

**LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD AGENDA  
Lebanon School District Office  
485 S. 5<sup>th</sup> St. Lebanon, OR 97355  
April 9, 2015**

**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

**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**

- 1. Report:** Lacomb School Report-Good News/Tim Geoghegan

**D. PURSUING EXCELLENCE**

**E. GENERAL BUSINESS**

- 1. Action:** Adopt on 2<sup>nd</sup> Reading of Board Policies (Enclosure E-1)
- DN – Disposal of District Property
  - EBCB – Emergency Drills
  - EBCD – Emergency Closures
  - GBDA – Mother Friendly Workplace
  - GBM – Staff Complaints
  - IKH – Credit for Proficiency
  - JFG – Student Searches
  - JHCD – Nonprescription Medication
  - JHCDA – Prescription Medication
- 2. Action:** Approve on 1<sup>st</sup> Reading (Enclosure E-2)  
DJ – District Purchasing
- 3. Information Only:** Revised Board Policy AR's (Enclosure E-3)  
- DJFA-AR(1) – Business Expense (Bank Card) Claim
- 4. Action:** Adopt on 1<sup>st</sup> Reading 2015-2016 District Calendar (Enclosure E-4)

**F. FINANCE**

- 1. Action:** Approve Meal Reimbursement Process (Enclosure F-1)
- 2. Action:** Approve Resolution 1415-04 School Funding (Enclosure F-2)

**G. HUMAN RESOURCES**

**H. OPERATIONS**

**I. CONSENT AGENDA**

1. **Action:** Approve March 12, 2015 Board Minutes (Enclosure I-1)

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

April 23, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
April 23, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #1
May 14, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
May 14, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #2
May 28, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
May 28, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #3
June 11, 2015	6:00 p.m./District Office Board Room	Public Hearing and Special Board Meeting

**K. BOARD COMMUNICATION**

**L. SUPERINTENDENT COMMUNICATION**

**M. ADJOURN**

The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's desire to hold an effective and efficient meeting to do the business of the District. In keeping with that objective the Board provides a place for AUDIENCE COMMENTS on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The following quote is instructive to the Board and its visitors.

"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment."

"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings." Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000.

## **Board Policy Update**

### **4/9/15**

#### **SECOND READING**

**Policy DN** - Disposal of District Property is being updated to clarify that district property that was purchased using state, federal or private grants, and has been declared as surplus property, shall be disposed of according to the provisions of the grant or in compliance with state or federal regulations.

**Policy EBCB** -The result of a recent audit by the State Fire Marshall found a need to clarify policy language related to fire drills found in the Oregon Fire Code. Fire drills are to be conducted monthly, the first of which within the first 10 days of the start of the school year. The requirements are found in, but not limited to, Chapter 4, Sections 404, 405 and 408, and the definition of the Occupancy Classification designated for public schools, Educational Group E, is found in Chapter 2, Section 202.

**Policy EBCD** -At their January 2015 meeting, the Oregon State Board of Education modified OAR 581-022-1620, Required Instructional Time. The effect to policy EBCD is that with Board approval, for the 2015-16 school year, up to 14 hours of emergency school closures due to adverse weather conditions and facilities failure, may be included in calculating instructional time.

**Policy GBDA** - The suggested revisions include a clarification that the district "...must provide a room or other location in close proximity to an employees' work area, other than a restroom..." and that this adopted policy and a list of the designated locations an employee may use must be published in the staff handbook. The list must also be readily available in the office of each school facility and in the district office.

**Policy GBM** - This update is made to add new language to the staff complaint policy related to disclosures by an employee of violation of state or federal law by the district, the Whistleblowing Law.

**Policy IKH** - At their January 2015 meeting, the Oregon State Board of Education modified OAR 581-022-0102, Definitions and OAR 581-022-1131, Credit Options. OAR 581-022-0102 revised the definition of "instructional time" to include licensed Career and Technical Education (CTE) instructors, time spent traveling between a student's homeschool and the CTE center, internship, work site or post-secondary campus, and retaining language from the current rule regarding study periods and advisory periods.

OAR 581-022-1131, changes were to formatting of the rule and had no impact on policy other than reformatting our policy to better reflect the intent of the OAR.

**Policy JFG** - The updates made to this sample board policy and administrative regulation are a result of newer court cases involving student searches.

