



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

DISTRICT GOALS: Improve Student Achievement, K-3 Literacy, On-Time Graduation

MEETING AGENDA

1. WELCOME

- A. Call to Order
- B. Flag Salute

2. PUBLIC COMMENTS

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

3. DRESS CODE, pg. 4

Action: Informational

4. APPROVAL OF GRADUATION ALLIANCE, pg. 16

Action: Approval Requested

5. K-5 MATH ADOPTION, pg. 19

Action: Approval Requested

6. CONSENT AGENDA

Action: Approval Requested

- A. March 9, 2023 Board Meeting Minutes, pg. 22
- B. March 20, 2023 Special Board Meeting Minutes, pg. 22
- C. Policy Updates – First Readings, pg. 30

CODE	TITLE
FIRST READING	REQUIRED
AC-AR	Discrimination Complaint Procedure
JFCF-AR	Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Reporting Procedures- Student
JGE	Expulsion**
	HIGHLY RECOMENNDED
KL-AR	Complaint Procedure

C. Hiring:

NAME	POSITION	FTE	START DATE	END DATE
NEW HIRES 2022-23 TEMPORARY				
Susan Kropp	English Language Learner Teacher – Temporary – Multiple Locations	.40	3/20/2023	6/15/23

Brooklyn McElroy	4 th Grade Teacher – Temporary – Green Acres	1.0	3/13/2023	6/15/23
NEW HIRES 2023-24				
Janet Fery	Elementary Teacher – Pioneer School	1.0	8/28/2023	
Thadeus Holub	Speech Language Pathologist	1.0	8/28/2023	

7. DEPARTMENT REPORTS

Action: Approval Requested

- A. Operations
 - 1. Lacombe School Roof Update, pg. 48
- B. Human Resources
- C. Finance
 - 1. Financial Report, pg. 50
 - 2. HMK Recommendation, pg. 58

8. COMMUNICATION

Action: Informational

- A. Board
- B. Superintendent
 - 1. Summer School Update
 - 2. Jen's Zens

9. AUDIANCE COMMENTS

The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, 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 language below discusses the Public Meetings Law and public participation in such meetings.

"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.

10. ADJOURNMENT

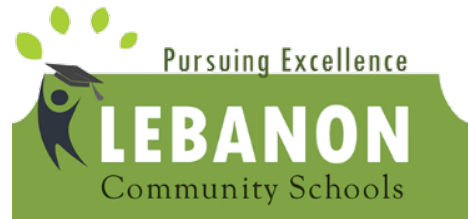
Upcoming meeting dates:

May 11, 2023 – Board Meeting at 6:00 PM
May 18, 2023 – Budget Meeting – time TBD
May 25, 2023 – Budget Meeting – time TBD
June 8, 2023 – Board Meeting at 6:00 PM

Agenda Item 3

Dress Code

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of
Directors

From: Jennifer Meckley, Superintendent

Date: April 7, 2023

Meeting Date: April 13, 2023

Re: Dress Code

Dress Code

Board Members,

Earlier this year, a public comment addressed the topic of dress code at LHS. The Board revisited the topic at the March meeting, with questions about practices at LHS and Seven Oak, about data surrounding incidents, and about "guard rails"--the legal and other obligations or barriers we face in addressing the issues.



Board Topic: LCSD Dress Code

Lebanon Community Schools

Code: **JFCA**
Adopted: 6/15/98
Readopted: 1/20/11
Orig. Code(s): JFCA

Student Dress and Grooming**

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist as determined by the administration:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

END OF POLICY

LHS Handbook: Dress Code

The following are guidelines on clothing that is prohibited on campus:

- Obscene, disrespectful, lewd and/or suggestive statements or pictures on clothing or jewelry are considered disruptive. Wording on clothing with inappropriate double meanings is considered disruptive.
- Clothing that advertises or gives reference to alcohol, drugs, tobacco, violence or anarchy is prohibited.
- Trench coats are not an acceptable form of outerwear and are prohibited.
- Clothing with insufficient covering deemed inappropriate, disruptive, or unsafe.
- Pants are to be worn above the hips and are not allowed to sag.
- Shoes or sandals must be worn at school and school activities at all time.
- Examples of inappropriate clothing would be: hoods on head, pajamas, tank tops, any attire that allows undergarments to show, capes or flags draped over the shoulders (do to safety concerns). This list is just an example and other items of clothing may be deemed inappropriate when necessary.

