect drinking fountains	X							
10	Clean and disinfect sinks	X							
11	Clean mirrors	X							
12	Refill paper products dispenser	X							
13	Refill soap dispensers	X							
14	Clean and disinfect toilets and urinals	X							
15	Spot clean walls, partitions, doors and remove graffiti	X							
16	Scrub restroom, locker and shower floors	X							
17	Health room cots	X							
18	Damp wipe vending machine surface	X							
19	Report any maintenance items	X							
20	Dust mop and/or sweep non-carpeted floors			X					
21	Wet mop non-carpeted floors			X					
22	Wet mop entrances			X					
23	Sweep & spot mop/vacuum & spot clean stairs			X					
24	Spot vacuum traffic areas			X					
25	Spot removal on carpets			X					
26	Clean rubber floor mats			X					
27	Clean entrance mats			X					
28	Building security	X							
29	Vacuum carpets completely				X				
30	Dust furniture				X				
31	Dust locker tops and other building surfaces				X				
32	Wash restroom partitions				X				
33	Wet mop or scrub and disinfect floor mats and pads				X				
34	Clean floor drain				X				
35	Scrub shower walls				X				
36	Spray buff floors and traffic wear areas								
37	Spray buff complete tile or vinyl floors								
38	Carpet cleaning using water extraction method							X	
39	Dust all building surfaces							X	
40	Wash interior walls								X
41	Wash venetian blinds								X
42	Wash light fixtures								X
43	Wash all hard surfaces of furniture								X
44	Dusting and cleaning of pipes, vents, grills								X
45	Wash exterior windows								X
46	De-scale toilets and urinals								X
47	Cleaning under stationary equipment								X
48	Stripping and re-finishing floors								X
49	Re-wax tile and sheet vinyl floors								X
50									

## HALLS

#	Task Description	Daily	3/wk	2/wk	1/wk	1/mo	4/yr	2/yr	1/yr
1	Remove trash			X					
2	Spot clean tables, student desks and seats			X					
3	Restore furniture to standard arrangement			X					
4	Clean chalkboards and whiteboards			X					
5	Spot clean internal building surfaces / internal glass			X					
6	Clean entrance doors both sides			X					
7	Damp wipe / disinfect door hardware			X					
8	Clean countertops			X					
9	Clean & disinfect drinking fountains			X					
10	Clean and disinfect sinks			X					
11	Clean mirrors			X					
12	Refill paper products dispenser			X					
13	Refill soap dispensers			X					
14	Clean and disinfect toilets and urinals			NA					
15	Spot clean walls, partitions, doors and remove graffiti			X					
16	Scrub restroom, locker and shower floors			NA					
17	Health room cots			NA					
18	Damp wipe vending machine surface			X					
19	Report any maintenance items			X					
20	<i>Dust mop and/or sweep non-carpeted floors</i>			X					
21	Wet mop non-carpeted floors			X					
22	Wet mop entrances			X					
23	Sweep & spot mop/vacuum & spot clean stairs			X					
24	Spot vacuum traffic areas			NA					
25	Spot removal on carpets			X					
26	Clean rubber floor mats			X					
27	Clean entrance mats			X					
28	Building security	X							
29	Vacuum carpets completely			X					
30	Dust furniture				X				
31	Dust locker tops and other building surfaces				X				
32	Wash restroom partitions				NA				
33	Wet mop or scrub and disinfect floor mats and pads				X				
34	Clean floor drain				X				
35	Scrub shower walls				NA				
36	Spray buff floors and traffic wear areas								
37	Spray buff complete tile or vinyl floors								
38	Carpet cleaning using water extraction method							X	
39	Dust all building surfaces							X	
40	Wash interior walls								X
41	Wash venetian blinds								X
42	Wash light fixtures								X
43	<i>Wash all hard surfaces of furniture</i>								X
44	Dusting and cleaning of pipes, vents gnlis								X
45	Wash exterior windows								X
46	De-scale toilets and urinals								X
47	Cleaning under stationary equipment								X
48	Stripping and re-finishing floors								X
49	Re-wax tile and sheet vinyl floors								X
50									