**Policies JHCD, JHCDA** - These policies and their administrative regulations are a compilation of four pieces of legislation, they are: OAR 333-055-0000 to -0035; OAR 581-021-0037; OAR 851-047-0030 to -0040; and ORS 339.866 to -871. As a result of feedback and questions from members about the recent changes in policy resulting from the rewrite of OAR 581-021-0037 and revisions to ORS 339.866-871, we elected to add some clarifying language, and we are removing brackets from language around student self-medication of nonprescription medication. *Policy Update* - February 2015-7 The changes/additions being made reflect no change in statute or rule; we are making them in an effort to clarify language and address any confusion.

**FIRST READING**

Policy DJ – Added language of procurement card and utilities to address practice.

**INFORMATION ONLY**

DJFA-AR(1) – Delete this AR

**Disposal of District Property (Version 1)**

The Board may, at any time, declare district property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete. The Board will be notified prior to the disposal of property or materials estimated by the director of business to be greater than \$500.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the district, the Board may dispose of them in another manner.

If the district property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

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**Legal Reference(s):**

ORS 279B.055  
ORS Chapters 279A, 279B and 279C  
ORS 332.155

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

## **Emergency Drills**

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes.

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal zone and safety threats.

Instruction on fires, earthquakes, safety threats, and drills for students, shall be conducted for at least 30 minutes each school month. The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. At least two drills on earthquakes and two drills on safety threats shall be conducted each year.

### **Fire Emergencies**

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### **Earthquake Emergencies**

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

### **Safety Threats**

Drills and instruction on safety threats shall include appropriate actions to take when there is a threat to safety, such as lockdown procedures or other procedures appropriate to the safety threat. Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures.

END OF POLICY

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**Legal Reference(s):**

ORS 336.071

ORS 476.030(1)

OAR 581-022-1420

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014).

# Lebanon Community Schools

Code: **EBCD**  
Adopted 9/17/09  
Readopted: 5/6/10  
Orig. Code(s): EBCD

## Emergency Closures\*\*

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure<sup>1</sup> of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

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### Legal Reference(s):

OAR 437-002-0360  
OAR 437-002-0377  
OAR 581-022-1420  
OAR 581-022-1620  
OAR 581-053-0004

HR6/26/992/26/15 | NCRS

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<sup>1</sup>Upon approval by the Board, for the 2015-2016 school year, up to 14 hours of emergency school closures due to adverse weather conditions and facilities failure may be included in the calculation of instructional time. (Oregon Administrative Rule (OAR) 581-022-1620 "Instructional time" is defined in OAR 581-022-0102.



### Mother Friendly Workplace\*

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast-feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast-feeding.

The superintendent or designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to the employees' work areas, other than a restroom, where an employee can breast-feed her child or express milk in privacy. This policy directs the superintendent or designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
2. The plan shall include an accessible, private room with a lock that would allow a mother:
  - a. [To breast-feed a child brought in during a lunch or other break period;] [or]
  - b. To pump breast milk to be stored for later use.
3. The room shall include:
  - a. Electrical outlets for electric pumps;
  - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers; and
  - c. A sign up sheet and a sign posting the room as "private during use."

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide the employee a 30-minute rest period to [breast-feed or] express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.<sup>1</sup> If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

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<sup>1</sup>Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination

This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the district's central office.

END OF POLICY

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**Legal Reference(s):**

ORS 243.650

ORS 653.077

ORS 653.256

OAR 839-020-0051

# Lebanon Community Schools

Code: **GBM**  
Adopted: 6/15/98  
Readopted: 9/16/10  
Orig. Code(s): GBM

## Staff Complaints\*

It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal or state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

The superintendent or designee will develop a complaint procedure which will be available for all employees who contend they have been subject to a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a negotiated contract provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract or non-renewal will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary.

END OF POLICY

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### Legal Reference(s):

ORS 332.107

ORS 659A.199

OAR 581-022-1720

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

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

R2/10/042/26/15 | MWP

(Enclosure E-1)

Staff Complaints\* - GBM

1-1

**Credit for Proficiency (Version 1)**

The district may shall grant required and elective credit towards a diploma or a modified diploma, provided the method for accruing such credit is described in the student’s personal education plan and the student earns the credit by one or more of the options below.