Dress and grooming standards may be upgraded to meet safety, program, transition or workplace expectations when approved by the principal. Students observed wearing inappropriate items will be asked to change or modify the clothing, or they may be sent home to change. Persistent violations of the dress code will be considered willful disobedience.

Seven Oak Handbook: Dress Code (excerpt)

Our administrators try to approach these issues with positivity and the intent to educate students. The goal is never to embarrass or belittle them.

When appropriate, staff members will coach students to help them make better wardrobe decisions in the future. Students may also be asked to call home for a change of clothes or to cover up inappropriate attire. If the item is continually being worn, progressive consequences will be applied.

Dress Code: Data

There is no data collected regarding dress code related incidents. According to LHS administration, “Most instances start with a conversation, and the vast majority of students comply. In the rare event that they don’t comply, it is recorded as insubordination or willful disobedience.”

The high school has not received any complaints about enforcement of the policy.

Dress Code: Current Practice

As with all rules and policies, administrators address issues with students at the appropriate time. There is a *great deal of context* that goes into if, how, and when a student is addressed (safety issues aside).

- *Is the student in a crowded place where it will be hard to address while maintaining their dignity?*
- *Has the student suffered an emotional challenge that day—where addressing their clothing really should take a back seat?*
- *Has the student returned, finally, after skipping school for a week?*

Educators handle this level of nuance hundreds of times on a daily basis.

Dress Code: Guard Rails (*What must we consider beyond our personal opinion?*)

- ❑ Some students lack adequate clothing options or alternatives.
- ❑ Some students wear what their parents deem appropriate.
 - ❑ Some concerns are subjective.
- ❑ Much of what the public considers inappropriate clothing for school tends to impact primarily female students or those in marginalized groups.
- ❑ Students have rights to free expression (*Tinker v. Des Moines* – “reasonable forecast of substantial disruption”).
- ❑ Students have the right not to be discriminated against (Title IX).

Studies Show Problems with Enforcement

“And while the reasons for instituting dress codes often revolve around equity and safety, research shows these policies affect students unequally, with girls and students of color disproportionately facing consequences. In many cases, enforcement makes these students feel less safe, not more.

A new report from the Government Accountability Office found that schools that enforce strict dress codes enroll predominantly Black and Hispanic students. The report also found that dress codes ‘more frequently restrict items typically worn by girls’”-U.S. News & World Report

Dress Codes for 2023

Many school districts are opting for more neutral language. An Oregon district was in the news for having a panel who created a “model dress code.”



“Aside from some basic guidelines, the model dress code basically leaves clothing choices up to students. The code mandates that students must cover private parts, and wear tops and bottoms. Clothes must also have fabric on the front and sides, and must cover undergarments. But unlike some other dress codes, it doesn’t ban short clothing, leggings or tank tops with thin straps.”

-Jefferson Public Radio

Questions?



Agenda Item 4

Approval of Graduation Alliance

Graduation Alliance partnered with Lebanon School District to implement an online Dropout Recovery program during the 2022-23 school year. The goal of this partnership is to provide students who have left high school without a diploma the opportunity to earn one through an alternative pathway. The Graduation Alliance Dropout Recovery program serves students under the age of 21 who have left high school without a diploma but are still eligible to return to school and earn enough credits to graduate from the district.

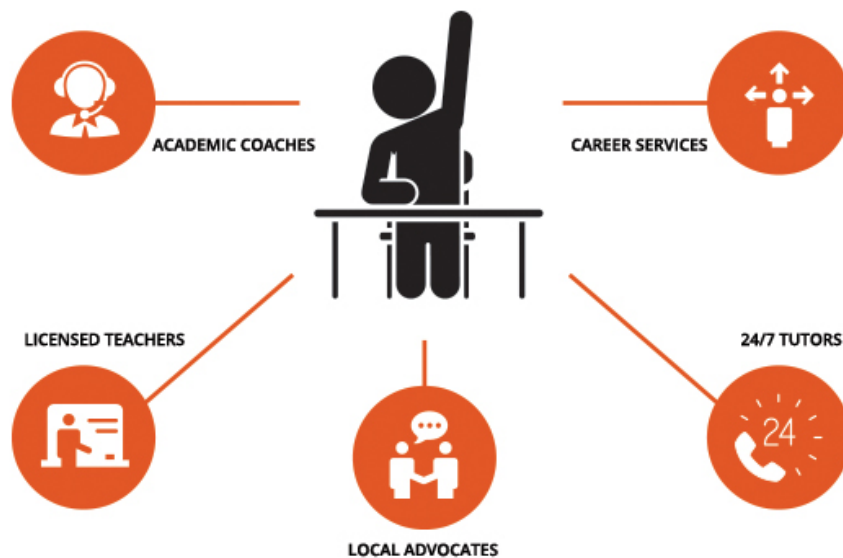


Graduation Alliance’s Dropout & Credit Recovery solutions include:

- The **technology and internet access** required to bridge the digital divide. Wireless-enabled laptops allow students to work on their classes at any time and from anywhere.
- Comprehensive support, delivered through **proactive online and in-person mentors** to help keep students on track to graduation.
- **Over 100 courses** including *NCAA approved core curriculum*, career ready life skills, industry credentials and more.
- **Highly-qualified teachers** who are licensed in the student’s state and tutors who are available 24/7, allowing students to get help whenever they need it.
- A **FERPA-compliant academic monitoring system** that permits a real-time review of the progress being made by individuals or specific groups of students.

Graduation Alliance surrounds students with 360 degrees of support in order to remove even the most substantial obstacles that stand in the way of a high school diploma.

BUILDING A NETWORK OF SUPPORT



LCSD Program Participants

Enrollments

- 13 total enrollments
- 7 of those are active students
- 43 completed classes for a total of 14.5 credits

Gender

- 75% identify as female
- 25% identify as male

Ethnicity

- 92% are White
- 8% are Multi-Race

Age

- 17% are age 17
- 25% are age 18
- 17% are age 19
- 17% are age 20
- 25% are age 21

Agenda Item 5

K-5 Math Adoption

K-5 Math Adoption Committee
Lebanon Community Schools, 2022-23

Homeroom Teachers

Traci Ford, Kindergarten, CAS
Monica Turkisher, 1st grade, PIO
Sara Hammerquist, 1st grade, GNA
Bridgit Mengoni, 2nd grade, CAS
Tina Paul, 2nd grade, GNA
Lori Mills, 3rd grade, RIV
Heather Gehrett, 3rd grade, CAS
Michelle Henderson, 4th grade, PIO
Tabitha Ramirez, 4th grade, PIO
Amber George, 4th grade, RIV
Holly Gosda, 4th/5th grades, HCR
Eric Speldrich, 5th grade, CAS

Others

Kathryn Collins, SOK math dept. co-chair
Carlene Blanchard, SpEd. Rep., HCR
Laura Warren, Classified Rep., LCS
Tim Geoghegan, Principal Rep., LAC
Kara Enright, Parent Rep., HCR
Bill Wittman, Curriculum Director

K-5 Math Adoption - Process Timeline:

October 27, SurveyMonkey given to all K-5 staff, top areas of interest for staff were; engaging materials for students, ease of use for staff, and vendor capacity to deliver product quickly. Staff also used this survey to express their level of interest in serving on the committee.

December 8, was our 1st committee meeting at Cascades. **Best Practices research articles** and **staff survey responses** were reviewed and a draft of **our vision statement was created**. We also **began ordering sample materials** from 6 publishers that made the “approved” list for ODE and also scored very high on reviews from EdReports.

Vision Statement developed by LCS K-5 Math Adoption Committee:

In Lebanon Community Schools, we believe that all students deserve a mathematical learning experience centered around communication, collaboration, thinking and problem-solving.

We believe that our students will become mathematicians through opportunities to:

- *approach mathematics with curiosity, courage, confidence and intuition*
- *think flexibly, critically and creatively with numbers and problems*
- *take risks and persevere through robust problem solving*
- *use math as a means to show the interconnectedness of our world*
- *develop a mathematical mindset that emphasizes the importance of understanding and communicating process, while also providing precise answers*
- *engage in mathematical discourse as the language of problem-solving and innovative thinking*

This experience will prepare our student for college, career and life as innovative thinkers and problem-solvers of the future.

Dec., Jan., & Feb., the committee met regularly to **review materials** and **share updates on individual research assignments**. Ultimately narrowed down to 2 finalists.

March 14, met at the District Office for **presentations from our 2 finalists**.

March 20, **parents/community members preview and feedback opportunity** regarding our 2 finalists via ParentSquare and a SurveyMonkey link. (March 20-27)

April 7, final meeting at Cascades to **review staff/parent/community feedback**. The committee ultimately decided to recommend **Reveal Math from McGraw Hill**.