## LIBRARIES

#	Task Description	Daily	3/wk	2/wk	1/wk	1/mo	4/yr	2/yr	1/yr
1	Remove trash		X						
2	Spot clean tables, student desks and seats		X						
3	Restore furniture to standard arrangement		X						
4	Clean chalkboards and whiteboards		X						
5	Spot clean internal building surfaces / internal glass		X						
6	Clean entrance doors both sides		X						
7	Damp wipe / disinfect door hardware		X						
8	Clean countertops		X						
9	Clean & disinfect drinking fountains		X						
10	Clean and disinfect sinks		X						
11	Clean mirrors		X						
12	Refill paper products dispenser		X						
13	Refill soap dispensers		X						
14	Clean and disinfect toilets and urinals		NA						
15	Spot clean walls partitions, doors and remove graffiti		X						
16	Scrub restroom, locker and shower floors		NA						
17	Health room cots		NA						
18	Damp wipe vending machine surface		X						
19	Report any maintenance items		X						
20	Dust mop and/or sweep non-carpeted floors		X						
21	Wet mop non carpeted floors		X						
22	Wet mop entrances		X						
23	Sweep & spot mop/vacuum & spot clean stairs		X						
24	Spot vacuum traffic areas		NA						
25	Spot removal on carpets		X						
26	Clean rubber floor mats		X						
27	Clean entrance mats		X						
28	Building security	X							
29	Vacuum carpets completely		X						
30	Dust furniture				X				
31	Dust locker tops and other building surfaces				X				
32	Wash restroom partitions				NA				
33	Wet mop or scrub and disinfect floor mats and pads				X				
34	Clean floor drain				X				
35	Scrub shower walls				NA				
36	Spray buff floors and traffic wear areas								
37	Spray buff complete tile or vinyl floors								
38	Carpet cleaning using water extraction method						X		
39	Dust all building surfaces								X
40	Wash interior walls								X
41	Wash venetian blinds								X
42	Wash light fixtures								X
43	Wash all hard surfaces of furniture								X
44	Dusting and cleaning of pipes, vents, grills								X
45	Wash exterior windows								X
46	De-scale toilets and urinals								NA
47	Cleaning under stationary equipment								X
48	Stripping and re-finishing floors								X
49	Re-wax tile and sheet vinyl floors								X
50									

## SPECIALIZED CLASSROOMS

#	Task Description	Daily	3/wk	2/wk	1/wk	1/mo	4/yr	2/yr	1/yr
1	Remove trash		X						
2	Spot clean tables, student desks and seats	X							
3	Restore furniture to standard arrangement	X							
4	Clean chalkboards and whiteboards	X							
5	Spot clean internal building surfaces / internal glass	X							
6	Clean entrance doors both sides	X							
7	Damp wipe / disinfect door hardware	X							
8	Clean countertops	X							
9	Clean & disinfect drinking fountains	X							
10	Clean and disinfect sinks	X							
11	Clean mirrors	X							
12	Refill paper products dispenser	X							
13	Refill soap dispensers	X							
14	Clean and disinfect toilets and urinals	NA							
15	Spot clean walls, partitions, doors and remove graffiti	X							
16	Scrub restroom, locker and shower floors	NA							
17	Health room cots	NA							
18	Damp wipe vending machine surface	NA							
19	Report any maintenance items	X							
20	Dust mop and/or sweep non-carpeted floors	X							
21	Wet mop non-carpeted floors	X							
22	Wet mop entrances	X							
23	Sweep & spot mop/vacuum & spot clean stairs	X							
24	Spot vacuum traffic areas	NA							
25	Spot removal on carpets	X							
26	Clean rubber floor mats	X							
27	Clean entrance mats	X							
28	Building security	X							
29	Vacuum carpets completely	X							
30	Dust furniture				X				
31	Dust locker tops and other building surfaces				X				
32	Wash restroom partitions				NA				
33	Wet mop or scrub and disinfect floor mats and pads				X				
34	Clean floor drain				X				
35	Scrub shower walls				NA				
36	Spray buff floors and traffic wear areas								
37	Spray buff complete tile or vinyl floors								
38	Carpet cleaning using water extraction method						X		
39	Dust all building surfaces								X
40	Wash interior walls								X
41	Wash venetian blinds								X
42	Wash light fixtures								X
43	Wash all hard surfaces of furniture								X
44	Dusting and cleaning of pipes, vents, grills								X
45	Wash exterior windows								X
46	De-scale toilets and urinals								NA
47	Cleaning under stationary equipment								X
48	Stripping and re-finishing floors								X
49	Re-wax tile and sheet vinyl floors								X