~~to students who~~ A district may grant credit to a student if the student demonstrates defined levels of proficiency or mastery of recognized standards, ~~including~~ i.e., knowledge and skills, (e.g., state academic content standards and essential skills, industry-based or other national or international standards) by ~~completing classroom or equivalent work; passing an appropriate exam; providing a collection of work or other assessment evidence; documentation of prior learning activities or experiences, or to complete any combination of the above as approved by the district.~~ The Board directs the superintendent to develop an administrative regulation that establishes criteria for granting proficiency credit. one or more of the following options:

1. Successfully completing classroom or equivalent work (e.g., supervised independent study, career-related learning experiences, project based learning) that meets Common Curriculum Goals and academic content standards required by Oregon Administrative Rule (OAR) 581-022-1210;
2. Successfully completing classroom or equivalent work, in class or out of class, where hours of instruction may vary;
3. Successfully passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; or
5. Providing documentation of prior learning activities or experiences (e.g., certification of training, letters, diplomas, awards, etc.).

The Board directs the superintendent to develop an administrative regulation that establishes criteria for granting proficiency credit.

END OF POLICY

**Legal Reference(s):**

ORS 329.885  
ORS 332.107  
ORS 336.177  
ORS 336.615 to -336.665

OAR 581-022-0102  
OAR 581-022-1130  
OAR 581-022-1131  
OAR 581-022-1140

OAR 581-022-1350  
OAR 581-023-0008

5/28/09 2/26/15 | PHRS

## Student Searches\*\*

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches for evidence of a violation conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

~~District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.~~

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the [Board] [superintendent].

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district ~~upon the request of the law enforcement official~~. Law enforcement requests searches ordinarily shall be based ~~en~~ upon a warrant. [District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.]

The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

END OF POLICY

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**Legal Reference(s):**

ORS 332.107

OAR 581-021-0050 to -0075

New Jersey v. T.L.O., 469 U.S. 325 (1985).

State ex. rel. Juv. Dept. v. M.A.D., 233 P3d. 437, 348 Or. 381 (2010).

State v. B.A.H., 263 P3d. 1046, 245 Or. App. 203 (2011).

State v. A.J.C., 326 P3d. 1195, 355 Or. 552 (2014).

**Nonprescription Medication\*\*/\***

The district recognizes that administering of nonprescription medication to students and/or self-medication may be necessary when the failure to take such medication during school hours, would prevent the student from attending school. Consequently, students may be permitted to take nonprescription medication at school.

The district reserves the right to reject a request to administer or allow self administration of a nonprescription medication when such medication is not necessary for the student to remain in school.

A request to the district to allow a student to self medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use.

A request to the district to administer a nonprescription medication shall include written permission and instruction from a parent or guardian.

The district shall designate staff authorized to administer medication to students. Training shall be provided as required by law.

Nonprescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable or injectable, or prescription or nonprescription medicines to students, including procedures for the disposal of sharps and glass.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and for the implementation of this policy.

END OF POLICY

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**Legal Reference(s):**

ORS 109.640  
ORS 339.866 to -339.871  
ORS 433.800 to -433.830

OAR 166-400-0010(17)  
OAR 166-400-0060(29)

OAR 581-021-0037  
OAR 581-022-0705

R10/12/142/26/15 | PH

### **Prescription Medication\*\*/\***

The district recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing a severe allergic reaction, or have a need to manage hypoglycemia, asthma or diabetes. When a licensed health care professional is not immediately available, a designated trained staff member may administer to a student, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

When directed by a physician or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines.

A written treatment plan for a student who self administers medication will be developed and signed by a physician or other Oregon licensed health care professional and kept on file. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

The district reserves the right to reject a request to administer or allow self administration of a medication when such medication is not necessary for the student to remain in school.

A premeasured dose of epinephrine may be administered by designated, trained district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine is kept at a reasonable, secured location in the student's classroom as provided by state law.

Training shall be provided to designated staff as required by law in accordance with approved protocols as established by the Oregon Health Authority. Staff designated to receive training shall also receive bloodborne pathogens training. A current first-aid and CPR card will also be required.

Prescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable or injectable, or



prescription or nonprescription medicines to students including procedures for the disposal of sharps and glass.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate.

