

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD AGENDA
Lebanon School District Office
485 S. 5th St. Lebanon, OR 97355
August 14, 2014**

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. BOARD REORGANIZATION

1. **Action:** Election of Board Chair and Vice Chair for 2014-2015

C. AUDIENCE COMMENTS

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers should identify themselves and state their name before speaking. Speakers are asked to write their name, address, and phone number. Each speaker will be allowed 3 minutes.

D. GOOD NEWS

1. **Information:** Preliminary Results from State Assessment

E. PURSUING EXCELLENCE

1. **Report:** AVID: A system for preparing ALL students for college/career readiness (Enclosure E-1)

F. GENERAL BUSINESS

1. **Action:** Board Resolution 1415-01-Representatives and Authorizations (Enclosure F-1)
2. **Action:** Approve 1st Reading of Policies (Enclosure F-2)
 - **BBFA** – Board Member Ethics and Conflicts of Interest
 - **BBFB** – Board Member Ethics and Nepotism
 - **EEACA** – School Bus Driver Examination and Training
 - **GBC** – Staff Ethics
 - **GBNA** – Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying –Staff
 - **GBN/JBA** – Sexual Harassment
 - **IIA** – Instructional Resources/Instructional Materials
 - **IK** – Academic Achievement
 - **JGAB** – Use of Restraints and Seclusion
3. **Information Only:** Board AR Policies (Enclosure F-3)
 - **GBC-AR** – Staff Ethics
 - **GBNA-AR** - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying –Staff
 - **ING-AR** – Animals in District Facilities
4. **Action:** Appoint Two Board Members to Plan Superintendent's Evaluation

G. FINANCE

1. **Information:** Financial Report (Enclosure G-1)
2. **Action:** Approve Employee Reimbursement Rates (Enclosure G-2)

H. OPERATIONS

I. HUMAN RESOURCES

J. CONSENT AGENDA

1. **Action:** Approve June 19, 2014 Board Minutes (Enclosure J-1)
2. **Action:** Approve Hiring Nicole Medley, Elementary Teacher, Hamilton Creek
3. **Action:** Approve Hiring Ashleigh Elenz, Elementary Teacher, Green Acres
4. **Action:** Approve Hiring Ryan McWayne, Elementary Teacher, Cascades
5. **Action:** Approve Hiring Claren Mortenson, Math Teacher, Pioneer
6. **Action:** Approve Hiring Cary Martin, Elementary Teacher, Cascades
7. **Action:** Approve Hiring Kathleen Kennett, Speech Language Pathologist
8. **Action:** Approve Hiring Allison Pilak-Kiel, Health Occupation, Lebanon High
9. **Action:** Approve Hiring Kris Judy, Math Teacher, Lebanon High
10. **Action:** Approve Hiring Gail York, Title I Reading, Cascades
11. **Action:** Approve Hiring Jeff Bennett, Science, Seven Oak
12. **Action:** Approve Hiring Barbara Sirianni, Social Worker – Counselor, .50 FTE, Hamilton Creek/Riverview
13. **Action:** Approve Hiring Mercedes Cruz, Special Education, Lebanon High
14. **Action:** Approve Hiring Debra Price, Title 1 Reading, .20 FTE, Lcomb
15. **Action:** Approve Leave of Absence for Rachell Shader 2014-2015

K. BOARD OF EDUCATION TIME/DISCUSSION

September 11, 2014	6:00 p.m./District Office Board Room	Regular Board Meeting
October 9, 2014	6:00 p.m./District Office Board Room	Regular Board Meeting
November 13, 2014	6:00 p.m./District Office Board Room	Regular Board Meeting
December 11, 2014	6:00 p.m./District Office Board Room	Regular Board Meeting

L. BOARD COMMUNICATION

M. SUPERINTENDENT COMMUNICATION

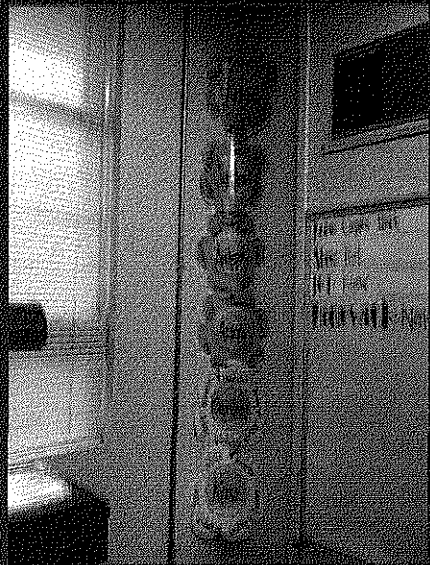
N. ADJOURN

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.

Advancement Via Individual Determination



AVID's mission

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

What is AVID?

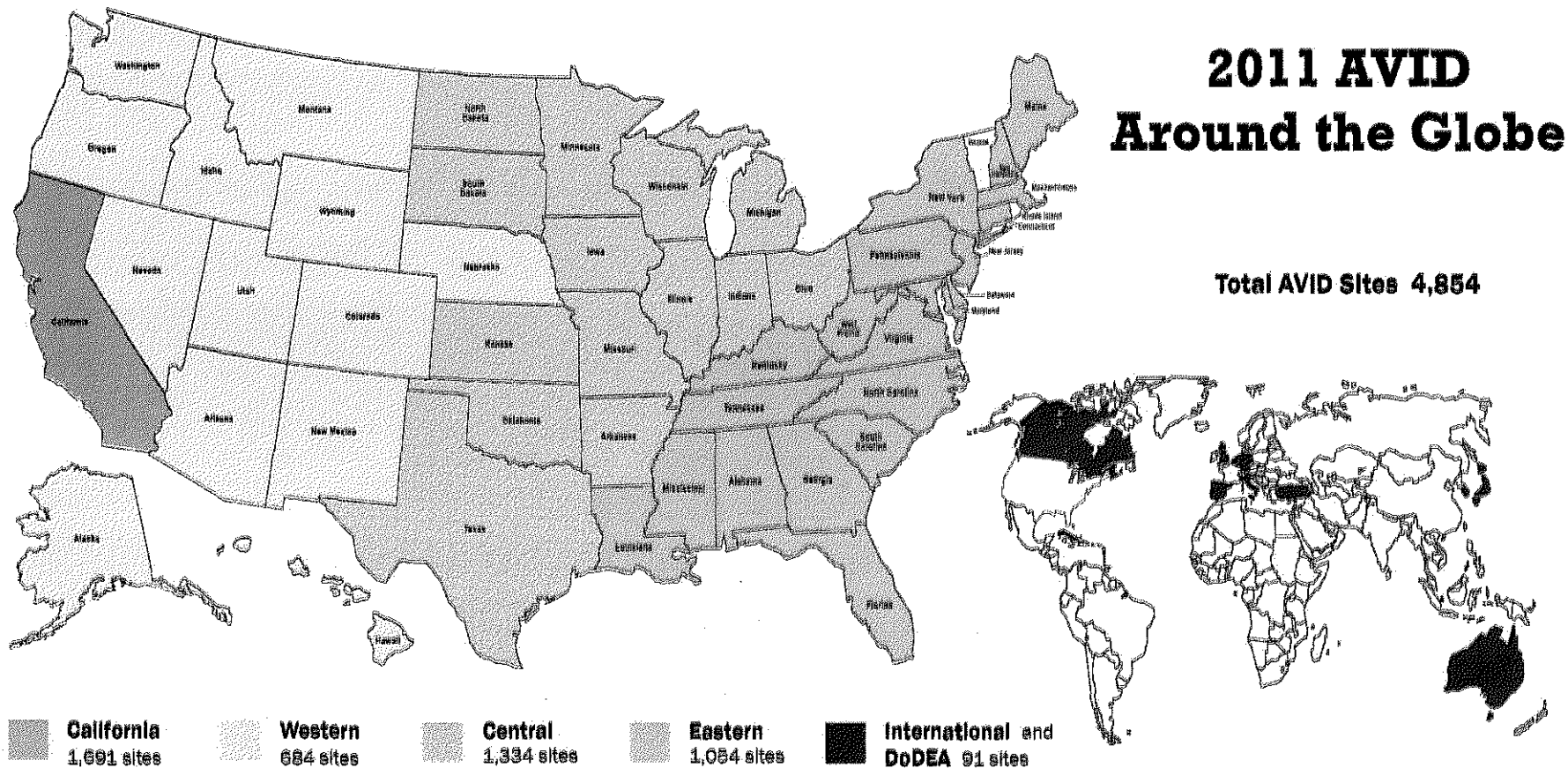
- A structured **college preparatory system** working directly with schools and districts
- A **direct support** structure for first-generation college goers, grades K-16
- A **schoolwide approach** to curriculum and rigor



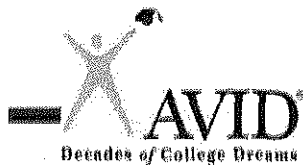
What is AVID?

- **A non-profit, college readiness system**
- A support structure for typically **low-income, underserved students**
- For **elementary through postsecondary** grade levels
- **A schoolwide approach** to rigorous curriculum
- **Professional development** for educators

Where in the world is AVID?

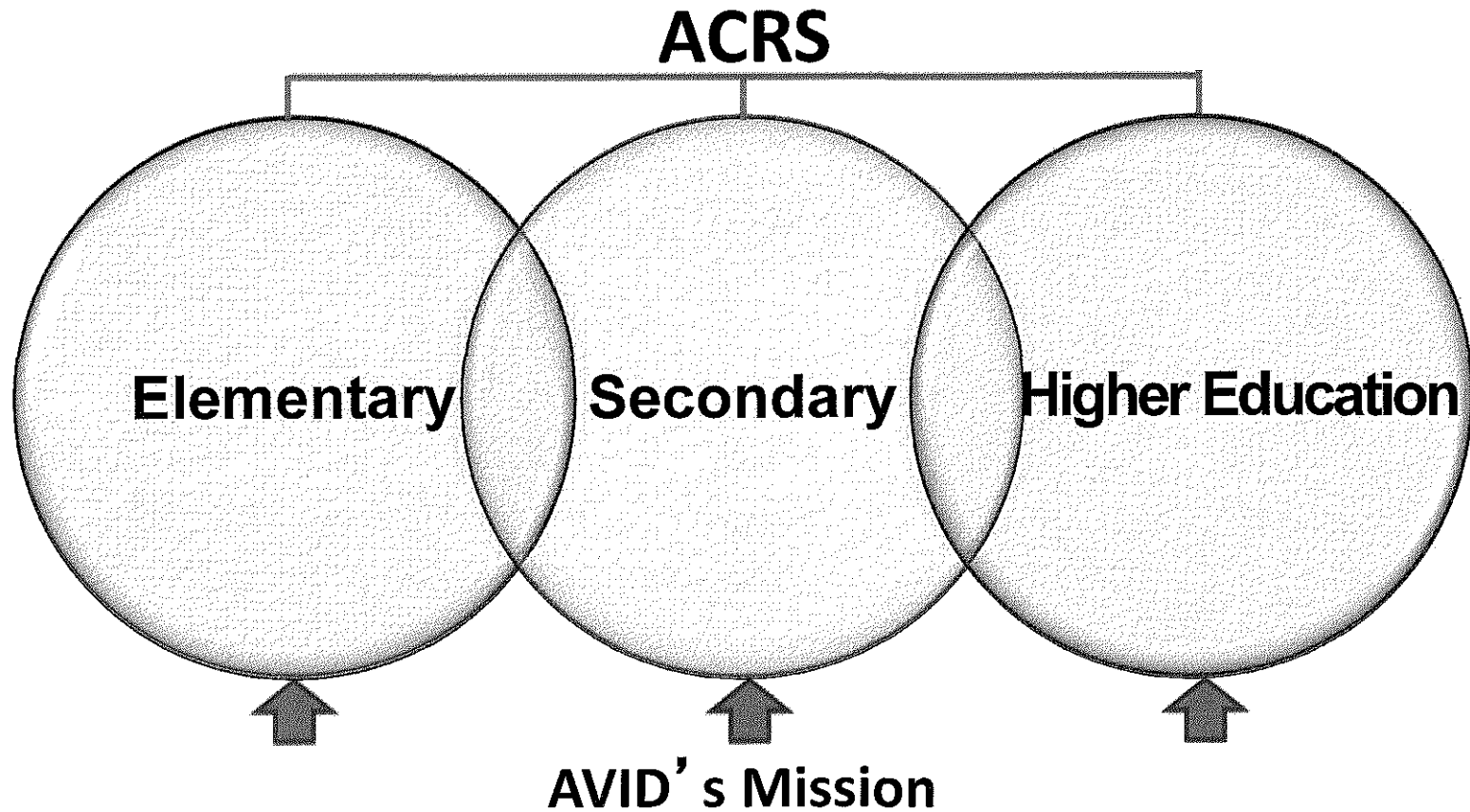


*Numbers as of 10/1/11



(Enclosure E-1)