Agenda Item 6

Consent Agenda

- A. March 9, 2023 Board Meeting Minutes
- B. March 20, 2023 Special Board Meeting Minutes



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<p><u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair Richard Borden, Vice Chair Nichole Piland, Member Tammy Schilling, Member</p>	<p><u>EXECUTIVE STAFF PRESENT:</u> Jennifer Meckley, Superintendent William Lewis, Business Director Kim Grousbeck, Human Resources Director</p>
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Tom Oliver called the meeting to order at 6:01 PM and led the flag salute.

2. PUBLIC COMMENTS

Melissa Baurer, a parent of a Lacombe School student, speaks to the board on behalf of the concerned parents. Melissa explains the concerns she has with the roof at Lacombe and the age of the roof specifically. She notes the critical need and feels that this is a priority. Melissa feels that the leaks have created an unsafe environment for both students and staff, and feels that it poses some health concerns as well. She reiterates that basic needs have not been met, and does not feel that it can sustain another year. Melissa requests a written timeline that allows the work to be completed before September 2023, and would like to see a written response in regards to this issue by the end of April 2023.

Two Lacombe School students named Quinlynn Sciscioli and Carly Lehman, also speak to the board expressing their concerns with the safety and un-comfortability of the Lacombe roof. Both students ask to please fix their school, as they feel it is their second home, and love the school.

Community member, Andra Salmon, speaks to the board regarding the struggles that her daughter has been through, who is now 27 years old and is facing body shaming and mutilation due to the effects of personal bodily decisions that were made when she was young. Andra asks to please allow the children to go through high school before making these kinds of decisions. She also speaks of her son and grandson who have been treated differently due to race. She would like to make these things known to consider these for the children of the school district.

3. ASB PRESIDENT REPORT

ASB President, Kayla Natterer, and ASB Vice President Lauren Dannen, spoke to the board providing the highlights so far from this school year. They explain that this year has been one to remember at

the high school, and students have been excited to be able to bring back more activities from before the pandemic time. They explain that this year has carried the most school spirit yet, with record turn outs to events and sports activities. They name the success of the LHS JROTC team, farm business management and FFA, cheer team, state wrestlers, and swim athletes. They also note the incoming warrior showcase and the success that it brings, which will welcome incoming freshman and introduce all of the clubs and activities that are offered. Kayla and Lauren announce that prom will take place at Boulder Falls this year with a red-carpet theme, and the committee is working tirelessly to make sure it is decked out, and a night to remember. They also note that awards night will be at the auditorium and they are looking forward to celebrating all of the accomplishments. They also announce the Mr. LHS fundraiser that will be taking place on May 22nd, with a participant challenge to raise money for the children miracle network, they hope to earn a record amount of money.

LHS graduation is approaching and they are pleased to announce that they are on track to have the largest valedictorian class and largest graduation class they have ever had.

Both students share how truly outstanding this year has been and are honored to share the experiences with the board.

4. SUPERINTENDENT CONTRACT

The board members note that they have continued to work with legal counsel on Jennifer's contract. Nichole motions to approve the regular superintendent contract for Jennifer Meckley, removing the interim status, and going through the 2023-2024 school year. Tammy seconds the motion, all in favor with a unanimous vote, Jennifer's regular superintendent contract is approved.

5. LHS DATA

Jennifer presents the Lebanon High School Data to the board, referencing the documents in the packet which present grade data and an overall passing rate of 90%. Jennifer also notes the Algebra data and the positivity surrounding the new adoption that was implemented, which is now showing a much higher passing rate for algebra 1.

Jennifer also discusses the behavior data and notes that harassment across the board is down as a whole, though there is an increase in defiance of authority and disruptive and disorderly behavior. She also explains that there are consequences for the student behaviors, and interventions are utilized in these situations. Data is also shown in regards to gender and grade level in relation to behaviors, showing males, and freshman and sophomore students have a higher behavior rate. Jennifer also notes the behavior acronyms and definitions listed in the packet.

Jennifer also notes that she has been in contact with the district's SRO and he will be tracking his data with student behaviors as well.

It is agreed between board members and Jennifer that it would be beneficial to look at historical behavior data, as well as community district's behavior and how it aligns with Lebanon.

Jennifer thanks Craig and the high school team for putting this data together for the meeting.