## STUDENT LUNCHROOMS

#	Task Description	Daily	3/wk	2/wk	1/wk	1/mo	4/yr	2/yr	1/yr
1	Remove trash	X							
2	Spot clean tables, student desks and seats	X							
3	Restore furniture to standard arrangement	X							
4	Clean chalkboards and whiteboards	X							
5	Spot clean internal building surfaces / internal glass	X							
6	Clean entrance doors both sides	X							
7	Damp wipe / disinfect door hardware	X							
8	Clean countertops	X							
9	Clean & disinfect drinking fountains	X							
10	Clean and disinfect sinks	X							
11	Clean mirrors	X							
12	Refill paper products dispenser	X							
13	Refill soap dispensers	X							
14	Clean and disinfect toilets and urinals	X							
15	Spot clean walls, partitions, doors and remove graffiti	X							
16	Scrub restroom, locker and shower floors	X							
17	Health room cots	X							
18	Damp wipe vending machine surface	X							
19	Report any maintenance items	X							
20	Dust mop and/or sweep non-carpeted floors	X							
21	Wet mop non-carpeted floors	X							
22	Wet mop entrances	X							
23	Sweep & spot mop/vacuum & spot clean stairs	X							
24	Spot vacuum traffic areas	X							
25	Spot removal on carpets	X							
26	Clean rubber floor mats	X							
27	Clean entrance mats	X							
28	Building security	X							
29	Vacuum carpets completely			X					
30	Dust furniture				X				
31	Dust locker tops and other building surfaces				X				
32	Wash restroom partitions				X				
33	Wet mop or scrub and disinfect floor mats and pads				X				
34	Clean floor drain				X				
35	Scrub shower walls				X				
36	Spray buff floors and traffic wear areas								
37	Spray buff complete tile or vinyl floors								
38	Carpet cleaning using water extraction method							X	
39	Dust all building surfaces							X	
40	Wash interior walls								X
41	Wash venetian blinds								X
42	Wash light fixtures								X
43	Wash all hard surfaces of furniture								X
44	Dusting and cleaning of pipes, vents, grills								X
45	Wash exterior windows								X
46	De-scale toilets and urinals								X
47	Cleaning under stationary equipment								X
48	Stripping and re-finishing floors								X
49	Re-wax tile and sheet vinyl floors							X	
50									

**APPENDIX A**

**Lebanon Community School District  
Drug-Free Workplace Form**

The undersigned company, in accordance with Oregon law, hereby certifies that **Cornerstone Landscape Maintenance** \_\_\_\_\_ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilt or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

---

Authorized Representative's Signature

Date

# Lebanon Community Schools

Code: DLC-AR(4)

Revised/Reviewed: 8/20/01; 5/6/10; 6/11/15

Orig. Code(s): DLC-AR

## Employee Travel/Staff Expense Reimbursement

### Definitions

Employee – Any person who incurs travel expenses to be paid by the district. This includes, but is not limited to: Employees, Board members, parents and patrons.

District – Lebanon Community School District.

Board – Board of Directors of Lebanon Community School District.

### In-District Expense

1. District employees who incur expenses in carrying out their authorized duties or other individuals who incur expenses on behalf of the district will be reimbursed with the prior authorization of the employee's supervisor and/or superintendent in accordance with district policy and procedures.
2. Meals may be provided through the district food service program, when available, for district employees when participating in district meetings or work sessions during a normal mealtime. If the food service program is not available, prudent judgment will be exercised in providing the meal.

### Out-of-District Travel and Conference Expenses

1. District employees intending to travel while conducting district business who will incur reimbursable costs, must complete and submit a district Travel Expense Form to their supervisor or designee (e.g., School Office Manager) at least 15 business days prior to the intended leave. ~~The leave must have who incur expenses in carrying out their authorized duties will be reimbursed when the travel has the prior authorization of the employee's supervisor and/or superintendent in accordance with district policy and procedures. (See Travel/Conference Expenses Prior Approval Form.)~~
2. Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.
3. Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between business expenditures and those for personal convenience.

### Vehicle Allowance (See Travel Expense Reimbursement Claim)

1. Reimbursement will be made only for those miles actually traveled in connection with district business.



2. The mileage rate for travel by car will be the current IRS rate.
3. Any employee using his/her personal vehicle for district business is covered by his/her personal insurance on a primary basis and by the district's liability policy on an excess basis. All drivers using personal vehicles on school business are required to carry at least state mandated minimum liability insurance and have a valid drivers license.
4. If employees travel by an indirect route for personal convenience or interrupt travel by a direct route, employees will bear the extra expense. Travel between home and office is not reimbursable. When travel starts from the residence rather than the official station, employees will be reimbursed the lesser number of miles from residence to destination or official station to destination.