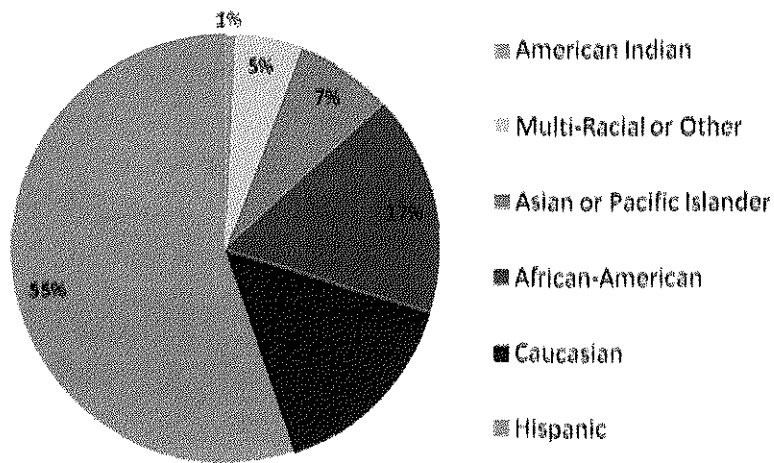
The AVID College Readiness System



*AVID's mission is to close the achievement gap by preparing **all** students for college readiness and success in a global society.*

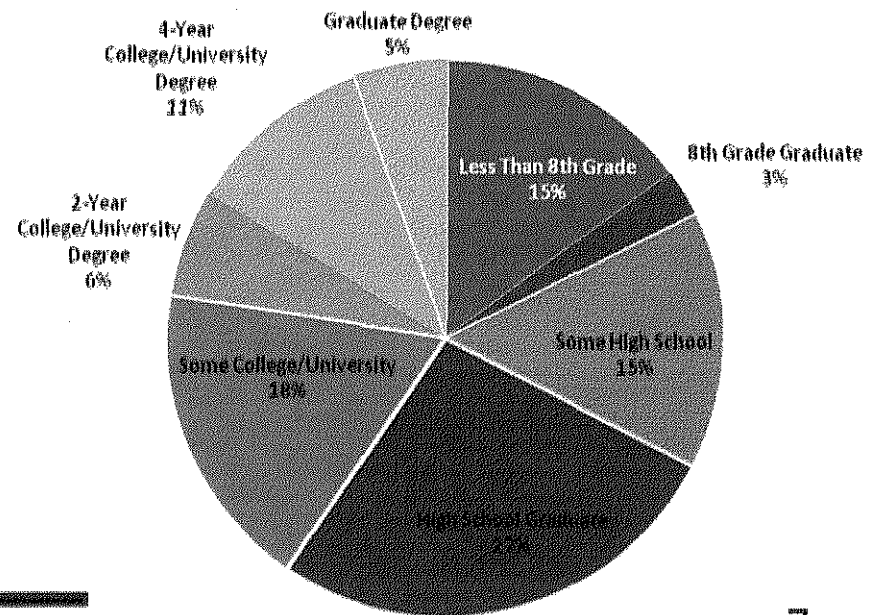
Demographics: AVID seniors

Ethnicity



69% qualify for free and reduced-price lunch

Parent's Highest Level of Education



The AVID Elective student profile

Has academic potential

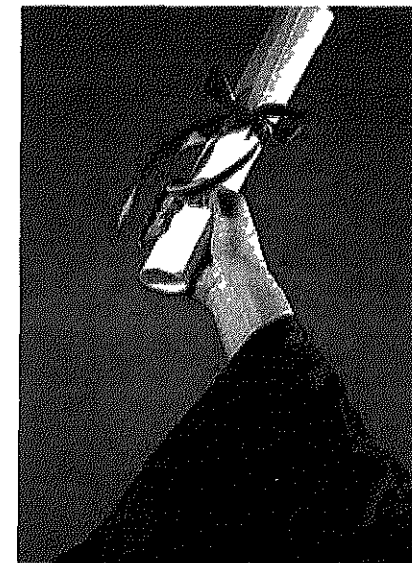
- Average to high test scores
- 2.0-3.5 GPA
- College potential with support
- Desire and determination



The AVID Elective student profile

Meets one or more of the following criteria:

- First to attend college
- Historically underserved in four-year colleges
- Low income
- Special circumstances



The 11 Essentials

1. AVID student **selection**
2. **Voluntary** participation
3. **AVID elective class** offered **during the school day**
4. **Rigorous** course of study
5. Strong, relevant **writing and reading** curriculum

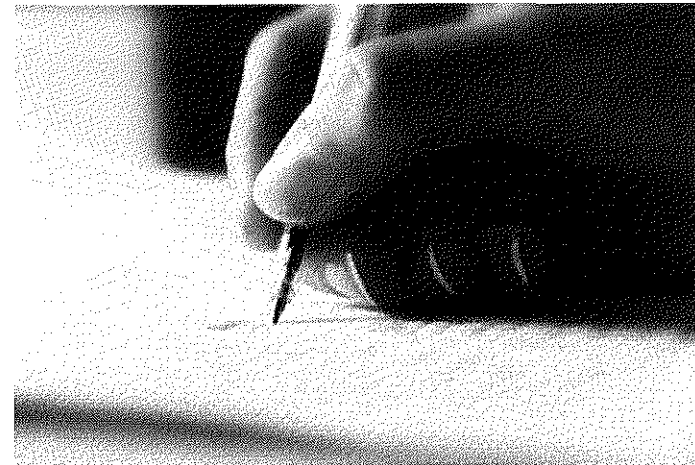
The 11 Essentials

6. **Inquiry** to promote critical thinking
7. **Collaboration** as a basis of instruction
8. Trained **tutors**
9. **Data** collection and analysis
10. District and school **commitment**
11. Active, interdisciplinary **site team**

WICOR

Writing

- Writing process (prewrite to final draft)
- Respond, revise
- Edit, final draft
- Cornell Notes
- Quickwrites
- Learning logs, journals



WICOR

Inquiry

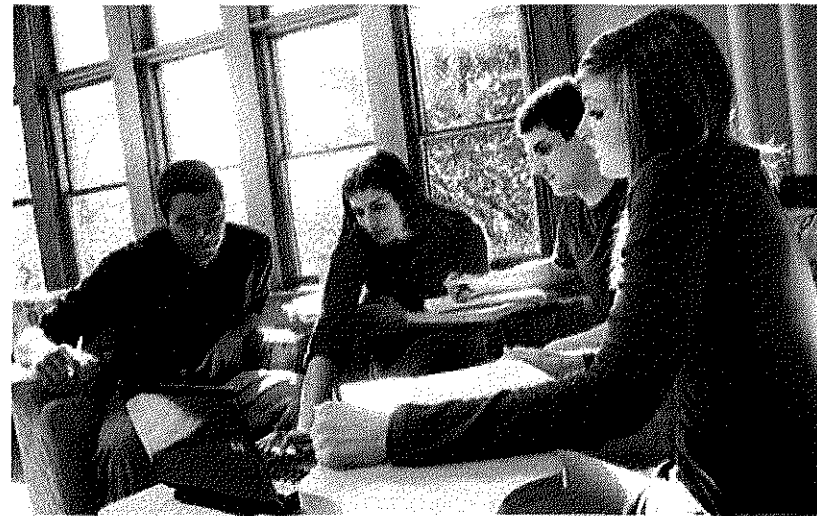
- Skilled questioning
- Socratic Seminars
- Quickwrites/discussions
- Critical-thinking activities
- Writing questions
- Open-minded activities



WICOR

Collaboration

- Group projects
- Response/edit/revision groups
- Collaboration activities
- Tutorials
- Study groups
- Jigsaw activities
- Read-arounds



WICOR

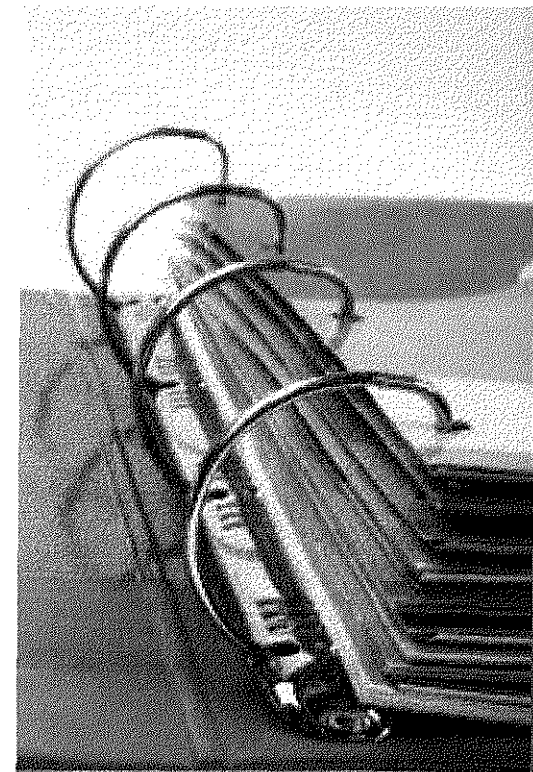
Organization

Tools

- Binders
- Calendars, planners, agendas
- Graphic organizers

Methods

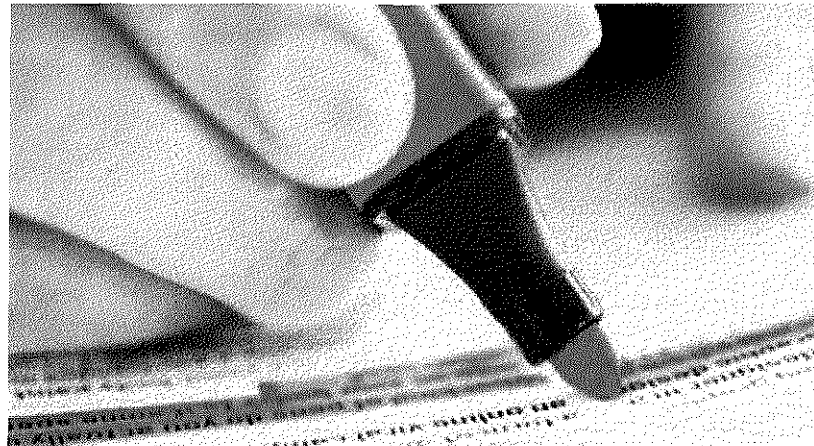
- Focused note-taking system
- Tutorials, study groups
- Project planning, SMART goals



WICOR

Reading

- SQ5R (Survey, Question, Read, Record, Recite, Review, Reflect)
- KWL (What I Know; What to Learn; Learned)
- Reciprocal teaching
- “Think-alouds”
- Text structure
- Critical reading



A sample week in the AVID Elective

Daily or Block Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
AVID Curriculum	Tutorials	AVID Curriculum	Tutorials	Binder Evaluation Field Trips Media Center Speakers Motivational Activities (within block)
Combination for Block Schedule		Combination for block schedule		

Curriculum:

- Writing
- College and Careers
- Strategies for Success
- Critical Reading

Tutorials:

- Collaborative Study Groups
- Writing Groups
- Socratic Seminars

What is academic rigor?