6. INTEGRATED GUIDANCE

In reference to the presentation, Jennifer speaks to the board, presenting the Integrated Guidance application, and what it entails. She explains that Integrated Guidance aligns 6 different programs, in order to make a more streamlined process. She notes that each program has a common goal and outcome which consists of a well-rounded education, equity advanced, engaged community, and strengthening systems and capacity. Jennifer thanks the planning team, and Jordon and Susanne for their hard work in this. It is explained that there is a lot of data used in this process, consistently looking at many factors that make up a student. There are various strengths and gaps noted in the presentation. Also noted is that mental health supports are insufficient and Oregon rates last in the nation for mental health access, which is unfortunate to see. Jennifer explains that priorities have emerged, and that there are 3 major outcomes identified, and strategies will be used with these grants. The focuses consist of kinder readiness, early literacy, mental and behavioral health, assessment coordination, increase CTE participation, community engagement, and freshmen on-track. The district would like to continue to have CTE available at the middle school, as well as extending that out to Lacombe and Hamilton Creek school as well. It is shown that CTE concentrators have a higher rate of graduation, statistically true for many years.

Jennifer also highlights the budget summary, and that the Integrated Guidance application and budget will be made available on the website as well. The community is invited to email in, email provided in the presentation, if anyone has any feedback. The application will be submitted by March 31, and following that ODE will review the application. Next steps will consist of creating long term growth goals with state assessments.

Tom Oliver questions if the district is also providing students with more challenging and rigorous content if needed, and not only focusing on interventions. Jennifer explains that she had been discussing this with the admin at the high school as well, and would like to look at increasing the AP class options in both the middle and high school levels. Unfortunately, TAG does not have attached funding, though there is an equal opportunity grant that has been used in the past to train teachers in teaching AP classes. Jennifer appreciates Tom bringing this topic to the district's attention and she agrees that it would be beneficial to provide more rigorous material early on.

Note: The official approval of the Integrated Guidance application takes place at the future, Special Board Meeting, on March 20, 2023. This specific language in italics is not a meeting note from the March 9, 2023 meeting.

7. SUPERINTENDENT'S RECCOMENDATIONS FOR RENEWAL AND NONRENEWAL

Richard motions to approve and Tammy seconds the motion. All in favor with a unanimous vote, the superintendent's recommendations for renewal and nonrenewal is approved in its entirety.

8. 2023-2024 CERTIFIED CALENDAR

Jennifer refers to the 2023-2024 proposed calendar and explains that the district has worked with the associations as well, and that most of the dates are similar to what has been done in the past. She also notes that there was a potential snow make up day put in May, as a non-contract day in

case it is needed. Jennifer also explains that based on feedback from this year's conferences, the district moved them to after spring break, rather than taking place just before spring break, and this also makes more sense with quarter end as well.

Tammy motions to approve and Nichole seconds the motion, all in favor with a unanimous vote, the 2023-2024 Certified Calendar is approved.

9. SNOW DAY MAKE UP 2022-2023

Board members note that the district has had 2 snow days so far this school year, and asks the board whether they would elect to make those days up. After discussion, it is decided that the board is selecting not to make up those days at this point. If more snow days arise, they will re-evaluate at that time. Board member Richard, appreciates this opportunity as a thank you to staff.

10. CONSENT AGENDA

Nichole Piland motions to approve and Richard Borden seconds the motion. All in favor with a unanimous vote, the consent agenda made up of the February 16, 2023 Board Meeting Minutes, second reading policy update JECBD, EEACE, and EEA-AR and temporary new hire Ronald Rose is approved in its entirety.

11. DEPARTMENT REPORTS

A. Operations

Jennifer addresses the public comments, and the situation at Lacombe School, and states that Lacombe has a special place in her heart as she used to be the principal at Lacombe school. She also notes that she did visit Lacombe and the classrooms with the leaks, and is happy to see that those classes have moved to a new location in the building, at this time. In response to the public comments, Jennifer explains that the district has been aware that the roof needs repaired and when the district came out for a bond, Lacombe was first on the list to be completed. Jennifer explains that over time the district has been able to put away funds and use construction excise tax, and are now able to move forward with the roof, though she notes it is a process, and the project manager has completed a walk through and will now draw up specs and requests bids. Jennifer notes that it is under way and could potentially not be completed this summer, but the district is hopeful, but does not have an exact timeline at this point. She also notes that the district will continue to patch the roof until that time, though the patching cannot take place when it is raining.