Such plans will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

END OF POLICY

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**Legal Reference(s):**

ORS 109.640  
ORS 339.866 to -339.871  
ORS 433.800 to -433.830  
ORS 475.005 to -475.285

OAR 166-400-0010(17)  
OAR 166-400-0060(29)  
OAR 333-055-0000 to -0035  
OAR 581-021-0037

OAR 581-022-0705  
OAR 851-047-0030  
OAR 851-047-0040

# Lebanon Community Schools

Code: **DJ**  
Adopted: 6/20/05  
Readopted: 5/6/10  
Orig. Code(s): DJ

## District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The director of business is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

No purchase, with the exception of a petty cash purchase, procurement card, and utilities will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The director of business will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the director of business will direct payment of the just claims against the district. The superintendent director of business are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the district by any Board member, officer or employee of the district is prohibited.

END OF POLICY

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### Legal Reference(s):

ORS 244 040

ORS Chapters 279, 279A, 279B 279C

ORS 294 311

ORS 328.441 - 328.470

ORS 332.075

OAR 125-025-0040

**Lebanon Community Schools**

Code: **DJFA-AR (1)**  
Revised/Reviewed: 6/15/98; 5/6/10  
Orig. Code(s): DJFA-AR

**Business Expense (Bank Card) Claim**

\_\_\_\_\_  
Name \_\_\_\_\_ Office \_\_\_\_\_

Time Period Covered: From \_\_\_\_\_ To \_\_\_\_\_ (Inclusive)

Please list each expenditure separately. Attach receipts for all disbursements.

Date	Item Expense	Meals	Lodging	Transp.	Misc.
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TOTALS \_\_\_\_\_

Total amount due this bank card statement: \$ \_\_\_\_\_

\_\_\_\_\_  
Date Submitted \_\_\_\_\_ Submitted By \_\_\_\_\_

\_\_\_\_\_  
Date Approved \_\_\_\_\_ Approved By \_\_\_\_\_

Lebanon Community Schools 2015-2016 Calendar

Elementary- Cas, Gna, Hmc, Lac, Pio, Riv

D=Staff Development  
 P=Preparation  
 Shaded = Non Contact  
 H=Holiday  
 C=Parent Conferences  
 S=Semester  
 Q=Quarter

Aug. 2015						
S	M	T	W	H	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25P/D	26P/D	27P	28	29
30	31*					

Class 1  
 Other P=1, P/D=2

Sept. 2015						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Class 21  
 Other H=1

Oct 2015						
S	M	T	W	H	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Class 21  
 Other

Nov. 2015						
S	M	T	W	H	F	S
1	2	3Q	4P	5C	6C/D	7
8	9	10	11H	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26H	27	28
29	30					

Class 14  
 Other H=2, C=2 P=1,

Dec. 2015						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25H	26
27	28	29	30	31		

Class 14  
 Other H=1

Jan. 2016						
S	M	T	W	H	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18H	19	20	21	22	23
24	25	26	27S	28P	29D/P	30
31						

Class 17  
 Other H=1, P=1 D=1

Feb. 2016						
S	M	T	W	H	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15H	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Class 20  
 Other H=1

Mar. 2016						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Class 18  
 Other

Apr. 2016						
S	M	T	W	H	F	S
					1	2
3	4	5	6Q	7P	8C	9
10	11C	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Class 19  
 Other P=1, C=1

May. 2016						
S	M	T	W	H	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30H	31				

Class 21  
 Other H=1

June 2016						
S	M	T	W	H	F	S
			1	2	3	4
5	6	7	8	9S*	10X	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Class 7  
 Other P=1

Qtr	Class	P	C	D	H	Contract
1st Aug-Sept						
	22	2		1	1	
2nd Oct - Dec						
	49	1	2		3	
3rd Jan - March						
	55	1		1	2	
4th April-June						
	47	2	1		1	
Total	173	6	3	2	7	191

Lebanon Community Schools 2015-2016 Calendar  
 Elementary: CAS, GNA, HMC, LAC, PIO, RIV