Rigor is the goal of helping students develop the capacity to understand content that is **complex, ambiguous, provocative, and personally or emotionally challenging.**

Source: *Teaching What Matters Most; Standards and Strategies for Raising Student Achievement*, by Strong, Silver and Perini, ASCD, 2001

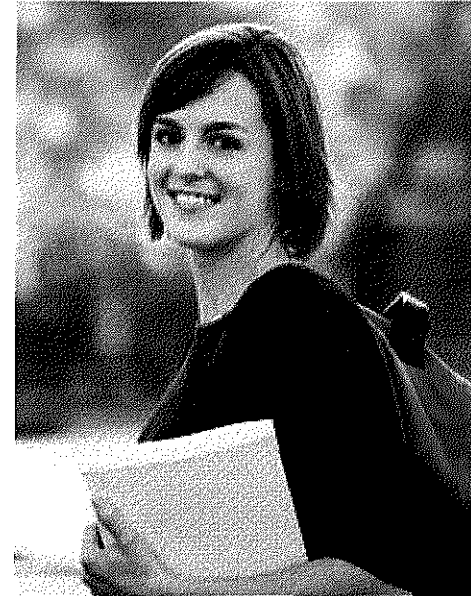
Why Rigor?

Rigorous curriculum is a greater factor in determining college graduation rates than class standing, standardized test scores, or grade point average.

From: Answers in the Tool Box: Academic Intensity, Attendance Patterns, and Bachelor's Degree Attainment (1999) by Clifford Adelman, Senior Research Analyst, U.S. Dept. of Ed.

Meeting the challenge

- Develop as **readers and writers**
- Develop deep **content knowledge**
- Know content specific **strategies** for reading, writing, thinking, and talking
- Develop **habits, skills, and behaviors** to use knowledge and skills



More than 30 years of success

In just over 30 years, AVID has become one of the most successful college-preparatory programs for low-income, underserved students, and today reaches more than **425,000 students** in approximately **4,800 schools** in **48 states** and **16 other countries/territories**.

Since 1990, more than 110,000 AVID students have graduated from high school and planned to attend college.

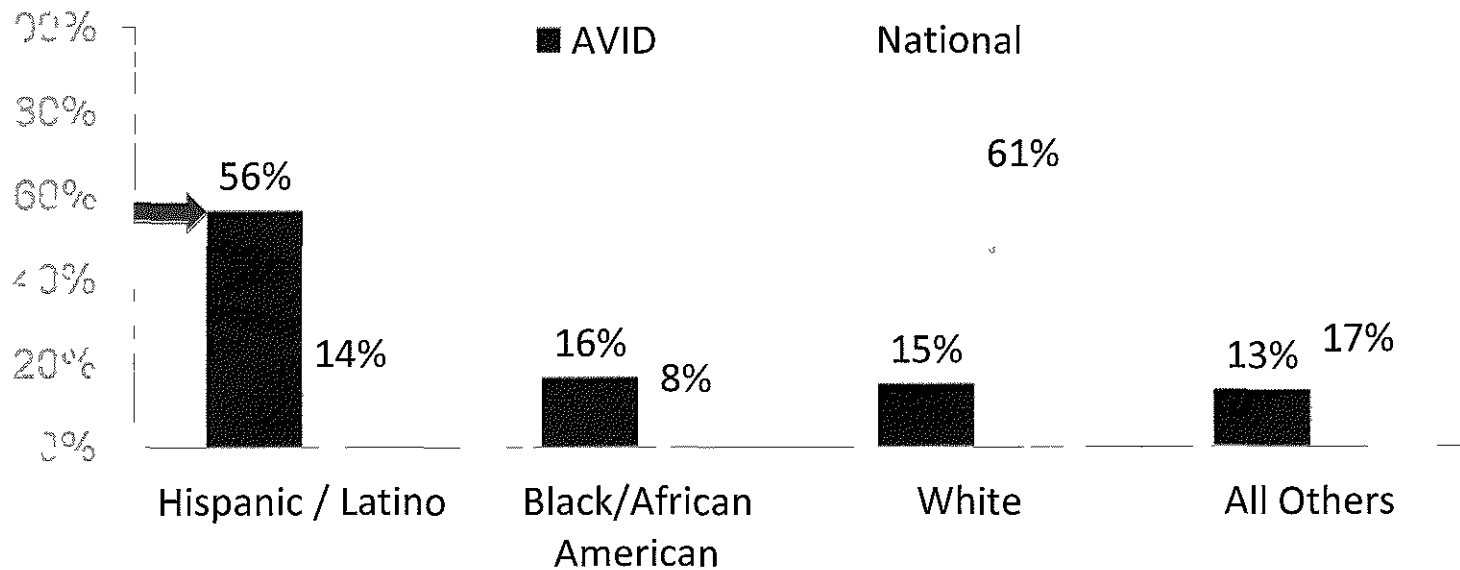
AVID Graduates

- 91.3 percent plan to enroll in a college or university
 - 58.3 percent plan to enroll in a four-year university
 - 33.0 percent to enroll in a two-year college

Source: AVID Center Senior Data Collection System, 2010-2011
Percentages have been rounded to the nearest whole percent

Ethnic breakdown of AP[®] test-takers

The rate of Latinos taking AP exams is over *four times higher* among AVID students than among U.S. students overall.



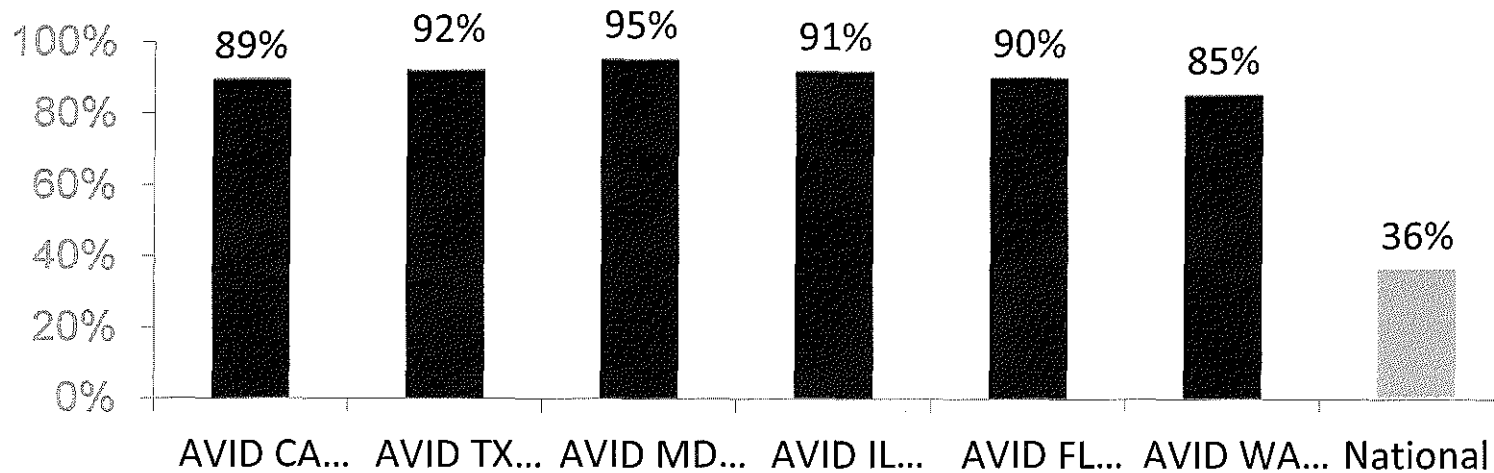
AVID Senior Data Collection 2010-2011, AVID Seniors Taking an AP Course n = 26 407
COMPARATOR College Board AP Exams National Summary Report
http://www.collegeboard.com/student/testing/ap/exgrd_sum/2010.html

Our AVID Data

- {Insert a table or graphic which shows your site(s) data regarding AP, GPA, etc. comparing AVID students with your general population}

Completing college-entrance requirements

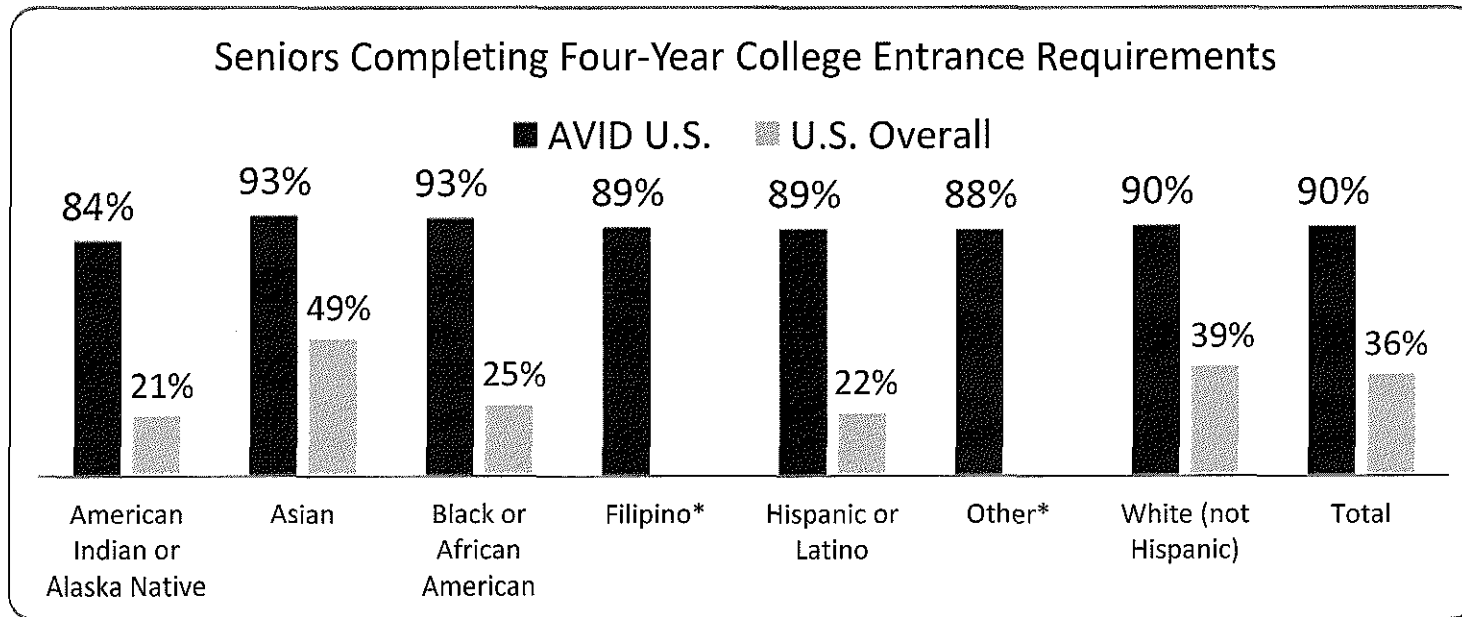
AVID students complete four-year college entrance requirements at a rate at least *two times higher* than the national rate.