#### **Meal Expenses (See Travel Expense Reimbursement Claim)**

1. Reimbursement for meals incurred while traveling on district business will be for the exact cost not to exceed the meal rates approved annually by the Board ~~at the first meeting of the fiscal year.~~ (See Expenses Reimbursement Request and Accounting Procedures below.)
- ~~2. The district will reimburse the actual meal costs at the individual meal rate, except that when breakfast, lunch, and dinner are to be reimbursed for a given day the total cost of three meals shall not exceed the combined total of the three meals as approved by the Board. Receipts for meals will be required. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. Itemized receipts for all meal expenses must be secured and attached to the claim.~~
- ~~2.3. When personnel attend an authorized meeting where the meal is an agenda item but not included in the fee and the selections and cost of the meal are beyond the control of the employee, the employee will be reimbursed for the actual cost of the meal. An itemized receipt must be provided.~~
- ~~3. If any meal is included as part of conference registration, the district will not reimburse for that meal.~~
- ~~4. Meal reimbursements not involving overnight travel will not be reimbursed unless the meal occurred during an official district business meeting. An official district business meeting is defined as two or more employees or persons assembled for the benefit of the district, to conduct official district business. Official district meetings include conferences, training, workshops, testing, seminars and other similar gatherings to conduct official district business.~~
- ~~4. An employee must be away from the district during the normal meal period(s) to be eligible for reimbursement.~~
- ~~5. When travel involves two or more consecutive overnight stays, the employee may request a per diem (daily expense allowance) for meals and incidentals in lieu of providing receipts. Further information can be found under "Meals Per Diem."~~

#### **Lodging Expenses (See Travel Expense Reimbursement Claim)**

1. The cost of lodging necessary for employees traveling on district business will be paid by the district.

2. The district will pay the exact cost, including tax, for a single room or double occupancy if shared with another employee, up to the maximum amount approved annually by the Board.
- ~~2. at the first meeting of the fiscal year.~~
3. For conference events the district will pay a rate not to exceed the conference lodging rate, including tax. For purposes of this administrative regulation, such rates are those as set by the hotel in conjunction with the sponsoring organization.
4. Any lodging expense above the cost of a single room, with tax, will be paid for by the employee when they are sharing lodging with a family member or friend.
5. When lodging is pre-paid by the district or to be reimbursed the employee must submit a receipt.

#### **Additional Allowable Expenses (See Travel Expense Reimbursement Claim)**

1. In addition to meals and lodging, certain necessary costs incurred while on district business will be reimbursed by the district. These necessary costs will be limited to exact expenses for:
  - a. Business phone calls;
  - b. Parking and tolls;
  - c. Taxi/Bus/Rental car;
  - d. Gratuity not to exceed 15% of the service.
2. These additional expenses will be paid on a reimbursement basis with receipts required.

#### **Prohibited Expenses**

1. Any expenses outside of the costs for items described in the above regulations will not be paid for nor reimbursed by the district.
2. Examples of prohibited expenses include:
  - a. Laundry, hair care, shoe shine;
  - b. Alcoholic beverages of any nature;
  - c. Movies or other entertainment (except as a part of conference registration);
  - d. Any other personal expenses.
3. Expenses submitted more than three months after the expenditure incurred, unless approved by the superintendent or designee.
4. Where a receipt is required but is not provided unless approved by the superintendent or designee.

#### **Pre-paid Expenses**

1. Certain travel expenses may be pre-paid by the district rather than reimbursed if the expenses have prior authorization of the employee's supervisor and/or superintendent.
2. Pre-paid expenses will include:

- a. Conference or workshop registration costs;
  - b. Lodging costs;
  - c. Necessary transportation costs other than vehicle mileage reimbursement (airfare, train fare).
3. Pre-payment for such expenses will be made by the district directly to the vendor, e.g., hotel, airline, through the regular purchase ~~order process~~ procedures.
  4. Conference or workshop registration forms and/or proof of lodging/transportation booking and exact costs must accompany the purchase order(s) or procurement card statement for such pre-paid expenses.
  5. Receipts for all pre-paid lodging and transportation expenses must be submitted when the employee returns.

#### Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other appropriate leave may be taken in conjunction with approved district travel subject to the following:
  - a. Time delays related to approved district business are charged as working time even if no work is performed;
  - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
  - c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
  - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
  - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

## Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the superintendent or designee in writing. Itemized receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 10 working days of the conclusion of the trip.
2. Expenses, which consist primarily of the cost of furnishing meals for others, will be reimbursed upon submission of a travel expense report, which includes:
  - a. Names of guests;
  - b. Organizations involved;
  - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil, which have been deducted from the rental charge by the rental agency, must be included.
4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 90 calendar days of incurring the expense. Reimbursement claims later than 90 calendar days of the expense will be denied.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. In the event the total of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses the excess must be reported as income in accordance with IRS requirements.
7. Failure to obtain required prior approval as expressed in this policy may result in personal liability on the part of the employee.