August 25, 2015	Staff Preparation/Staff Development Day
August 26, 2015	Staff Preparation/Staff Development Day
August 27, 2015	Staff Preparation Day
August 31, 2015	SCHOOL BEGINS
September 7, 2015	Holiday - Labor Day-NO SCHOOL
October 9, 2015	Non-Contract Day - NO SCHOOL
November 3, 2015	End of Quarter
November 4, 2015	Staff Preparation Day -- NO SCHOOL
November 5, 2015	Parent Conference -NO SCHOOL
November 6, 2015	Parent Conference/Staff Development Day - NO SCHOOL
November 11, 2015	Holiday - Veterans Day - NO SCHOOL
November 25, 2015	Non-Contract Day - NO SCHOOL
November 26, 2015	Holiday - Thanksgiving -NO SCHOOL
November 27, 2015	Non-Contract Day - NO SCHOOL
December 21-31, 2015	Non-Contract Days-Winter Break - NO SCHOOL
December 25, 2015	Holiday - NO SCHOOL
January 1,, 2016	Non-Contract Days-Winter Break - NO SCHOOL
January 18, 2016	Holiday-Martin Luther King Jr. Day - NO SCHOOL
January 27, 2016	End of the Semester
January 28, 2016	Staff Preparation Day - NO SCHOOL
January 29, 2016	Staff Preparation/Staff Development Day - NO SCHOOL
February 15, 2016	Holiday-Presidents' Day - NO SCHOOL
March 21-25, 2016	Spring Break - NO SCHOOL
April 6, 2016	End of Quarter
April 7, 2016	Staff Preparation Day - NO SCHOOL
April 8, 2016	Parent Conferences - NO SCHOOL
May 30, 2016	Holiday - Memorial Day - NO SCHOOL
June 3, 2016	Strawberry Fair - EARLY DISMISSAL
June 9, 2016	Classes End - EARLY DISMISSAL

\* Some students may begin school later due to incoming student orientation. More information will be provided by the school.

**EMERGENCY CLOSURE MAKE-UP CONTINGENCY PROCEDURES STEPS IN ORDER:**

1. Up to six (6) class days on June 10 & 13-17
2. \*Up to fourteen (14) hours of emergency closure (as provided by law)

*Early Release Collaboration Days will be every Wednesday beginning September 9 for all schools*

**Lebanon Community Schools 2015-2016 Calendar**  
**Secondary - Seven Oak & Lebanon High School**

D=Staff Development  
P=Preparation  
Shaded = Non Contact  
H=Holiday  
C=Parent Conferences  
S=Semester  
Q=Quarter

Aug 2015						
S	M	T	W	H	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25P/D	26P/D	27P	28	29
30	31*					

Class 1  
Other P=2, D=1

Sept. 2015						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Class 21  
Other H=1

Qtr	Class	P	C	D	H	Contact
1st Aug- Sept						
		22	2		1	1
2nd Oct - Dec						
		49	1	1	1	3
3rd Jan - March						
		55	15		0	5
4th April- June						
		47	2	1		1
<b>Total</b>	<b>173</b>	<b>65</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>7</b>

Oct. 2015						
S	M	T	W	H	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Class 21  
Other

Nov 2015						
S	M	T	W	H	F	S
1	2	3Q	4P	5C	6D	7
8	9	10	11H	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26H	27	28
29	30					

Class 14  
Other H=2 C=1, D=1 P=1

Dec 2015						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25H	26
27	28	29	30	31		

Class 14  
Other H=1

Jan. 2016						
S	M	T	W	H	F	S
					1*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18H	19	20	21	22	23
24	25	26	27S	28P	29P/D	30
31						

Class 17  
Other H=1, P=15, D=5

Feb. 2016						
S	M	T	W	H	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15H	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

Class 20  
Other H=1

Mar. 2016						
S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Class 18  
Other

Apr 2016						
S	M	T	W	H	F	S
					1	2
3	4	5	6Q	7P	8C	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Class 19  
Other P=1, C=1

May, 2016						
S	M	T	W	H	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30H	31				

Class 21  
Other H=1

June. 2016						
S	M	T	W	H	F	S
			1	2	3	4
5	6	7	8	9S*	10P	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Class 7  
Other P=1