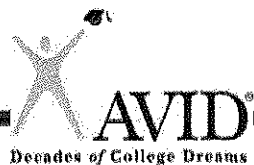
AVID Senior Data Collection 2010-2011, AVID CA n = 15522; AVID TX n = 3923; AVID NC n = 709; AVID IL n = 1307; AVID FL n = 1117
COMPARATOR: U.S. Overall: The Manhattan Institute for Policy Research, Center for Civic Innovation, Education Working Paper No. 8 February 2005,
Jay P. Greene and Marcus A. Winters

AVID closes the achievement gap

All racial groups complete four-year college entrance requirements at a rate of 84% or higher



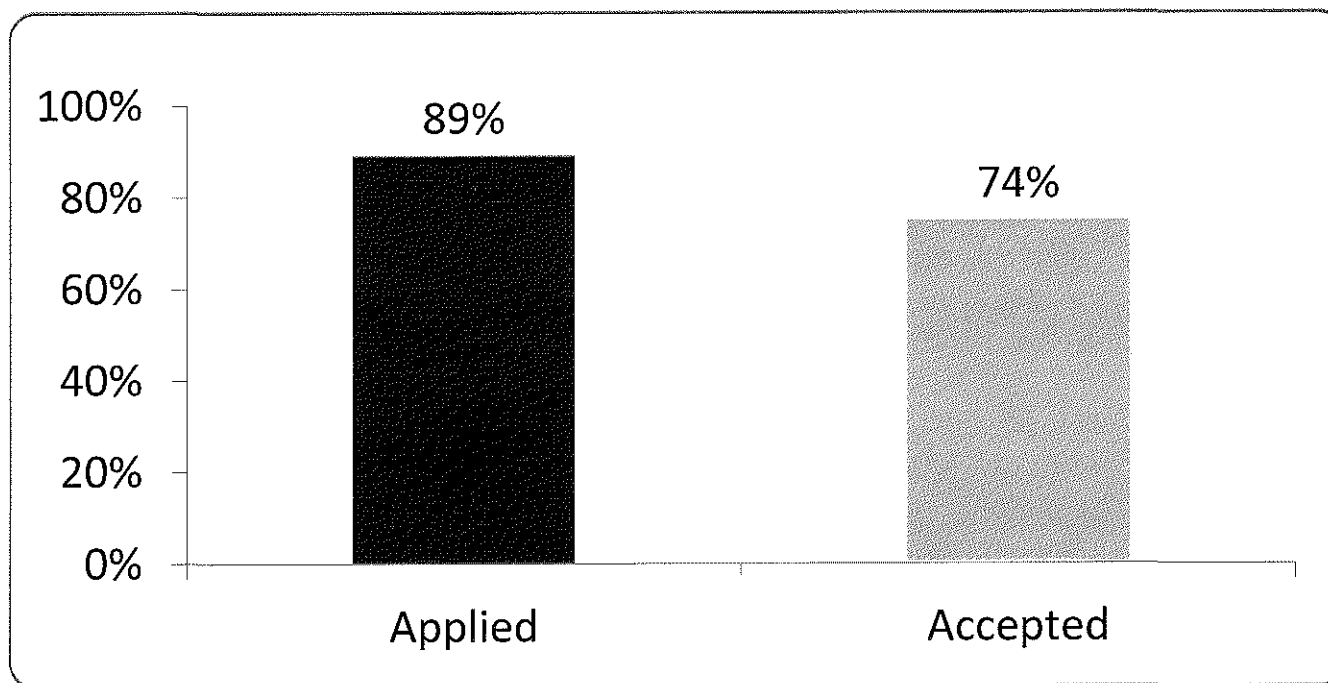
AVID Center. AVID Senior Data Collection. Study of 27,891 AVID Seniors, [Electronic Database]. (2010 - 2011).
 Manhattan Institute, Education Working Paper 3. 2003. Greene, J.P., Forster, G. "Public High School Graduation and College Readiness Rates in the U.S."
 *(Filipino and Other not classified in Manhattan Institute study.)
 National data represents the most current comprehensive data available



(Enclosure E-1)

Getting accepted to 4-year colleges

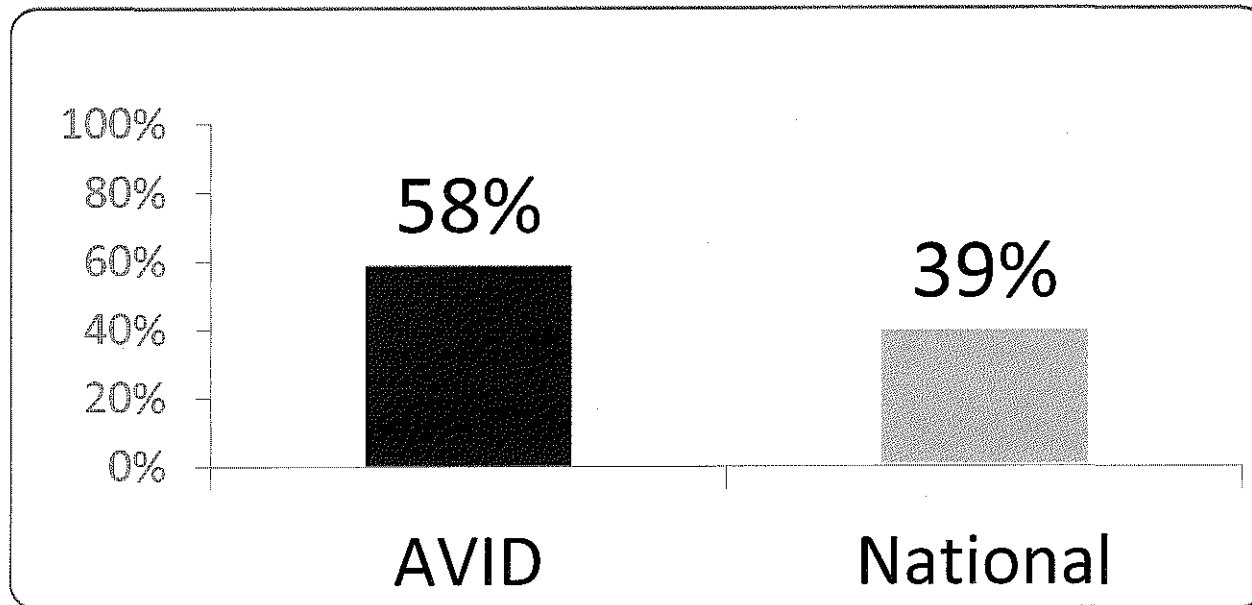
Almost 3 out of 4 AVID graduates were accepted to a four-year college.



AVID Senior Data Collection, All Seniors 2010-2011, n = 27,783

Eighth graders taking algebra

The number of AVID 8th graders enrolled in Algebra is *almost 50% higher* than the national average.



AVID General Data Collection 2010-2011, 8th graders enrolled in AVID, n = 65,835
COMPARATOR: National Center for Educational Statistics (NCES), Early Childhood Longitudinal Study, 2007
<http://nces.ed.gov/pubs2010/2010016.pdf>

**Lebanon Community Schools
Board Resolution 1415-1**

The Lebanon Community Schools Board of Directors resolves the following for the 2014-2015 School Year:

- A. Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of \$100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.
- B. Chief Administrative Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as Chief Administrative Officer for the 2014-2015 fiscal year.
- C. Deputy Clerk: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Linda Darling as Deputy Clerk for the 2014-2015 fiscal year.
- D. Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess, and Linda Darling to be the custodian of funds and further authorize facsimile signature under ORS 328.441, ORS 328.445.
- E. Authorization to Sign Payroll and Monthly Disbursements: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates, Robert Hess and/or Linda Darling to sign monthly disbursements and payroll.
- F. Authorization to approve and pay all accounts payable: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess and/or Linda Darling to approve and pay all accounts payable within the limits of the adopted budget document. Licensed administrators may approve up to \$250 purchase orders unless revoked by the Superintendent.
- G. Budget Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as budget officer for the 2014-2015 fiscal year.
- H. Official Auditors: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Accuity, LLC as the official auditor for the 2014-2015 fiscal year district books.
- I. Newspaper-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald and the Lebanon Express as the district newspaper-of-record for the 2014-2015 fiscal year.

(Enclosure F-1))

- J. Insurance Agent-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record for the 2014-2015 fiscal year.
- K. Attorney-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Hungerford Law Firm as attorneys-of-record for all general education related legal services and the Oregon School Boards Association for collective bargaining services the 2014-2015 fiscal year.
- L. Hearing Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and, further designates Robert Hess or his designee to serve as the hearing officer on student records including expulsion hearings.
- M. Authorization to Participate in Federal and State Programs: BE IT RESOLVED that Superintendent Robert Hess is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, ARRA, Carl Perkins Grant, other various grants through local, Linn/Benton ESD, Misc. State Grants and Misc. Federal Grants.
- N. Regular Monthly Meetings: BE IT RESOLVED that the following meeting dates and time for the 2014-2015 fiscal year:

August 14, 2014	Reorganizational Meeting	District Office – Board Room
September 11, 2014	Regular Meeting	District Office – Board Room
October 9, 2014	Regular Meeting	District Office - Board Room
November 13, 2014	Regular Meeting	District Office – Board Room
December 11, 2014	Regular Meeting	District Office -- Board Room
January 8, 2015	Regular Meeting	District Office – Board Room
February 12, 2015	Regular Meeting	District Office – Board Room
March 12, 2015	Regular Meeting	District Office - Board Room
April 9, 2015	Regular Meeting	District Office - Board Room
April 23, 2015	Regular Meeting	District Office – Board Room
May 14, 2015	Regular Meeting	District Office - Board Room

May 28, 2015	Regular Meeting	District Office – Board Room
June 11, 2015	Regular Meeting	District Office - Board Room

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

- O. Depository-of-Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designate all FDIC Wells Fargo, Oregon State Treasury and Local Government Investment Pool.
- P. Establish the Borrowing Limit for the Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000.
- Q. Approves short term loans between funds: BE IT RESOLVED that Linda Darling, Deputy Clerk/Director of Business Services is authorized to do short term loans between funds in order to pay district obligations.
- R. Identify Confidential Employees: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Kathy Schurr, Susie Otta and Kim Collins as confidential employees and all directors and administrators, as individuals that are excluded from the bargaining units.
- S. Reaffirm Lebanon School District as its own Local Contract Review Board (LCRB)
- T. Alternative Education Programs: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, LBCC Alternative Program, Community Services Consortium (CSC) and the Oregon I School school as alternative education programs.
- U. The following designation of the 2013-2014 ending fund balances and revenues for specific uses in 2014-2015:
 - a. Committed Fund Balances –
 - i. The ending balance of each of the following funds is “Committed” in accordance with the purposes stated for each fund or program in the FY 2014-2015 adopted budget.
 - b. Restricted Fund Balances –
 - i. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
 - ii. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.

(Enclosure F-1))

- iii. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.
- c. Debt Service Funds -
 - i. Funds are “Restricted” for the accumulation of resources and payment of principal and interest related to associated debt offerings.

Passed this 14 Day of August 2014.

Board Chair

Rob Hess, Superintendent

Policy Updates
August 14, 2014
1st Reading

Policies BBFA, BBFB, GBC, & GBC-AR –

House Bill 2079 from the 2013 Legislative session modified Oregon Revised Statutes which impacted the definition of “relative” and addressed “a member of household” language. We received further clarification concerning the definition of “a member of household” from Oregon Government Ethics Commission (OGEC) and are releasing the Commission’s recommended edits.

Policy EEACA

Under new requirements from the Federal Motor Carrier Safety Administration all physical examinations of school bus drivers must be administered by a certified medical examiner who is listed in the FMCSA’ National Registry of Certified Medical Examiners. To remain in compliance with the commercial driver license regulations, the Oregon Department of Education is requiring all physical exams administered on or after the implementation date of May 21, 2014, be done by a certified medical examiner.

Policies GBNA, GBNA-AR & GBN/JBA

The following recommended change to board policy GBNA-
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff is to clarify the recipients of prohibited conduct. The change to administrative regulation GBNA-AR is to clarify the potential impacts of the prohibited conduct. The recommended change to board policies GBN/JBA and is to clarify the standard for measuring the impact of off-duty conduct.

Policies IK

House Bill 4150 passed in the 2014 Legislature made changes to HB2220 affecting how school districts report a student’s progress; how parents are informed of their student’s progress; and what can be included in a student’s grades.

In addition, an annual report created by HB 2220 is no longer required but district may continue to report.

Further, it added that proficiency teaching and learning, and proficiency grading and reporting are not required of districts, but districts may choose to continue current systems or implement systems. In doing so, the districts must consult and advisory committee.

Policy ING-AR

The Department of Justice revised rules about service animals and what can be asked of a person when it is not obvious what service the animal provides. The questions that can be asked are: 1) Is the dog a service animal required because of a disability? And 2) What work or task has the dog been trained to perform?

Policy JGAB

At its January 2014 meeting the State Board of Education amended and clarified the standards for “seclusion rooms.” The Board added requirements for reporting data on “seclusion rooms” which will be included in the annual report to the Superintendent of Public Instruction about the use of physical restraints and seclusion in the district.

Board Member Ethics and Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means: 1) the Board member’s or candidate’s spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law; 2) the spouse of the Board member’s or candidate’s parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law.

“Member of the household” means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced.

¹The term spouse includes domestic partner.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

Potential Conflict of Interest

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, and their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member's relatives or members of household, meaning that the Board member, each member of their household and their relative can accept up to \$50 each from the same source/gift giver.

1. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.
2. "Relative" means: a) the Board member's or candidate's spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law; b) the spouse of the Board member's or candidate's parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law.
3. "Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

4. In calculating the per person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

5. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
6. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
7. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:

3. Campaign contributions are not considered gifts under the ethics rules;
4. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
5. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
6. Contributions made to a legal expense trust fund if certain requirements are met;
7. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Nonprofit corporation.
 - (b) The Board member is representing the district:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
8. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion;

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

9. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);
10. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
11. A gift received by the Board member as part of the usual or customary practice of the Board member's private business, employment or position as a volunteer that bears no relationship to the Board member's holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

ORS 162.015 to -162.035
ORS 162.405 to -162.425

ORS 244.010 to -244.400
ORS 332.055

OAR 199-005-0003 to -199-020-0020

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

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244;
2. This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position);
3. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy, a "member of the household" means any person who resides with the Board member and "relative" means:

1. The Board member's spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law;
2. The spouse of the Board member's parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential

¹The term spouse includes domestic partner.

for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400
ORS 659A.309

OAR 199-005-0003 to -199-020-0020

OR. ETHICS COMM'N, OR GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Lebanon Community Schools

Code: EEACA
Adopted: 8/4/08
Readopted: 5/6/10
Orig. Code(s): EEACA

School Bus Driver Examination and Training (Version 1)

School bus drivers must pass physical examinations administered by a medical examiner listed in the Federal Motor Carrier Safety Administration's National Registry of Certified Medical Examiners and meet other criteria as established by state and federal law and by Oregon Department of Education regulations including the requirements for a commercial driver's license (CDL).

A school bus manufacturer, school bus dealer or school bus mechanic is not required to have a school bus endorsement while operating a school bus that is not transporting students.

END OF POLICY

Legal Reference(s):

<u>ORS 659.840</u>	<u>ORS 807.038</u>	<u>OAR 581-053-0004</u>
<u>ORS 659A.300</u>	<u>ORS 820.110</u>	<u>OAR 581-053-0031</u>
<u>ORS 659A.306</u>		<u>OAR 581-053-0040</u>
<u>ORS Chapters 801, 802, 807, 809, 811, 813</u>	<u>OAR 581-053-0002</u>	<u>OAR 581-053-0053</u>
	<u>OAR 581-053-0003</u>	<u>OAR 581-053-0060</u>

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2006).
Federal Motor Carrier Safety Administration Regulations, 49 C.F.R. Part 391, §§ 391.42, 391.43 (2014).

Lebanon Community Schools

Code: GBC
Adopted: 11/3/08
Readopted: 9/16/10, 12/5/13
Orig. Code(s): GBC

Staff Ethics

I. Conflict of Interest

No district employee will use his/her district position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the district employee.

District employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be district property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No district employee may serve as a Board or budget committee member in the district.
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

In order to avoid both potential and actual conflicts of interests, district employees must abide by the following rules when an employee's relative or member of the household is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;
2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;
3. More than one member of an employee's family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the superintendent's approval.

In the *conflict of interest context*, a "member of household" means any person who resides with the employee and "Relative" means:

1. The employee's spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law;
2. The spouse of the employee's parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law.

II. Gifts

District employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. All gift-related provisions apply to the employee, and their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

1. "Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

¹The term spouse includes domestic partner.

2. "Relative":
 - a. The employee's spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law;
 - b. The spouse of the employee's parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law.
3. "Member of the household" means any person who resides with the employee.

Determining the Source of Gifts

Employees should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the district employee. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest, distinct from that of the general public, in any action subject to the official decision of an employee.

A decision means an act that commits the district to a particular course of action within the employee's scope of authority and that is connected to the source of the gift's economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor's actions would be considered a "decision."

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

3. In calculating the per person cost at receptions or meals the payor of the employee's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

4. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value

or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

- a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the employee.
5. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.
 6. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Employees may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

7. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
8. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts that apply to employees:

9. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
10. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;

11. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. Employees are permitted to accept payment for travel conducted in the employee's official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Nonprofit corporation.
 - (b) The employee is representing the district:
 - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.
 - (2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
12. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;
13. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);
14. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;
15. A gift received by the employee as part of the usual or customary practice of the employee's private business, employment or position as a volunteer that bears no relationship to the employee's district employment;
16. Reasonable expenses paid to employee for accompanying students on an educational trip.

Honoraria

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any relative or member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the employee.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400
ORS 332.016

ORS 659A.309

OAR 199-005-0003 to -199-020-0020
OAR 584-020-0040

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Lebanon Community Schools

Code: GBNA
Adopted: Adopted: 9/16/10

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, menacing, and acts of cyberbullying of staff, students or third parties by staff, students or third parties is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

The superintendent is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures and provisions to ensure [annual] notice of this policy is provided to students, staff and third parties.

END OF POLICY

Legal Reference(s):

ORS 163.190
ORS 163.197(2)
ORS 166.065

ORS 166.155 to -166.165
ORS 332.072
ORS 332.107

ORS 659A.030

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

HR6/12/14 | PH

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff or third parties by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control of the district; or where the employee is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff. The district's policy shall be posted in all grade 6 through 12 schools. Such posting shall be by a sign of at least 8 1/2" by 11".

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

ORS 243.706
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850

ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030

OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

Instructional Resources/Instructional Materials (Version 1)

The Board is responsible for the selection of instructional materials. The Board delegates to district professional personnel the authority for the selection of instructional and library media materials in accordance with the policy below.

Selection Objectives

When reviewing and selecting instructional materials, the objectives will be:

1. To select materials that will provide improvements in content, organization and teaching methods;
2. To ensure accurate and up-to-date content that includes new concepts, insights and facts;
3. To provide for sequential growth from level to level;
4. To provide a fair representation of the many religious, ethnic and cultural groups and their contributions to our American heritage;
5. To provide recognition of minority groups and women by placing them frequently in positions of leadership and example. There will be no discrimination or bias or prejudice toward sex, sexual orientation, race, religion, national origin, marital status, disability or age.

The district will establish a process and timeline for regularly determining and considering whether the textbooks and other instructional materials are available through online resources that enable students with print disabilities to receive textbooks and instructional materials free of charge.

Textbooks and other instructional materials adopted by the Board shall be selected by the appropriate professional personnel in consultation with parents and citizens. The input of staff and students will be encouraged. Final decisions on purchase will rest with the superintendent or designee, subject to official adoption by the Board in the case of textbooks and other instructional materials.

Selection Criteria

All materials selected will be consistent with the following principles:

6. Materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
7. Materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;

8. A background of information which will enable students to make intelligent judgments in their daily lives;
9. Materials on opposing sides of controversial issues, so that young citizens may develop, under guidance, the practice of analytical reading and thinking;
10. Materials representative of the many religious, ethnic and cultural groups, showing their contributions to our heritage.

The above principles will serve as a guide in the selection of all instructional and library [media] materials.

To be in compliance with the requirements of federal law, the Board directs the superintendent to distribute curriculum materials and instructional supplies to district schools in such a manner that ensures all schools receive equivalent materials.

Any resident or employee may challenge the appropriateness of the district’s instructional materials. The district will provide a procedure to process such challenges.

END OF POLICY

Legal Reference(s):

<u>ORS 336.035</u>	<u>ORS 337.260</u>	<u>OAR 581-021-0045</u>
<u>ORS 336.840</u>	<u>ORS 337.511</u>	<u>OAR 581-021-0046</u>
<u>ORS 337.120</u>	<u>ORS 339.155</u>	<u>OAR 581-022-1140</u>
<u>ORS 337.141</u>		<u>OAR 581-022-1520</u>
<u>ORS 337.150</u>	<u>OAR 581-011-0050 to -0117</u>	<u>OAR 581-022-1640</u>

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6311-6322 (2006).

Lebanon Community Schools

Academic Achievement**

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward ~~becoming~~ ~~proficient in the~~ mastery of the knowledge and skills of the student's current grade level or course content level. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative educational or public ~~education~~ school options.

The Board directs staff to follow these guidelines in measuring and ~~reporting~~ determining student progress:

1. Parents and students will be informed at least annually, of their student's progress to ~~meet or exceed~~ ~~grade level~~ toward achieving the academic content standards, including but not limited to:
 - a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
 - b. Specific evidence of student progress ~~on the~~ toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
 - c. [Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;]
 - d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
 - e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of the Essential Skills.
2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade. Behavior performance shall be reported separately;
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;

5. When no grades are given but the student is evaluated in terms of progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her peers;
6. The staff will take particular care to explain to parents the meaning of marks and symbols used to reflect student performance.

END OF POLICY

Legal Reference(s):

ORS 107.154
ORS 329.485
ORS 343.295

OAR 581-021-0022
OAR 581-022-1660
OAR 581-022-1670

Use of Restraint and Seclusion

The Board is dedicated to the development and application of best practices within the district's public educational/behavioral programs. It is the intent of the Board to establish a policy that defines the circumstances that must exist and the requirements that must be met prior to, during and after the use of physical restraint and/or seclusion as an intervention with district students.

Definitions

1. "Physical restraint" means the restriction of a student's movement by one or more persons holding the student or applying physical pressure upon the student. "Physical restraint" does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of "physical restraint" does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.
2. "Seclusion" means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control, in a setting from which the student is not physically prevented from leaving.

3. "Serious bodily injury" means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.
4. "Mechanical restraint" means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

Mechanical restraint does not include:

- a. A protective or stabilizing device ordered by a licensed physician; or
 - b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.
5. "Chemical restraint" means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional's scope of practice.
 6. "Prone restraint" means a restraint in which a student is held face down on the floor.

The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious physical harm to the student or others.

Except in the case of an emergency, only staff current in the required training in accordance with the district-designated physical restraint and seclusion training program will implement physical restraint or seclusion with a student. In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint or seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others. Any student being restrained or secluded within the district whether in an emergency or as a part of a plan shall be constantly monitored by staff for the duration of the intervention. Any room used for seclusion of a student must ~~allow staff full view of the student in all areas of the room and be free of potentially hazardous conditions such as unprotected light fixtures and electrical outlets~~ meet the standards as outlined in OAR 581-021-0568.

The district shall utilize the Oregon Intervention System training program of physical restraints and seclusion for use in the district. As required by state regulation, the selected program shall include: behavioral support, prevention, de-escalation and crisis response techniques. Any program selected by the district must be in compliance with state and federal law with respect to the use of restraint and/or seclusion.

An annual review of the use of physical restraint and seclusion during the preceding school year shall be completed and submitted to the Superintendent of Public Instruction to ensure compliance with district policies and procedures.

The results of the annual review shall be documented and shall include at a minimum:

7. The total number of incidents of physical restraint;
8. The total number of incidents of seclusion;
9. The total number of seclusions in a locked room;
10. The total number of students placed in physical restraint;
11. The total number of students placed in seclusion;
12. The total number of incidents that resulted in injuries or death to students or personnel as a result of the use of physical restraint or seclusion;
13. The total number of students placed in physical restraint and/or seclusion more than 10 times in a school year and an explanation of what steps have been taken by the district to decrease the use of physical restraint and seclusion for each student;
14. The total number of physical restraint and seclusion incidents carried out by untrained individuals;

15. The demographic characteristics of all students upon whom physical restraint and/or seclusion was imposed;
16. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

This report shall be made available to the Board and to the public at the district's main office and on the district's website.

At least once each school year the public shall be notified as to how to access the report.

The district shall investigate all complaints regarding the use of restraint and/or seclusion practices according to the procedures outlined in Board policy KL and KL-AR - Public Complaints.

The superintendent shall develop administrative regulations to carry out the requirements set forth in this policy and to meet any additional requirements established by law related to the use, reporting and written documentation of the use of physical restraint or seclusion by district personnel.

END OF POLICY

Legal Reference(s):

ORS 161.205
ORS 339.250
ORS 339.288
ORS 339.291

OAR 581-021-0061
OAR 581-021-0550
OAR 581-021-0553
OAR 581-021-0556
OAR 581-021-0559

OAR 581-021-0563
OAR 581-021-0566
OAR 581-021-0568
OAR 581-021-0569
OAR 581-021-0570

Sexual Harassment

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff or third parties by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the control of the district; or where the employee is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board.

Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students, parents of students and staff [in student/parent and staff handbooks]. The district's policy shall be posted in all [grade 6 through 12] schools. Such posting shall be by a sign of at least 8 1/2" by 11".