Tom Oliver adds as well that the district did try and pass a bond and the community was not interested in those improvements at that time, and he explains the way districts are funded in Oregon, which allows schools to operate, but does not allow for capital expenditures. He also notes that the roof is one of the single most expensive items in any building combined with inflation and astronomical construction costs. He explains that there is funding set aside every year, but for any district to maintain their facilities the way they need, there needs to be a revenue source greater than state school fund and local property tax, which could be a local option levy. He notes that looking at Corvallis for example who have elected to fund their schools at a higher level, their roofs generally do not look like that. Tom also recognizes the district's great facilities team that works hard and well at stretching the dollars a lot further than he has seen in his professional experience. He hopes that this will help to understand how we are, where we are at, now.

It is also noted that the estimate for the roof at Lacombe is coming in well over, and at least, 1 million at this time.

Jennifer notes that the district will continue to communicate with the Lacombe families on this process.

B. Human Resources

Kim Grousbeck states a public appreciation for the district's education support professional's staff, as it is their appreciation week. Kim asks to take a moment and thank them if you get the chance, and that the district would not be able to operate without them.

C. Finance

Nothing to report.

12. COMMUNICATION

A. Board

Richard Borden agreed with Kim, and thanked all of the districts ESP's, as he knows that they are working really long and hard hours and he hopes that the administration is seeing their importance to the schools.

B. Superintendent

Jennifer Meckley and the board members agree that they would like to discuss the dress code topic from the prior board meeting, during the April meeting. The board members would like to see referrals and behavior associated with dress code issues, the parameters around legality, policy, and equity ramifications around dress code, and if possible any data regarding learning disruptions and distractions in regards to dress code.

Despite having an official Jen's Zen's, Jennifer provides some positive items to share with the board. She shares that the apple awards presentations have been quite a lot of fun, partnering with the Gillott Home Team, Keller Williams Realty. She informs that many applications are coming in and provides an update with the recent staff who have been awarded, consisting of Heather Gehrett, Tracie Davenport, Roxanne Savedra, Mandy Seibert, Makenna Slavenski, Tami Ainsworth, and Paige Bicknell.

She also notes that each staff member receives an apple award, a \$50 1847 gift certificate, and Mr. Kirkpatrick, the dentist, adds a \$100 visa gift card as well.

13. PUBLIC COMMENTS

No additional public comments were made.

14. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:24 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent



**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
MARCH 20, 2023, 6:00 PM, via zoom**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair Richard Borden, Vice Chair Nichole Piland, Member	<u>EXECUTIVE STAFF PRESENT:</u> Jennifer Meckley, Superintendent
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Tom Oliver called the meeting to order at 6:00 PM.

2. APPROVAL OF INTEGRATED GUIDANCE APPLICATION

Tom Oliver explains that this discussion is pertaining to the review of the Integrated Guidance application that was presented at the March 9, 2023 Board Meeting.

Richard motions and Nichole seconds the motion, all in favor with a unanimous vote, the Integrated Guidance application is approved.

3. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:02 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 6

Consent Agenda

C. Policy Updates – First Readings

April 2023 POLICY UPDATES – REVIEW AND RECOMMENDATIONS

Code	Title	OSBA Recommendation	DO Staff Lead(s)	Changes/DO Staff Comments	Recommended Adoption? (Yes/No)
KL-AR	Complaint Procedure	Highly Recommended	Jen	Update in timelines to more closely align with legal requirements. Extended the timeline for complaints/appeals at the Board level to 30 days.	Yes
AC-AR	Discrimination Complaint Procedure	Required	Jen	Update in timelines to more closely align with legal requirements. Extended the timeline for complaints/appeals at the Board level to 30 days.	Yes
JFCF-AR	Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, or Teen Dating Violence Reporting Procedures - students	Required	Jen	Update in timelines to more closely align with legal requirements. Extended the timeline for complaints/appeals at the Board level to 30 days.	Yes
JGE	Expulsion	Required	Jen/Brandon	Updated language to clarify the Board's role in the expulsion process.	Yes

Discrimination Complaint Procedure

Any person, including students, staff, visitors and third parties, may file a complaint.

Complaints regarding discrimination-or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the administrator. The administrator shall determine the action to be taken, if any, and reply, in writing, to the complainant within ~~five~~ ten school days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the administrator.

Step 2: If the complainant wishes to appeal the decision of the administrator he/she may submit a written appeal to the superintendent or designee within ~~five~~ ten school days after receipt of the administrator's response to the complaint. The superintendent or designee may review the administrator's decision and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator's decision and respond in writing to the complainant within ten school days.