Lebanon Community Schools 2015-2016 Calendar  
 Seven Oak & Lebanon High School

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August 27, 2015	Staff Preparation Day
August 31, 2015	SCHOOL BEGINS
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November 11, 2015	Holiday - Veterans Day - NO SCHOOL
November 25, 2015	Non-Contract Day - NO SCHOOL
November 26, 2015	Holiday - Thanksgiving -NO SCHOOL
November 27, 2015	Non-Contract Day - NO SCHOOL
December 21-31, 2015	Non-Contract Days-Winter Break - NO SCHOOL
December 25, 2015	Holiday - NO SCHOOL
January 1,, 2016	Non-Contract Days-Winter Break - NO SCHOOL
January 18, 2016	Holiday-Martin Luther King Jr. Day - NO SCHOOL
January 27, 2016	End of the Semester
January 28, 2016	Staff Preparation Day - NO SCHOOL
January 29, 2016	Staff Preparation/Staff Development Day - NO SCHOOL
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March 21-25, 2016	Spring Break - NO SCHOOL
April 6, 2016	End of Quarter
April 7, 2016	Staff Preparation Day - NO SCHOOL
April 8, 2016	Parent Conferences - NO SCHOOL
May 30, 2016	Holiday - Memorial Day - NO SCHOOL
June 3, 2016	Strawberry Fair - EARLY DISMISSAL
June 7, 2016	Lebanon High School Graduation
June 9, 2016	Classes End - EARLY DISMISSAL

\* Some students may begin school later due to incoming student orientation. More information will be provided by the school.

**EMERGENCY CLOSURE MAKE-UP CONTINGENCY PROCEDURES STEPS IN ORDER:**

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2. \*Up to fourteen (14) hours of emergency closure (as provided by law)

*Early Release Collaboration Days will be every Wednesday beginning September 9 for all schools*

## **Business Report**

By: Linda Darling, Business Director

April 9, 2015

### **Financial Report:**

The next District Financial Report will be included in the April 23<sup>rd</sup> Board Packet. During the Budget Meeting I will be doing an update on the current status of State School Funding for 2015-2017.

### **Meal Reimbursement Process: (Enclosure F-1)**

Over the past year I have been in conversations with other Districts on how they reimburse employees while attending conferences. The current process that we use is meal reimbursement that requires itemized receipts. This is the most economic process for the District but it is also very time consuming. With the implementation of p-cards (procurement card / corporate credit cards) we have encountered individuals using it for meals while traveling but not retaining the required itemized receipt. Without the itemized receipts we are not able to cover that expenditure, resulting in us deducting it from their paycheck (the employee signs an agreement that authorizes this action prior to having a p-card). Enclosed in your packet is DLC-AR(1) that significantly changes how we reimburse employees for travel that requires two or more nights stay. This will shift to a daily per diem rate that will not require receipts and also allows for an employee to request prepayment.

In your June Board Packet the ARs and forms will be included for policy DLC, along with reimbursement rates for 2015-2016. I wanted to discuss this change with you prior to June, because we are currently registering individuals for summer trainings and we want to communicate the new process and rates. Also with this change in policy we would not allow meals to be charged on p-cards starting July 1.



# Lebanon Community Schools

Code: **DLC-AR(1)**

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 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\_processprocedures.
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 25 percent of the allowed daily meal per diem;
  - b. Lunch equals 25 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>12:01 p.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>75%</u>	<u>50%</u>	<u>25%</u>

<u>Final Day of Travel - Return:</u>	<u>25%</u>	<u>50%</u>	<u>75%</u>	<u>100%</u>
--------------------------------------	------------	------------	------------	-------------

**Lebanon Community School District  
Resolution 1415-04  
School Funding**

**WHEREAS**, school funding cutbacks during the Great Recession caused large, deleterious budget shortfalls and great harm to public education, and

**WHEREAS**, budget cutbacks resulted in fewer teachers, fewer counselors, larger class sizes, lost art and music classes, library cutbacks, fewer career and technical education classes, and more; and

**WHEREAS**, Oregon has one year less instructional time over the 1-12 years compared with the national average; and

**WHEREAS**, Oregon ranks 49<sup>th</sup> in student-teacher ratio and 46<sup>th</sup> in state expenditures on K-12 as a percent of state taxable resources; and

**WHEREAS**, the proposed K-12 2015-17 biennium budget of \$7,235 billion would be cut of \$90 per student across the state and would mean further statewide cuts of teachers and curriculum; and

**WHEREAS**, the proposed \$7,235 billion budget would further erode the proportion of the state budget going to schools, which has fallen from 44.8% in 2003-05 to 39.7% in 2013-15-an 11.4% aggregate reduction-and would be fall further in 2015-17; and

**WHEREAS**, the Oregon Office of Economics Analysis, in its most recent revenue forecast, stated that "...2014 reveals a surprisingly solid economic year, 2015 is expected to be even better."