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

ORS 243.706

ORS 342.700

ORS 342.704

ORS 342.708

ORS 342.850

ORS 342.865

ORS 659.850

ORS 659A.006

ORS 659A.029

ORS 659A.030

OAR 581-021-0038

OAR 584-020-0040

OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).

Davis v. Monroe County Bd of Educ., 526 U.S. 629 (1999).

Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Staff Ethics

District employees are allowed financial benefits as identified in ORS 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria and unsolicited awards for professional achievement. District employees are prohibited from using or attempting to use his/her district position to obtain a financial gain or to avoid a financial detriment for the district employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the opportunity for financial gain or avoidance of a financial detriment would not otherwise be available but for the employee's position with the district. Specifically, this means that:

1. Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:
 - a. Fax machine¹;
 - b. Phones to make long distance personal calls;
 - c. District vehicles;
 - d. Professional technology equipment (e.g., wood shop, automotive shop, CAD); and
 - e. Athletic facilities (e.g., pool or weight room).

Further, the district's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests. For example, the district's computer cannot be used to sell products on an auction website during school hours.

2. 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 district business can only be used for district travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).
3. 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.
4. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, they cannot use the discount to purchase personal items. Teachers may use the discount to purchase items for district use. Employees can also accept

¹The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district fax machines. If the district established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.

the discount if it is also available to a substantial segment of the population who are not public officials.

5. Employees may accept free passes to district extracurricular events if they are attending these events in their official capacity (i.e., chaperoning, ticket sales or managing concession sales). In order to promote employee participation in extracurricular activities, the district may include free passes in employees' official compensation packages or employees may be reimbursed by the district for the cost of admission.
6. The employee's district position is not to be used to take official action that could have a financial impact on a private business with which, the employee, or a relative or member of the employee's household are associated. For example, if the employee's brother owns a pest-control business which is seeking a contract with the district, the employee must declare an actual conflict of interest in writing, describing the nature of the employee's conflict, and provide this to the employee's supervisor.
7. Confidential information gained as a district employee is not to be used to obtain a financial benefit for the employee, a relative or member of the public official's household or a business with which any are associated. For example, the employee should not use the information that a student in his/her class is falling behind in math to provide the parents a referral to the employees' sister's tutoring business.
8. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the district, which can then distribute the compensation to the teachers as an element of their official compensation package.
9. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the district employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, district employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use district facilities for this purpose only if they comply with the district's public use of facilities policy. It is not an ethics violation to accept reasonable expenses for accompanying students on an education trip.

These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board. The definition of a "fact-finding mission" is, in part, any activity related to a cultural or educational purpose. *See* OAR 199-005-0020(3)(a). The district employee must be directly and immediately associated with the event or location being visited. If a district employee only acts as a chaperone and does not provide instruction or guidance for the students in language usage or cultural events, the trip may not meet the requirements of ORS 244.020(6)(H)(i). Further, the employee can only accept the reimbursement of reasonable travel expenses from the private company, not any further compensation.

These restrictions do not apply if the district compensates the district employee for chaperoning the trip.

**Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying
Complaint Procedures – Staff**

The following definitions and procedures shall be used for reporting, investigating and resolving complaints of hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying.

Definitions

1. “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.
2. “District” includes district facilities, district premises and nondistrict property if the employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.
4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability or sexual orientation.
5. “Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.
6. “Cyberbullying” means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harm,

insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity.

7. "Menacing" includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Complaint Procedures

Principals and the superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any employee who has knowledge of conduct in violation of Board policy JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence – Student shall immediately report his/her concerns to the designated district official.

Any employee or third party who has knowledge of conduct in violation of this Board policy or feels he/she has been hazed, harassed, intimidated, bullied, cyberbullied or menaced in violation of this Board policy or this administrative regulation is encouraged to immediately report his/her concerns to the designated district official.

Complaints will be promptly investigated in accordance with the following procedures:

- Step 1 Any hazing, harassment, intimidation, bullying, menacing or acts of cyberbullying information (complaints, rumors, etc.) shall be presented to [the principal or superintendent]. Complaints against the principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

- Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Documentation related to the incident may be maintained as a part of the employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying, menacing or acts of cyberbullying complaints and documentation will be maintained as a confidential file in the district office.

Animals in District Facilities

Please provide the following information about the assistance service animal¹.

- 1. Parent/Staff and/or emergency contact information: _____

- 2. Type of assistance animal (breed, age, and history): _____

- 3. Insurance company insuring the assistance animal: _____
Attached proof of insurance: Received Not Received
Agent name and address: _____
Phone number: _____
- 4. Proof of current and proper vaccinations: Received Not Received
- 2. 5. Is the assistance service animal required due to a disability? Yes No
- 6. Is the student/staff able to independently care for the assistance animal's needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.) Yes No
- 3. 7. Describe the nature of the work or task the assistance service animal is trained, or is being trained to do or perform to² meet the student's/staff's individual needs:

6/12/14 | RS

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

²The district may request this information if the nature of the work or task the assistance animal is trained, or is being trained to do or perform, is not readily apparent.

Business Report

By: Linda Darling, Business Director

August 14, 2014

Financial Report:

The 2014-2015 Financial Board report included in this Board packet reflects all of projected revenue and expenditures for 2013-2014 along with the budgeted and spent or encumbered amounts for 2014-2015. The projected Ending Fund Balance for 2013-2014 is \$3,034,650. This figure will continue to change until audit in October. The amounts in 2014-2015 salaries and benefits will continue to change as employees are hired and all employees select new benefit plans during August and September.

2014-2015 Employee Reimbursement Rates:

The recommended 2014-2015 Employee Reimbursement Rates are included in the Board packet. After reviewing surrounding districts rates and the GSA (U.S. General Services Administration) rates I recommend leaving the rates same as last year.

PERS Update:

The PERS Board has recently received data which will impact the 2015-2017 rates. I'm still seeking clarification on how that will impact us since we don't have PERS Bonds. I will include the updated information in my verbal report to the Board on August 14th.

2014-2015 General Fund Summary Report

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Project	14/15 Budget	8-4-14 YTD & Enc	8-4-14 Balance
General Fund - Revenue							
SSF Formula	27,355,256	28,932,900	30,017,096	32,957,400	34,260,000	4,373,019	29,886,981
SSF Adjustment	(279,025)	784,064	8,476	354,700	-	-	-
State Fiscal Stabilization Fu	446,624	-	-	-	-	-	-
Federal Ed Jobs	810,332	11,974	-	-	-	-	-
School Year SubAccount	106,374	898,088	-	-	-	-	-
Loan Receipts	-	119,000	-	-	-	-	-
Interest	60,225	62,615	59,860	55,000	40,000	3,099	36,901
Third Party Billing	31,968	31,047	50,472	35,600	70,000	1,285	68,715
TMR	161,370	187,235	176,000	189,000	175,000	-	175,000
JROTC	56,194	61,985	62,358	44,800	62,000	5,304	56,696
Other	368,102	360,139	422,445	471,900	380,400	331	380,069
Interfund Transfer	60,000	20,123	60,000	680,000	60,000	-	60,000
BFB	5,134,115	3,062,267	2,596,141	1,065,300	2,400,000	-	2,400,000
Total	34,311,536	34,531,437	33,452,848	35,853,700	37,447,400	4,383,039	33,064,361
	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses							
Salaries	15,683,004	15,883,359	16,090,527	15,946,650	16,420,371	13,728,918	2,691,453
Benefits	8,821,743	9,459,887	9,385,913	9,770,750	10,633,677	7,854,931	2,778,746
P. Services	4,006,894	4,076,037	4,635,958	4,811,950	5,744,518	1,075,744	4,668,774
Supplies	1,016,745	1,376,729	1,165,368	1,120,700	1,420,884	663,202	757,682
Capital Outlay	21,093	16,030	23,301	-	30,000	-	30,000
Other Objects	254,791	260,076	240,048	263,000	302,950	242,429	60,521
Transfers	1,326,000	863,180	1,093,860	906,000	1,945,000	-	1,945,000
Contingency	-	-	-	-	950,000	-	950,000
Total	31,130,269	31,935,297	32,634,975	32,819,050	37,447,400	23,565,223	13,882,177
	=====	=====	=====	=====	=====	=====	=====
				<i>Projected Ending Fund Balance</i>			3,034,650

2014-2015 General Fund Revenue Report

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Project 8/4/2014	14/15 Budget	8-4-14 YTD	8-4-14 Balance
SSF Formula							
Taxes	7,365,068	7,533,685	7,841,946	7,850,000	7,830,000	-	7,830,000
Federal Forest Fees	375,840	233,611	226,617	270,200	-	-	-
Common School	310,174	325,406	348,692	390,700	370,000	-	370,000
State Timber	100,621	27,968	53,044	211,000	100,000	-	100,000
School Support Fund	19,203,553	20,812,230	21,546,797	24,235,500	25,960,000	4,373,019	21,586,981
Adjustments to SSF Payments							
Adj for HC Disability Grant	(620)	10,520	8,476	44,600	-	-	-
Adj for 09/10 payment	(278,405)		-	-	-	-	-
Adj for 10/11 payment		773,544	-	-	-	-	-
Adj for 11/12 payment			329,004	-	-	-	-
Adj for 12/13 payment			-	310,100	-	-	-
State Fiscal Stabilization Fund	446,624	-	-	-	-	-	-
Federal Ed Jobs	810,332	11,974	-	-	-	-	-
School Year SubAccount	106,374	898,088	-	-	-	-	-
Total SSF Formula	28,439,562	30,627,026	30,354,576	33,312,100	34,260,000	4,373,019	29,886,981
Loan Receipts		119,000	-	-	-	-	-
Interest of Investments	60,225	62,615	59,860	55,000	40,000	3,099	36,901
Third Party billing - Medicaid	31,968	31,047	50,472	35,600	70,000	1,285	68,715
TMR	161,370	187,235	176,000	189,000	175,000	-	175,000
JROTC reimbursement	56,194	61,985	62,358	44,800	62,000	5,304	56,696
Other							
Outdoor School	-	2,641	-	-	-	-	-
Rental Fees	22,068	23,055	24,695	25,000	22,000	230	21,770
Fees Charged to Grants	66,021	36,491	53,440	5,000	50,000	-	50,000
Miscellaneous	217,139	243,065	278,595	370,000	233,400	101	233,299
E-Rate reimbursement	62,875	54,886	65,715	71,900	75,000	-	75,000
Interfund Transfer - Athletics	60,000	20,123	60,000	680,000	60,000	-	60,000
Beginning Fund Balance	5,134,115	3,062,267	2,596,141	1,065,300	2,400,000	-	2,400,000
Total	34,311,536	34,531,437	33,781,852	35,853,700	37,447,400	4,383,039	33,064,361
	(Enclosure G-1)	=====	=====	=====	=====	=====	=====