### Meals Per Diem

1. When travel involves two or more consecutive overnight stays, the employee may request a per diem for meals and incidentals.
2. The per diem meal allowance is a fixed amount of reimbursement for a meal and all other travel incidentals. It is not reimbursement for the actual costs incurred. Receipts are not required for meals if claiming per diem.

3. Meals included as part of the registration fee(s) for a conference, seminar, etc., must be subtracted from the employee's daily meal per diem. Use the following percentages to determine the appropriate amount to deduct:
- a. Breakfast equals 20 percent of the allowed daily meal per diem;
  - b. Lunch equals 30 percent of the allowed daily meal per diem;
  - c. Dinner equals 50 percent of the allowed daily meal per diem.
4. Complimentary continental breakfasts provided by a hotel/motel do not affect the per diem meal allowance. No adjustment is required.
5. Daily meal per diem amounts for the initial day of travel and final day of travel are determined on the following schedule based on departure and arrival times. Apply the percentage to the appropriate daily rate.

<u>Meal Allowance Percentage</u>	<u>Prior to 6:00 a.m.</u>	<u>6:00 a.m. to Noon</u>	<u>12:01p.m. to 6:00 p.m.</u>	<u>After 6:00 p.m.</u>
<u>Initial Day of Travel - Leave:</u>	<u>100%</u>	<u>80%</u>	<u>50%</u>	<u>25%</u>
<u>Final Day of Travel - Return:</u>	<u>20%</u>	<u>50%</u>	<u>80%</u>	<u>100%</u>

6. Request for Per Diem prior to approved travel must be submitted, on the Travel Expense Form, to the Business Office 10 business days prior to departure

**Lebanon Community Schools**

Code: ~~DLC-AR(2)~~  
Revised/Reviewed: ~~10/24/03; 5/6/10~~  
Orig. Code(s): ~~DLC-AR(2)~~

**~~Travel/Conference Expenses Prior Approval Form~~**

~~Lebanon Community School District  
485 S. 5th St.  
Lebanon, OR 97355~~

Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_  
Meeting/Conference \_\_\_\_\_  
Location \_\_\_\_\_  
Reason for attendance or travel \_\_\_\_\_

Date(s) of travel on district business \_\_\_\_\_  
Date(s) substitute needed \_\_\_\_\_  
Type of transportation \_\_\_\_\_  
Others traveling with me \_\_\_\_\_

Note: Refer to Employee Travel Administrative Rules before incurring any expenses for which reimbursement will be requested.

PLANS FOR INSERVICING OTHER DISTRICT STAFF UPON RETURN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED EXPENSES:**  
Registration (include forms) \_\_\_\_\_  
Vehicle mileage: # of miles round trip \_\_\_\_\_ Cost \_\_\_\_\_  
Other transportation \_\_\_\_\_  
Meals \_\_\_\_\_  
Lodging \_\_\_\_\_  
Other \_\_\_\_\_  
Explain \_\_\_\_\_

Total estimated cost: \_\_\_\_\_

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

~~ADMINISTRATIVE ACTION~~

~~Approved~~ \_\_\_\_\_

~~Denied~~ \_\_\_\_\_

~~Approved with revision~~ \_\_\_\_\_

~~Explain~~ \_\_\_\_\_

\_\_\_\_\_  
~~Administrative Signature~~

\_\_\_\_\_  
~~Date~~

~~White: Administrator's File~~

~~Yellow: Applicant~~

~~Revised 10/03~~

Employee Name \_\_\_\_\_ Building \_\_\_\_\_ Residence Address \_\_\_\_\_

Leave Request Date(s) \_\_\_\_\_ Departure date/time \_\_\_\_\_ Return date/time \_\_\_\_\_

In District  Out of District  Full Day  Half Day  Certified  Classified  Administrative  Confidential

Name of Meeting/Conference \_\_\_\_\_

(DO NOT Abbreviate Use the name on the Conference Registration Form)

Location (Bldg hotel city state)

Dates of Meeting/Conference \_\_\_\_\_ Meals provided at Conference \_\_\_\_\_  Attach copy of conference schedule