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within ~~10~~ 30 days of ~~this meeting~~ receipt of the appeal by the Board.

If the administrator is the subject of the complaint, the individual may start at step 2 and file a complaint with the superintendent or designee. If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 3 and should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at step 3 and be made directly to the Board vice chair.

Timelines may be extended based upon mutual consent of both parties.

If the complainant is a person who resides in the district, is a parent or guardian of student who attends school in the district or is a student, and is not satisfied after exhausting local complaint procedures or after 90 days, whichever occurs first, he/she may appeal¹ in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049.

Charter Schools of which the District Board is a Sponsor

The district Board, through this administrative regulation, will not review an appeal of a decision reached by the Board of the Sand Ridge Charter School on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of Sand Ridge Charter School as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

DISCRIMINATION COMPLAINT FORM

Any person, including students, staff, visitors and third parties, may file a complaint.

Name of Person Filing Complaint Date School or Activity

Student/Parent Employee ~~Nonemployee~~ ~~(Job applicant)~~ Other _____

Type of discrimination:

- Race
- Color
- Religion
- Sex
- National or ethnic origin
- Gender Identity
- Mental or physical disability
- Marital Status
- Familial Status
- Socio-Economic Status
- Veterans' Status
- Age
- Sexual Orientation
- Pregnancy
- Discriminatory use of a Native American mascot
- Other _____

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the administrator.

Direct complaints related to educational programs and services may be made to the US Department of Education, Office for Civil Rights. 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.

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying or Teen Dating Violence Reporting Procedures – Student

Administrators¹ have responsibility for investigations concerning acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, and incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the report presented.

All reports will be investigated in accordance with the following procedures:

- Step 1 Any reports or information on acts of hazing, harassment, intimidation or bullying, menacing, acts of cyberbullying, or incidents of teen dating violence (complaints, rumors) shall be presented to the administrator. Reports against the principal shall be filed with the superintendent. Reports 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 administrator receiving the report shall promptly investigate. Parents will be notified of the nature of any report involving their student. The administrator will arrange such meetings as may be necessary with all concerned parties within ~~five~~ **ten** working days after receipt of the information or report. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the report will be reduced to writing. The administrator conducting the investigation shall notify the person making the report within 10 working days of the information or report, 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 person making the report, 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 person making the report is not satisfied with the decision at Step 2, they 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 person making the report and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the appeal within 20 working days.

¹ Required by ORS 339.356(2)(g).

Step 4 If the person making the report 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 person making the report shall be given an opportunity to present the report. The Board shall provide a written decision to the person making the report within ~~10~~ 30 working days ~~following completion of the hearing of receipt of the appeal by the Board.~~

Reports against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~with 20 days,~~ in open session what action, if any, is warranted. **A final decision will be made within 30 days of receipt of report.**

Reports against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving results of the investigation, the Board shall decide, ~~within 20 days,~~ in open session what actions, if any, is warranted. **A final decision will be made within 30 days of receipt of the report.**

Reports against the Board chair may be made directly to the ~~district counsel~~ **Board vice chair** on behalf of the Board. The Board vice chair shall present the report to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, ~~with 20 days,~~ in open session what action, if any is warranted. **A final decision will be made within 30 days of receipt of the report.**

Timelines may be extended upon written agreement between both parties. This also applies to reports filed against the superintendent or any Board member.

Direct complaints of discriminatory harassment related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all reported acts of hazing, harassment, intimidation or bullying, menacing, or cyberbullying, or incidents of teen dating violence and documentation will be maintained as a confidential file in the district office.

Expulsion**

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may **only** be expelled for any of the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's **conduct-behavior** have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a **direct** threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. ~~By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.~~

~~The Board delegates the authority to decide on an expulsion to the superintendent.¹ The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a~~

¹ The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.

final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

When a ~~recommendation for an expulsion is made and a n-expulsion~~ hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service² or by certified mail³ at least five days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges ~~and the specific facts that support the charge or charges;~~
 - b. ~~The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
 - c.
 - d. ~~A recommendation for expulsion~~ statement of intent to consider the charges as reason for expulsion;
 - e. The student's right to a hearing;
 - f. When and where the hearing will take place; and
 - g. ~~The student may be represented by counsel or other persons right to representation.~~
2. ~~The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~
3. ~~Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the students' parents request an open session;~~
4. ~~If in case~~ the parent or student ~~has difficulty understanding~~ ~~does not understand~~ the English language ~~or has other serious communication disabilities~~, the district will provide an interpreter during the hearing ~~translator~~; All communications will be in a manner that is understandable to the parents and student;