2014-2015 General Fund Expenditure Report

Obj	Description	10/11	11/12	12/13	13/14	14/15	8-4-14	8-4-14	8-4-14
		Actual	Actual	Actual	Project	Adopted Budget	YTD	Encumb	Balance
111	Certified salaries	9,630,593	9,660,974	9,691,110	9,311,000	9,649,762	17,634	8,197,366	1,434,762
112	Classified salaries	3,390,242	3,400,585	3,570,418	3,821,700	4,076,721	90,917	3,554,213	431,592
113	Administrative salaries	1,243,817	1,403,982	1,356,839	1,410,000	1,505,040	123,879	1,376,758	4,403
114	Managerial - classified	240,110	201,463	124,134	92,900	94,714	7,893	86,821	-
116	Retirement stipends	176,948	112,059	98,858	99,000	75,000	7,570	68,053	(623)
118	Retirement Support Program	-	158,650	159,600	159,600	-	-	-	-
119	Confidential salaries	141,433	144,538	146,195	126,800	130,223	10,429	114,715	5,079
121	Certified subs	344,129	314,409	337,851	364,600	329,071	-	-	329,071
122	Classified subs	136,414	100,730	109,047	147,500	92,000	-	-	92,000
123	Temp certified	61,837	71,639	51,529	61,500	57,500	-	-	57,500
124	Temp classified	-	-	-	3,800	500	-	-	500
127	Student helpers salaries	2,820	3,405	2,884	12,400	6,000	2,188	-	3,812
131	Overtime	18,862	15,248	-	-	-	-	-	-
132	Compensation time	14,254	14,077	12,822	19,000	15,000	-	-	15,000
133	Extra duty	124,409	113,359	174,502	149,500	207,480	36,285	29,667	141,529
134	Classified extra hrs	96,860	111,939	127,482	123,900	135,000	4,374	-	130,626
135	Vacation Payoff	15,667	18,341	31,234	17,400	13,400	-	-	13,400
136	Mentor teacher pay	15,374	3,456	2,438	1,500	-	83	-	(83)
137	Personal Leave Payout	24,560	26,297	25,750	22,100	25,560	75	-	25,485
138	Department Head Extra Duty	4,675	6,810	2,300	2,100	6,000	-	-	6,000
140	Salary Settlements	-	-	64,867	-	-	-	-	-
142	Taxable Meal Reimbursement	-	1,398	667	350	1,400	-	-	1,400
	Total Salaries	15,683,004	15,883,359	16,090,527	15,946,650	16,420,371	301,325	13,427,593	2,691,453
210	PERS	2,943,902	3,690,522	3,650,098	3,955,400	4,371,213	74,946	3,483,073	813,194
220	Social Security	1,143,688	1,162,516	1,144,609	1,183,500	1,245,038	22,614	989,698	232,726
231	Worker's Comp	125,923	115,962	137,247	140,000	188,497	242	12,032	176,223
241	Employee Ins - Admin	158,787	164,096	163,789	168,650	198,715	13,990	166,353	18,372
242	Employee Ins - Certified	2,122,439	2,043,638	2,038,405	2,146,000	2,412,541	3,401	1,411,732	997,408
243	Employee Ins - Classified	1,446,732	1,457,700	1,691,683	1,721,400	1,805,454	27,114	1,559,034	219,305
244	Employee Ins - Other	28,402	29,739	31,766	20,600	22,820	1,721	18,931	2,168
245	Employee Ins - Retired	653,832	623,207	472,809	389,200	340,000	25,786	-	314,214
246	Classified Insurance Pool	152,008	123,906	4,979	-	-	1,350	42,912	(44,262)
247	TSA	46,031	48,601	50,530	46,000	49,399	-	-	49,399
	Total Benefits	8,821,743	9,459,887	9,385,913	9,770,750	10,633,677	171,164	7,683,767	2,778,746

(Enclosure G-1)

2014-2015 General Fund Expenditure Report

Obj	Description					14/15	8-4-14 YTD	8-4-14 Encumb	8-4-14 Balance
		10/11 Actual	11/12 Actual	12/13 Actual	13/14 Project	Adopted Budget			
311	Instructional Services	2,375	466	300	70,000	800	-	-	800
312	Instr Prog Improve Service	10,335	329	8,800	20,000	32,000	9,200	-	22,800
319	Other Instr-Prof-Tech SVCS	2,952	4,498	20,884	15,000	16,500	-	-	16,500
322	Repairs & Maintenance	113,533	101,144	87,245	110,000	98,250	13,257	52,728	32,265
323	Radio Service	5,202	2,441	1,188	2,000	2,500	-	-	2,500
324	Rentals	119,548	94,807	137,321	132,000	150,650	16,648	106,002	28,000
325	Electricity	368,160	403,126	414,837	450,000	455,980	29,141	-	426,839
326	Fuel	209,808	198,605	159,642	200,000	226,000	2,608	-	223,392
327	Water & Sewer	94,849	101,759	130,496	115,000	145,300	-	-	145,300
328	Garbage	82,994	81,112	82,910	78,000	94,600	202	-	94,398
329	Other Property Services	5,623	4,124	675	700	5,500	-	2,500	3,000
330	Reimb. Student Transportation	-	-	-	4,200	2,600	-	-	2,600
340	Travel	67,079	75,073	62,436	65,300	166,350	6,480	3,540	156,330
343	Travel - Student - Out of Dist.	-	-	191	1,700	1,500	-	-	1,500
346	Meals/Transportation	1,819	265	228	150	500	-	-	500
348	Staff Tuition	14,452	9,821	15,033	30,000	28,000	-	-	28,000
351	Telephone	51,698	54,376	66,659	67,100	75,500	874	-	74,626
353	Postage	24,418	20,143	17,610	26,000	28,450	3,545	-	24,905
354	Advertising	6,763	2,147	1,316	1,900	2,800	-	-	2,800
355	Printing & Binding	24,823	22,633	14,735	14,000	30,838	-	5,878	24,961
360	Charter School Payments	1,421,285	1,658,152	1,800,976	1,955,000	2,304,000	387,046	-	1,916,954
362	Insurance Reimbursement	87	366	643	-	-	-	-	-
371	Tuitions Payments to Other Dist.	16,345	-	32,878	38,000	175,000	-	-	175,000
373	Tuition Pay Private School	-	-	-	-	5,000	-	-	5,000
374	Other Tuition	611,940	471,836	906,502	755,000	865,000	-	44,000	821,000
381	Audit Services	30,140	25,800	21,950	27,200	35,000	-	-	35,000
382	Legal Services	9,295	6,265	6,776	10,000	25,000	-	176	24,824
384	Negotiation Services	-	2,444	5,449	14,400	-	-	-	-
385	Management Services	9,038	3,700	-	-	-	-	-	-
386	Data Processing SVCS	88,244	122,699	53,576	60,000	100,500	4,581	6,120	89,799
387	Statistical Services	-	6,300	1,000	-	-	-	-	-
388	Election Services	7,014	-	6,410	-	10,000	-	-	10,000
389	Other Non_instr Pro/Tech	572,801	571,302	543,914	515,000	617,300	7,851	373,366	236,083
391	Physical Exams - Drivers	2,510	2,530	2,540	2,200	3,700	-	-	3,700
392	Drug Tests Drivers	2,345	2,576	1,535	1,200	3,000	-	-	3,000
393	Child Care Services	21,000	18,900	22,000	22,000	25,000	-	-	25,000
394	Sub calling service	6,383	5,132	5,464	5,500	6,400	-	-	6,400
396	Criminal History checks	110	181	1,440	3,200	2,000	-	-	2,000
398	Fingerprinting	1,923	986	400	200	3,000	-	-	3,000
	Total P. Services	4,006,894	4,076,037	4,635,958	4,811,950	5,744,518	481,434	594,310	4,668,774

(Enclosure G-1)

2014-2015 General Fund Expenditure Report

Obj	Description	14/15				Adopted Budget	8-4-14 YTD	8-4-14 Encumb	8-4-14 Balance
		10/11 Actual	11/12 Actual	12/13 Actual	13/14 Project				
406	Gas Oil & Lubricants	171,711	196,328	202,584	190,000	237,400	100	207,400	29,900
410	Supplies & Materials	376,582	314,876	359,880	350,000	409,490	7,720	15,291	386,479
413	Vehicle repair parts	37,483	47,675	41,968	54,900	60,500	1,508	33,500	25,492
414	Transportation operations	11,055	5,025	4,379	5,300	5,000	193	4,000	807
420	Textbooks	98,683	240,848	120,737	174,000	138,000	14,323	58,452	65,225
430	Library Books	11,442	11,506	10,819	6,700	12,700	-	-	12,700
440	Periodicals	4,649	2,964	4,440	3,800	5,230	24	733	4,473
460	Equipment under 5K	87,600	167,151	141,047	123,000	198,290	8,907	5,391	183,992
470	Computer software	99,921	143,181	118,839	140,000	184,602	77,580	19,778	87,244
480	Computer hardware	117,621	247,175	160,675	73,000	169,672	161,803	46,499	(38,630)
	Total Supplies & Materials	1,016,745	1,376,729	1,165,368	1,120,700	1,420,884	272,157	391,044	757,682
540	Equipment	21,093	16,030	23,301	-	30,000	-	-	30,000
	Total Capital Outlay	21,093	16,030	23,301	0	30,000	0	0	30,000
621	Regular Interest	-	-	-	-	500	-	-	500
640	Dues & Fees	60,148	78,723	50,998	52,000	68,850	9,284	15,932	43,634
650	Insurance & Judgments	189,443	171,353	189,050	211,000	233,600	217,213	-	16,387
659	Settlements	5,200	10,000	-	-	-	-	-	-
	Total Other Objects	254,791	260,076	240,048	263,000	302,950	226,497	15,932	60,521
710	Transfer - Technology	80,000	50,000	50,000	50,000	175,000	-	-	175,000
711	Transfer - Classroom Furniture					50,000	-	-	
712	Transfer - Textbook Adoption	120,000	128,000	200,000	50,000	350,000	-	-	350,000
713	Transfer - Capital Improvement	300,000	-	200,000	150,000	225,000	-	-	225,000
714	Transfer - Track and Turf Fund	-	100,000	100,000	100,000	110,000	-	-	110,000
715	Transfer - Athletic Fund	320,000	336,000	336,000	336,000	365,000	-	-	365,000
716	Transfer - Bus Replacement	108,000	156,000	150,000	150,000	250,000	-	-	250,000
717	Transfer - Unemploy Ins	100,000	20,000	-	50,000	25,000	-	-	25,000
	Transfer - OHC Fund		-	-	-	-	-	-	-
718	PERS Reserve	280,000	-	-	-	150,000	-	-	150,000
719	Transfer - Food Service	18,000	17,180	17,860	20,000	235,000	-	-	235,000
730	Transfer - Debt Service	-	56,000	30,000	-	-	-	-	-
731	Transfer - Academic Achievemer	-	-	10,000	-	10,000	-	-	10,000
	Total Transfers	1,326,000	863,180	1,093,860	906,000	1,945,000	-	-	1,945,000
810	Reserve/Contingency	-	-	-	-	950,000	-	-	950,000
	Grand Total	31,130,269	31,935,297	32,634,975	32,819,050	37,447,400	1,452,577	22,112,646	13,882,177

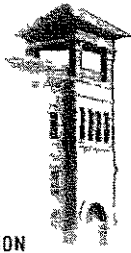
(Enclosure G-1)

2014-2015 All Funds Summary Report

All Funds

Fund	Description	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Project	13/14 Project EFB	14/15 Adopted Budget	8-4-14 Y-T-D	8-4-14 Encumb	8-4-14 Balance
100	General Fund	31,130,269	31,935,297	32,634,975	32,819,050	3,034,650	37,447,400	1,452,577	22,112,646	13,882,177
200	Grant Funds	3,082,381	2,692,584	3,903,906	2,675,000	187,000	5,200,000	59,304	1,685,611	3,455,085
205	Senate Bill 1149	-	-	-	-	117,980	185,000	-	-	185,000
212	Academic Achievement	-	-	-	1,500	8,650	30,150	-	-	30,150
230	Bus Replacement	-	-	452,440	-	155,620	423,620	-	-	423,620
232	Classroom Furniture	-	-	-	-	-	53,000	1,429	51,571	-
240	Textbook Adoption	123,755	58,948	180,885	107,420	79,090	404,110	-	-	404,110
272	Capital Improvments	75,154	473,040	1,164,624	320,000	59,540	325,000	131,235	96,641	97,124
274	Technology	80,000	-	76,157	52,900	20,950	217,000	-	-	217,000
277	Track and Turf Replacement	90,986	564,979	-	100,000	27,360	180,000	-	-	180,000
279	Student Activity	520,623	503,023	550,340	600,000	435,000	1,100,000	8,966	26,144	1,064,890
286	High School Athletics	452,947	409,536	439,681	455,500	60,000	517,000	10,756	41,202	465,042
296	Nutrition Services	1,721,064	1,826,382	1,946,080	1,565,000	160,000	1,918,300	31,191	876,821	1,010,288
299	PERS Reserve	-	-	-	630,000	-	150,000	-	-	150,000
300	Debt Service	32,109,239	3,314,370	3,276,831	3,359,330	109,000	3,442,482	-	-	3,442,482
310	Debt Service / SB 1149	61,016	61,016	-	5,150	-	-	-	-	-
311	2011 Non-Bonded Debt	-	174,940	223,547	223,550	900	383,215	-	-	383,215
601	Unemployment	55,462	36,285	47,106	37,200	100,000	125,000	350	-	124,650
	Grand Total	69,584,378	42,050,400	44,896,571	42,951,600	4,555,740	52,101,277	1,695,809	24,890,636	25,514,832
		=====	=====	=====	=====	=====	=====	=====	=====	=====

130 YEARS
OF EDUCATION



LEBANON Community Schools

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August 14, 2014

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.