	Estimated Cost	Purchase Order No	Approved Costs	Reimbursement Request <small>(completed upon return)</small>	Reimbursement Amount	<p align="center"><b><u>(UPON RETURN FROM TRIP)</u></b></p> <p>Upon return, please make a copy of this page, fill in shaded column for reimbursement, <b><u>ATTACH ORIGINAL DETAILED RECEIPTS</u></b>, sign, and obtain administrator's signature. Required for reimbursement:</p> <p><input type="checkbox"/> Evidence of conference attendance (if no lodging)</p> <p><input type="checkbox"/> Itemized meal receipts (see District approved amount), completion of table on backside of this form</p> <p><input type="checkbox"/> Mileage: completion of table on backside of this form</p> <p><input type="checkbox"/> Lodging receipts (hotel check out)</p> <p><input type="checkbox"/> Receipts or ticket stubs if being reimbursed for transportation</p> <p><input type="checkbox"/> Additional baggage surcharge receipts</p> <p><input type="checkbox"/> Shuttle/taxi receipts</p> <p><input type="checkbox"/> Parking receipts</p> <p>Remember, it is your responsibility to request and provide receipts for these expenses (Refer to Administrative Regulation, DLC-AR Employee Travel / Staff Expense Reimbursement)</p>
Registration	\$		\$	\$	\$	
Meals	\$		\$	\$	\$	
Mileage Miles _____ x Current IRS Rate =	\$		\$	\$	\$	
Lodging (hotel/other)	\$		\$	\$	\$	
Transportation (air/train)	\$		\$	\$	\$	
Baggage	\$		\$	\$	\$	
Shuttle/taxi/car rental	\$		\$	\$	\$	
Parking	\$		\$	\$	\$	
<b>Total</b>	\$		\$	\$	\$	

**Meal Per Diem Request for travel 2 or more consecutive nights. Complete Per Diem table on the backside of this form**

Prior to travel (request must be approved and submitted to the business office 10 business days prior to travel)  Upon return of travel

I have attached receipts for these expenses and certify that this claim is true and correct. No funds claimed here will be claimed from any other source.

Employee Sig.: \_\_\_\_\_ Date: \_\_\_\_\_

Admin Sig.: \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Admin approving absence and building funds)

Employee Sig.: \_\_\_\_\_ Date: \_\_\_\_\_

Admin Sig.: \_\_\_\_\_ Date: \_\_\_\_\_  
(Final reimbursement approval)

**Building Use** Leave  Approved  Denied  Substituted needed  No  Yes  
(Note: If leave is denied, return to staff member)

Expenses as noted above

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

**District Use:** District Covered Expenses  Registration  Meals  Mileage  Transportation  Hotel  Substitute

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

Acct # \_\_\_\_\_ \$ \_\_\_\_\_

District Appr: \_\_\_\_\_ Date: \_\_\_\_\_

(If paid for with District Funds)

(Enclosure E-6)



# Lebanon Community Schools

## ADMINISTRATOR & CONFIDENTIAL COMPENSATION AND WORKING CONDITIONS 2015-2017

These provisions shall be in effect from July 1, 2015 through June 30, 2017. The positions covered by these provisions include:

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

### **1. MEMBERSHIP**

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

### **2. CONFERENCES**

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

### **3. SICK LEAVE**

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

#### **4. PERSONAL LEAVE**

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

#### **5. BEREAVEMENT LEAVE**

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

#### **6. LEAVE OF ABSENCE**

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

#### **7. INCLEMENT WEATHER**

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

#### **8. PERS PICKUP**

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

#### **9. SERVICE ORGANIZATIONS**

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

#### **10. SALARY SCHEDULE**

A. The following salary schedule shall be in effect for the 2015-2017 year and shall be subject to the contract year provisions detailed below. Cost of living or salary increases will be equivalent to what is provided to the licensed (Certified) staff

B. **SALARY PLACEMENT:** Initial salary placement is limited to 6 years of experience. Administrators with additional related administrative experience from other public school districts in or out of state may submit requests for placement on a higher step to the Superintendent.