**NOW, THEREFORE BE IT RESOLVED**, that the Lebanon Community School District Board of Directors implores the members of the 78<sup>th</sup> Session of the Oregon Legislative Assembly to:

Fund K-12 education at \$7,875 billion for the 2015-17 biennium, which would be a first step both toward returning schools to pre-recession levels of service and putting schools on a ten-year trajectory to a \$9.2 billion budget recommended by the Quality Education Commission.

Adopted this day April 9, 2015,

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

\_\_\_\_\_  
Liz Alperin, Board Vice Chair

\_\_\_\_\_  
Mike Martin, Board Member

\_\_\_\_\_  
Russ McUne, Board Member

\_\_\_\_\_  
Jerry Williams, Board Member

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

**(Enclosure F-2)**



**LEBANON COMMUNITY SCHOOLS**  
**Lebanon, Linn County, Oregon**  
**March 12, 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 6:02 p.m. Those present included:

Russ McUne	Director	Rob Hess	Superintendent
Richard Borden	Director	Ryan Noss	Assistant Superintendent
Liz Alperin	Director	Bo Yates	Assistant Superintendent Operations
Jerry Williams	Director		

**GOOD NEWS**

**1. Report: Riverview School Report-Good News/Joe Vore**

Riverview Principal Joe Vore explained that students from the kindergarten, third grade, and fifth grade class would be presenting work that they have been doing in reading, math, and language arts. Two kindergarten students from Sarah Haley's class demonstrated their reading skills for the Board. Three fifth grade students presented their language arts projects. Three third grade students demonstrated their techniques for solving math problems.

Sara Haley reported that she used the Lebanon Foundation Grant money she received to purchase 77 educational videos for her classroom.

Joe Vore shared a Power Point presentation speaking to the following points:

- 1) Staff
- 2) Riverview students
- 3) 100<sup>th</sup> day of school
- 4) New Technology
- 5) Positive Programs for Students
- 6) Jump Rope for Heart
- 7) Riverview Staff and Students are Amazing!!!

The Board thanked the students for participating in the presentation. The Board discussed the use of technology at Riverview School.

**GENERAL BUSINESS**

**1. Discussion: LHS Mascot Update (Enclosure E-1)**

Rob Hess explained the Senate has been working on the Mascot issue and have developed Senate Bill 1509 and A-Engrossed Senate Bill 1509 and a draft of ORS 581-021-0047. The deadline for the mascot compliance is January 1, 2017. Rob shared that the name Warrior can be used, but should the Board decide to use the Indian Image an exception would need to be applied for and rules would need to be followed. If using the Indian image it must match the tribe in the District's area, which for Lebanon Community School District that would be the Calapooia or Grand Ronde Indian tribes. Rob Hess reminded the Board that this is still a draft document and he will be attending more meetings on the subject.

(Enclosure I-1)

**Board Meeting**  
**March 12, 2015**

2

Bo Yates shared that the District could keep the Warrior name and discontinue using the Indian emblem. He explained that the High School has been moving away from the Indian image and using the LW for the logo. The gym floor would need to have the Warrior image removed, and the Warrior on the front of the building could stay as artwork. Should the District keep the Indian image we would become the Grand Ronde or Calapooia Warriors.

Brad Shreve shared that he has met with the Grand Ronde tribe and they have given the District 4<sup>th</sup> grade curriculum to use with the Oregon Trail studies.

Jerry Williams said that he had attended with Rob Hess and pointed out that the bill is still in process.

Liz Alperin stated her opposition to using a mascot of a person.

Richard Borden would like to hear more public input on the mascot issue.

Rob Hess pointed out that a vote of the Board would have to be taken to enter into an agreement to use the Indian image. The Board could use the Warrior name and discontinue the Indian image and be in compliance with the law.

**2. Action:** Approve First Reading of Board Policies (Enclosure E-2)

- DN – Disposal of District Property
- EBCB – Emergency Drills
- EBCD – Emergency Closures
- GBDA – Mother Friendly Workplace
- GBM – Staff Complaints
- IKH – Credit for Proficiency
- JFG – Student Searches
- JHCD – Nonprescription Medication
- JHCDA – Prescription Medication

Russ McUne questioned policy EBCD- Emergency Closures asking why the seat time of 14 hours was only good for one year. He wondered if after a year policy would be changed again.