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Breakfast - meal rate	\$11.00	\$11.00	Federal Rate by location and meal, US General Services Admin, Per Diem Rates / M&IE	\$11.00	\$11.00
Lunch – meal rate	\$11.00	\$11.00		\$12.00	\$12.00
Dinner – meal rate	\$22.00	\$22.00		\$26.00	\$26.00
Total Per Day	\$44.00	\$44.00		\$49.00	\$49.00
Lodging Maximum* (including taxes)	\$115.00	\$125.00		\$135.00	\$135.00
Brown Bag	\$5.00	\$6.00	\$6.00	\$6.50	\$6.50
Mileage**					
July – December	50.0	55.5	55.5	56.5	56
January - June	51.0	55.5	56.5	56	

* 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.

Highway Reimbursement Rate 2014 15 100x

LEBANON COMMUNITY SCHOOLS
Lebanon, Linn County, Oregon
June 19, 2014

A Regular Meeting of the Board of Directors was held in the Board Room at the District Office on June 19, 2014. Chairman Russ McUne called the meeting to order at 6:00 p.m. Those present included:

Russ McUne	Director	Rob Hess	Superintendent
Richard Borden	Director	Ryan Noss	Assistant Superintendent Operations
Liz Alperin	Director		
Mike Martin	Director		

Russ McUne explained that Item # 3 under Good News would be moved to item # 1 as Representative Sherrie Sprenger was running a little late.

GOOD NEWS

1. Report: Green Acres/Sabrina Alexander

Green Acres Principal Sabrina Alexander shared the challenges and changes that Green Acres staff, students, and parents dealt with over this last year. She pointed out how wonderful staff and students are at Green Acres. She presented an eight minute movie about Green Acres to the Board and also served cake.

2. Information: Mascot Bill/State Representative Sherrie Sprenger

State Representative Sherri Sprenger reported to the Board the latest information in regards to the Warrior mascot issue. She explained that she has been committed to the following: 1) visiting the impacted schools, 2) honoring our tribes, 3) looking at ways to build relationships with our tribes, and 4) building educational opportunities about tribes. She shared that the Tribes of Grand Ronde is our local tribe. The State Board of Education is establishing a committee with representatives of the tribes to be included in the committee membership. This Committee will write rules to define and put parameters on what the law will look like. The process should take about a year to complete and at this point they are three months into it.

Russ McUne questioned if there is confidence that the Committee will be untainted.

Sherrie Sprenger pointed out that the makeup of the Board has changed since this issue was originally brought forward. The Tribes felt that the issue was originally brought forward without their input and standing on the subject.

Liz Alperin said that she does not support using a group of people as a mascot.

Russ McUne pointed out that the issue has forced relationships and that is a good thing.

Sherrie Sprenger pointed out that there are six schools in the state that are "Warriors". At this time the schools can continue to be "Warriors", but would have to remove the imagery. She would like to see homecoming be a time when we link arms with the Calapooia Tribes for a great celebration.

3. Information: China Education Exchange (Enclosure C-2)

Rob Hess shared that COSA had contacted him regarding the China Exchange. Lebanon was selected as a district to have the opportunity to participate in the exchange. It would mean forming a sister relationship with a district in China and having representatives from there come and job shadow us for five days and then a group from Oregon go and job shadow in China for five days. Rob Hess said that he would be one of the representatives. It would be a great opportunity. This is part of a three year grant and may not be offered again.

The consensus of the Board was that Rob Hess should pursue the opportunity to participate in the China Exchange.

PURSUING EXCELLENCE

1. Report: AVID Certification System/Rob Hess (Enclosure D-1)

Rob Hess shared information regarding the AVID Certification System for Junior High and High School. He pointed out that is a self-study and a very rigorous program.

2. Report: Preliminary OAKS Results 2014 (Enclosure D-2)

Rob Hess shared the OAKS test results. He pointed out the growth that had taken place. He reminded the Board that the District will be moving to Smarter Balance testing next year and it is very rigorous. The test takes approximately 6 hours for each subject. He explained that there were two assessments to choose from for those states that are doing Common Core. Smarter Balance is the assessment that Lebanon choose. Should high school students fail to achieve in the test there are a list of additional assessments that high school students can use to demonstrate graduation skills.

3. Report: Opportunity Community Project (Enclosure C-1)

Rob Hess explained that the Opportunity Community Project is an effort to help support kids with attendance issues. The District is joining with the Community to provide help for people in poverty. The project will build relationships and try to help families and people overcome their circumstances.

4. Report: EOS Project/Brad Shreve (Enclosure D-4)

Lebanon High School Principal Brad Shreve shared information on the Equal Opportunity School Project. He pointed out that the project works well with AVID.

Lebanon High School Counselor Emily Stordalh shared how she tracked exiting seniors this year. She shared the data she had collected on plans that seniors had following graduation.

Brad Shreve shared a Power Point Presentation sharing information on the following points:

- 1) 11th grade Enrollment data for AP
- 2) Where did we start?
- 3) What we did together
- 4) What you did!
- 5) 12th grade AP participation

- 6) AP participation by race and income from 2013-14 to 2014-15
- 7) Who are the students we added to AP?
- 8) Where do we go from here?

GENERAL BUSINESS

1. **Action:** Approve Academic Achievement Support Fund Application (Enclosure E-1)

Ryan Noss shared the Academic Achievement Support Fund Application form that he developed from the conversation from the last Board meeting.

Russ McUne said that he likes the form but would add: 1) estimate of further funds needed, and 2) date planned to report to the Board.

Mike Martin also likes the form, but would like to use the word "event" instead of "competition". He would like to modify the box so that the student answered in their own words "What are you going to learn from this trip?"

Liz Alperin likes the form, but believes that the fund should be used for academic events and not sports events.

Richard Borden made a motion to approve the form with the suggested changes from Russ and Mike. Mike Martin seconded. Mike Martin, Russ McUne, and Richard Borden voted yes. Liz Alperin voted no. The motion carried by majority.

FINANCE

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

Linda Darling was absent this meeting, but had included information in the Board packet regarding the financial report.

OPERATIONS

1. **Action:** Approve 2014-2015 Cornerstone Contract (Enclosure G-1)

Ryan Noss explained that the contract presented to the Board is actually the 13/14 contract. The 14/15 contract will be the same with the exception of an additional \$8,000 to the contract due to changes in minimum wage.

Russ McUne pointed out that Bo Yates had been looking at using District employees for landscape services to be more efficient.

Rob Hess agreed that Bo Yates has been and is still looking at that possibility, but it would not take place until the 2015/2016 fiscal year.

Mike Martin pointed out that some of the flower beds are in need of weeding and pruning.

Mike Martin made a motion to approve the 2014-2015 Cornerstone Contract. Richard Borden seconded. The motion carried by majority.

HUMAN RESOURCES

- 1. Action:** Ratification of the LESPA Contract for 2014-2016 (Enclosure H-1)

Ryan Noss reported that negotiations have been completed with classified staff and classified staff ratified the proposed contract last week.

Richard Borden pointed out that he does not agree with the changes on page 15, to the language "If a document, is not placed in the personnel file within 5 years from the creation of the document, the District will not introduce the document in any disciplinary proceeding." Richard believes that 5 years is too long.

The Board discussed the language.

Mike Martin made a motion to ratify the LESPA Contract for 2014-2016 as presented. Liz Alperin seconded. Liz Alperin, Mike Martin, and Russ McUne voted yes. Richard Borden voted no. The motion carried by majority.

CONSENT AGENDA

- 1. Action:** Approve May 15, 2014 Board Minutes (Enclosure I-1)
- 2. Action:** Approve Hiring of Madison Amo, Counselor, Lebanon High School
- 3. Action:** Approve Hiring Emma Bieser, Elementary Teacher, Lacombe
- 4. Action:** Approve Hiring Erik Broderick, Language Arts, Seven Oak
- 5. Action:** Approve Hiring Melissa Dunn, Elementary Teacher, Cascades
- 6. Action:** Approve Hiring Logan Grasseth, Special Education Teacher, Seven Oak
- 7. Action:** Approve Hiring Angie Grizzle, Elementary Teacher, Pioneer
- 8. Action:** Approve Hiring Ky Hale, Advanced Mathematics Teacher, Lebanon High
- 9. Action:** Approve Hiring Emily Helpenstell, Elementary Teacher, Green Acres
- 10. Action:** Approve Hiring Gabrielle Hommes, Language Arts, Seven Oak
- 11. Action:** Approve Hiring Jordan Jacobo, Language Arts, Lebanon High
- 12. Action:** Approve Hiring Stephanie Lawson Johnson, Elementary Teacher, Hamilton Creek
- 13. Action:** Approve Hiring Rosie Kniestadt, Elementary Teacher, Cascades
- 14. Action:** Approve Hiring Sarah Kutsch, Elementary Teacher, Cascades
- 15. Action:** Approve Hiring Lindsey Lloyd, Language Arts, Lebanon High
- 16. Action:** Approve Hiring Natalia Luebke, Elementary Teacher, Green Acres
- 17. Action:** Approve Hiring Ryan Luebke, Elementary Teacher, Hamilton Creek
- 18. Action:** Approve Hiring Stephanie Marchant, Physical Education, Riverview
- 19. Action:** Approve Hiring Aaron Mason, Physical Education, Seven Oak
- 20. Action:** Approve Hiring Hannah Mason, Elementary Teacher, Lacombe
- 21. Action:** Approve Hiring Cassie Medina, Language Arts, Seven Oak
- 22. Action:** Approve Hiring Nikki Mondazze, Special Education Teacher, Lacombe/Sand Ridge
- 23. Action:** Approve Hiring Lindsey Nelson, Elementary Teacher, Pioneer
- 24. Action:** Approve Hiring Paige Niemi, Physical Education, Green Acres
- 25. Action:** Approve Hiring DeLane Overton, Counselor, Lebanon High
- 26. Action:** Approve Hiring Jennifer Quigley, Elementary Teacher, Riverview
- 27. Action:** Approve Hiring Lauren Reed, Elementary Teacher, Pioneer
- 28. Action:** Approve Hiring Grace Rieke, Elementary Teacher, Pioneer
- 29. Action:** Approve Hiring Carmen Ryan, Counselor, Green Acres/Cascades
- 30. Action:** Approve Hiring Amanda Sater, 6th Grade, Seven Oak
- 31. Action:** Approve Hiring Katie Smart, Elementary Teacher, Riverview
- 32. Action:** Approve Hiring Steven Twomey, Language Arts/Social Studies, Lebanon High School
- 33. Action:** Approve Hiring Brandon Weist, Elementary Teacher, Lacombe
- 34. Action:** Approve Hiring Heather Pedigo, Special Education Teacher, Seven Oak
- 35. Action:** Approve Hiring Catherine Kissner, Science/Math, Seven Oak
- 36. Action:** Approve Hiring Patricia Matthews, Speech Language Pathologist

**Board Meeting
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Richard Borden made a motion to approve the Consent Agenda as presented. Mike Martin seconded. The motion carried by majority.

BOARD OF EDUCATION TIME/DISCUSSION

August 14, 2014	6:00 p.m./District Office Board Room	Reorganizational Board Meeting
September 11, 2014	6:00 p.m./District Office Board Room	Regular Board Meeting

BOARD COMMUNICATION

Mike Martin made a request to add an agenda item "Chrome Book Administration" to the September 11 meeting.

Mike Martin asked Brad Shreve to send contact information for the Calapooia Tribe to the Board members.

SUPERINTENDENT COMMUNICATION

Rob Hess reminded the Board of the OSBA Board Summer Conference in Bend in July. He asked that those interested in attending let Kathy Schurr know.

Rob Hess reported that the District has hired some great teachers and placed them in the school which will fit them best.

ADJOURN

The meeting Adjourned at 7:57 p.m.

(Recorded by Kathy Schurr)

Rob Hess, Superintendent

Russ McUne, Board Chair