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

Administrator Compensation and Working Conditions for 2015-2017

C Salaries of administrators and confidentials are determined by the Superintendent using the following chart

<b>Position</b>	<b>A 0 years</b>	<b>B 1-2 years</b>	<b>C 3-4 years</b>	<b>D 5-6 years</b>	<b>E 7-8 years</b>	<b>F 9-10 years</b>	<b>Longevity 15 years</b>
ELE/K-8 Assistant Principal	\$74,346	\$75,652	\$77,349	\$78,895	\$80,474	\$82,083	\$83,725
MS Assistant Principal	\$75,863	\$77,380	\$78,928	\$80,506	\$82,116	\$83,758	\$85,433
HS Associate Principal	\$88,750	\$90,525	\$92,336	\$94,183	\$96,066	\$97,987	\$99,947
Elementary/K-8 Principal	\$87,500	\$89,250	\$91,035	\$92,856	\$94,713	\$96,608	\$98,539
Middle School Principal	\$89,250	\$91,035	\$92,856	\$94,713	\$96,608	\$98,539	\$100,510
High School Principal	\$99,500	\$101,490	\$103,520	\$105,590	\$107,702	\$109,856	\$112,053
Director of Human Resource & Community Relations	\$99,500	\$101,490	\$103,520	\$105,590	\$107,702	\$109,856	\$112,053
Federal Programs Administrator	\$87,500	\$89,250	\$91,035	\$92,856	\$94,713	\$96,608	\$98,539
College & Career Readiness Director	\$87,500	\$89,250	\$91,035	\$92,856	\$94,713	\$96,608	\$98,539
Special Education Director	\$87,500	\$89,250	\$91,035	\$92,856	\$94,713	\$96,608	\$98,539
<b>NON-LICENSED DIRECTORS</b>							
Director of Business	\$91,000	\$92,820	\$94,676	\$96,570	\$98,503	\$100,471	\$102,481
Director of Classified & Employee Relations	\$78,482	\$80,051	\$81,652	\$83,285	\$84,951	\$86,650	\$88,383
Director of Nutrition	\$65,963	\$67,282	\$68,628	\$70,001	\$71,400	\$72,828	\$74,285
<b>CONFIDENTIALS</b>							
Executive Secretary	\$43,475	\$44,345	\$45,232	\$46,136	\$47,059	\$48,000	\$49,866
Payroll Specialist	\$43,475	\$44,345	\$45,232	\$46,136	\$47,059	\$48,000	\$49,866

## **11. CONTRACT YEAR**

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

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

## **12. VACATION**

All 260-day employees will have 18 days of paid vacation with additional days awarded in years with more than 260 days. (For example, in years where there are 261 workdays all 260-day employees will have an additional vacation day.)

## **13. TRAVEL**

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

## **14. INSURANCE PROGRAM**

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

## **15. TUITION**

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

## **16. PROBATIONARY PERIOD**

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

## **17. EVALUATION AND CONTRACTS**

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

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

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

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

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

## **18. RETIREMENT**

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

Working Conditions described above approved this 11<sup>th</sup> day of June, 2015 by the Lebanon Community School Board of Directors.

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School Board Chair

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Robert T. Hess, Superintendent

**LEBANON COMMUNITY SCHOOLS**  
**Lebanon, Linn County, Oregon**  
**May 28, 2015**

A Regular Meeting of the Board of Directors was held in the District Office Board Room. Chairman Richard Borden called the meeting to order at 6:04 p.m. Those present included:

Richard Borden	Director	Rob Hess	Superintendent
Jerry Williams	Director	Ryan Noss	Assistant Superintendent
Mike Martin	Director	Bo Yates	Assistant Superintendent Operations
Jerry Williams	Director		

Russ McUne and Liz Alperin were absent

**AUDIENCE COMMENTS**

Linn County Commissioner John Lindsay read a statement regarding the Warrior Mascot issue (see enclosure) and requested two things from the Board:

- 1) Suspend any consideration of not using the traditional mascot of Chief Tecumseh and the “riding warrior” until the year 2017. This will allow a review of the discriminatory policy in the next year by a higher authority. These things take time.
- 2) If the school district continues the elimination of the Native American from its facility, that the artwork and historical signs be turned over to Linn County for safe-keeping on behalf of the Lebanon Community until the issue of state sponsored racial segregation can be solved. At that time all artworks would be returned to the school district.

Patron John Davis echoed John Lindsey’s comments and also asked that the Board hold off removing Warrior images until 2017.