Ryan Noss said that he will check with OSBA on that policy.

Russ McUne made a motion to approve the 1<sup>st</sup> reading of policies as presented. Mike Martin seconded. The motion carried unanimously.

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

- EFA-AR – Local Wellness Program
- JFG-AR – Student Searches
- JHCD/JHCDA-AR – Nonprescription/Prescription Medication

The Board questioned if the policy updates to the AR's would be in the Parent/Student handbook.

Ryan Noss explained that the updated policies are sent to staff electronically as well as put on the website.

*Board Meeting  
March 12, 2015*

3

Parent/Student handbooks are updated with policy changes each summer.

## **FINANCE**

### **1. Information:** Financial Report (Enclosure F-1)

Linda Darling was not present at this meeting. Rob Hess said that should the Board have questions for Linda they could e-mail her.

## **HUMAN RESOURCES**

### **1. Action:** Superintendent's Recommendations for Renewals & Non-Renewals (Enclosure G-1)

Russ McUne made a motion to approve the Superintendent's Recommendation for Renewals & Non-Renewals as presented. Jerry Williams seconded.

Liz Alperin asked if the three Assistant Principal positions at the High School were current positions.

Rob Hess reminded the Board that the three Assistant Principal positions were a change that was made last year.

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

## **CONSENT AGENDA**

- 1. Action:** Approve March 12, 2015 Board Minutes (Enclosure I-1)
- 2. Action:** Approve March 12, 2015 Special Board/Budget Committee Minutes  
(Enclosure I-2)
- 3. Action:** Approve Reclassification for Krista Thorpe; Secretary .50 FTE
- 4. Action:** Approve Reclassification for Michele Burd, Administrative Secretary
- 5. Action:** Approve Reclassification for Barbara Hendrickson, Administrative Assis
- 6. Action:** Approve Leave for Emily Thomas, Art Teacher, LHS,  
1st Semester of the 2015-2016 School Year

Russ McUne made a motion to approve the Consent Agenda. Mike Martin seconded. Liz Alperin abstained. Richard Borden, Mike Martin, Jerry Williams and Russ McUne voted yes. The motion carried by majority.

Liz Alperin asked that the meeting minutes reflect how the Board voted when the vote is not unanimous.

Kathy Schurr explained that when the vote is not unanimous, the minutes always reflect that. If the minutes state that the vote was by majority it is because a Board Member was absent, but all the attending members

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voted yes on the motion.

**BOARD OF EDUCATION TIME/DISCUSSION**

April 9, 2015 Meeting	6:00 p.m./District Office Board Room	Regular Board
April 9, 2015	7:00 p.m./District Office Board Room	Special Board Meeting/Budget Meeting
April 23, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
April 23, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #1
May 14, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
May 14, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #2
May 28, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
May 28, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #3
June 11, 2015	6:00 p.m./District Office Board Room	Public Hearing and Special Board Meeting

Liz Alperin shared that she will not be able to attend the April 9 Board Meetings.

**BOARD COMMUNICATION**

Mike Martin reported that there is a meeting next week on Senate Bill 322 which is to eliminate funding for the beyond high school education. Mike would like the Board to stand against the bill.

Jerry Williams asked that if the Board and public cannot be there, to send letters. He explained that they want to end the funding to the program, but are working on a way to fund the program through Senate Bill 898. Rural schools are benefiting from the program but the larger school districts do not want it.

Rob Hess explained that the concern expressed was that K-12 school funding should not be spent on grade 13 students. He pointed out that they are looking at adding dollars to school funds and then allow each school to spend those funds on programs they deem important.

Liz Alperin said that she could see eliminating the program if the state gives students 2 years of community college. She pointed out that students need college education.

Richard Borden shared that Pioneer School is having a fundraiser for playground equipment on Saturday, March 14, and encouraged attendance.

**SUPERINTENDENT COMMUNICATION**

Rob Hess pointed out that the 7.2 budget figure does not get us where we need to be. When we do make education the priority we see skills that give people futures. We will keep fighting for more dollars.

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**ADJOURN**

The meeting adjourned at 7:38 p.m.

(Recorded by Kathy Schurr)

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Richard Borden, Board Chair

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Rob Hess, Superintendent