**GOOD NEWS**

1. **Report:** Green Acres School-Sabrina Alexander (Enclosure C-1)

Green Acres Principal Sabrina Alexander and school staff shared information regarding programs at Green Acres School. Programs that they reported on were:

- 1) Engage New York Math Program
- 2) Math Awards
- 3) Spring Literacy Night
- 4) Having Fun/Staff
- 5) Food Drive
- 6) Bilingual Services
- 7) Fall Opportunity Conference
- 8) Read In
- 9) Reading Instruction
- 10) Community School

(Enclosure I-1)

## **PURSUING EXCELLENCE**

**1. Report:** Green Acres School Report-Sabrina Alexander (Enclosure D-1)

Green Acres Principal Sabrina Alexander presented a report regarding Green Acres School. She shared a Power Point Presentation addressing the following points:

- 1) ELL
- 2) English
- 3) Awards, Staff and Parent Outreach
- 4) English Proficiency Assessment Data
- 5) Outstanding Progress
- 6) ELL Students in LCSD

**2. Report:** Special Education-Jan Sansom (Enclosure D-2)

Special Education Director Jan Sansom shared information with the Board regarding the Special Education Program. She shared a Power Point Presentation addressing the following:

- 1) Special Education SMART Goals
- 2) Eligibility Distribution 2015
- 3) Special education staff
- 4) Lebanon's K-12 + Sped Program
- 5) Graduation Rates (4 year cohorts)
- 6) Other Facts and Figures

## **GENERAL BUSINESS**

**1. Information:** Community Eligibility Provision (CEP) (Enclosure E-1)

Bo Yates explained that the Board had requested more information on the financial impact of the CEP Program. He pointed out that the information was included in the Board packet. The program would allow every student to receive meals free of charge without having to fill out free and reduced paperwork. The District is recommending the CEP program for Cascades School and Green Acres for the 2015-2016 school year. This would allow the District to determine the impact on student participation as well as meal reimbursement.

Mike Martin asked what the end revenue was for other school districts that have implemented the CEP Program.

Angie Gorman explained that since the school year is not over yet there are no hard and fast numbers, but at this time they are running in the black.

Mike Martin also expressed concern with sustainability.

Jerry Williams asked if there is a life expectancy for the program.

Rob Hess pointed out that students' education and behavior is impacted when they are hungry. He recommends that the District try the program at Cascades and Green Acres to ensure that every student can eat, which in turn will help students with learning and behavior issues.

The consensus of the Board was to table this Agenda Item until the next Board meeting when Russ McUne and Liz Alperin could participate in the discussion.

Angie Gorman pointed out that the District would need a decision before August to implement the program for the 2015-2016 school year.

**2. Discussion: Student Drug Testing (Enclosure E-2)**

The consensus of the Board was to table this Agenda Item until the June 11 Board Meeting.

The Board asked that existing policies that deal with substance use be included in the June 11 Board packet.

**3. Action: Approve Transportation Supplemental Plan (Enclosure E-3)**

Mike Martin made a motion to approve the Transportation Supplemental Plan Resolution 1415-06 as presented. Jerry Williams seconded. The motion carried by majority.

## **FINANCE**

**1. Report: Financial Update**

Linda Darling was absent from this night's meeting, but left the Financial Update for the Board.

## **CONSENT AGENDA**

- 1. Action:** Approve May 14, 2015 Board Minutes (Enclosure I-1)
- 2. Action:** Approve May 14, 201 Budget Minutes (Enclosure I-2)
- 3. Action:** Approve Hiring Catherine Broadhurst, Speech Language Therapist, Student Services
- 4. Action:** Approve Hiring Monique Coleman, Culinary Arts Teacher, Lebanon High School
- 5. Action:** Approve Hiring Sarah Perkins, Band/Choir Teacher, Seven Oak Middle School
- 6. Action:** Approve Hiring Kendra Lawrence, Special Education Teacher
- 7. Action:** Approve Hiring Kela Lynn, Behavior Support Specialist, District-wide

Mike Martin made a motion to approve the Consent Agenda. Jerry Williams seconded. The motion carried by majority.



*Board Meeting*  
*May 28, 2015*  
pg. 4

**BOARD OF EDUCATION TIME/DISCUSSION**

June 11, 2015      6:00 p.m./District Office Board Room      Public Hearing and Special Board Meeting

**BOARD COMMUNICATION**

Mike Martin congratulated Ryan Noss on his new job and thanked him for his years of service to the Lebanon School District.

Richard Borden asked that the Board bring their personal calendars to the June meeting so the Board can set their Reorganizational Meeting for July or August.

**SUPERINTENDENT COMMUNICATION**

**1. Report:**                      China Trip

Rob Hess shared information and pictures with the Board regarding his recent trip to China.

**ADJOURN**

The meeting adjourned at 7:25 p.m.

(Recorded by Kathy Schurr)

\_\_\_\_\_  
Richard Borden, Chair

\_\_\_\_\_  
Rob Hess, Superintendent