²The person serving the notice shall file a return of service. (OAR 581-021-0070)

³When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

5. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, ~~and/or~~ parent or other person. The district's attorney may be present;
6. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
7. The student shall be permitted to be present and to hear the evidence presented by the district;
8. The hearings officer or the student may record the hearing;
9. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
10. ~~If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct.. This will include the hearings officer's recommended decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;~~
11. ~~If the Board has delegated authority to the superintendent or designee to act as the hearings officer, the superintendent may designate themselves, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the students' parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.~~
12. A **Board-conducted hearing or a** Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
 - a. The name of the minor student;
 - b. The issues involved, including a student's confidential records;
 - c. The discussion;
 - d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion, ~~the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion~~ for reasons other than a weapons ~~policy~~ violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification. ~~The district must document to the parent of the student that proposals of alternative education programs have been made.~~

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.061](#)
[ORS 336.615](#) to -336.665
[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)
[OAR 581-021-0050](#) to 021-0075

[House Bill 2514 \(2019\)](#)

Complaint Procedure

A parent or guardian of a student attending a school in the district, a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

This regulation sets out the complaint procedure.

Process and timelines

The involved staff: Step One

A person who wishes to express a concern should discuss the matter with the employee involved. The employee shall respond within five working days. This step is considered informal complaint resolution.

The Administrator: Step Two

If the complainant is unable to resolve a problem or concern with the employee involved, the complainant may file a written, signed complaint with the administrator or supervisor of the involved employee. A written complaint commences the formal complaint process. The administrator or supervisor shall evaluate the complaint and provide a written response within ~~ten~~ **five** working days after receiving the complaint.

The Superintendent: Step Three

If the complainant is not satisfied with the Step 2 result and wishes to pursue the concern, the complainant shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy within 10 working days after receipt of the written response of the administrator or supervisor. A Step 3 complaint must be filed on the form attached to this policy. Copies of the form are also available at the district offices.

The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved, and prepare a written report. The report shall address each of the allegations in the complaint and include the superintendent or designee's decisions and reasons for the decisions. The report shall be provided to the complainant within ~~20~~ **10** working days after receiving the written complaint.

The Board: Step Four

The role of the Board is to address policy-level issues. Complaints that address the operations of the school district generally should be resolved by the superintendent and his/her staff. However, if a complainant is not satisfied with the Step 3 decision and wishes to pursue the concern, the

complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision.

All Board members will be notified of the appeal to the Board. The Board chair will determine whether the Board will hear the appeal, and will notify the Board members and complainant of his/her decision. However, if a member of the Board disagrees with the Chair's decision, the Board member can refer the decision to a vote of the full Board. In that case, the full Board will vote on whether to consider the complaint.

If the Board chooses not to hear the complaint, the superintendent's decision is final.

If the Board decides to hear an appeal, the Board shall review the complaint during a properly-noticed Board meeting. The Board at its discretion may assign the investigation to a third party. The determination to assign the investigation to a third party shall be made by the Board Chair. However, if a member of the Board disagrees with the Chair's decision, the Board member can refer the decision to a vote of the full Board. The Board may also, in its discretion, offer the complainant and other involved parties an opportunity to appear before the Board, or may resolve the complaint based on the written record. ~~The Board may review the matter in executive session if permitted under the Oregon Public Meetings Law.~~

The complainant shall be informed in writing of the Board's decision within ~~10~~ 30 working days. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision. The Board's decision will be final.

The timelines described in this section may be extended upon written agreement by the complainant and the district.

The complaint procedure set out above will not be longer than 90 working days from the filing date of the Step 2 complaint with the administrator or supervisor to the final decision, unless extended by mutual written agreement.

The district's final decision for a complaint processed under this administrative regulation that alleges a violation of Oregon Administrative rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant, who is a [student,] parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon OARs 581-002-0001 – 581-002-0023.

~~Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter~~

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on the Board agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Superintendent

~~Complaints against the superintendent shall be filed with the Board chair. The Board chair shall present the complaint to the Board. The Board at its discretion may assign the investigation to a third party. The determination to assign the investigation to a third party shall be made by the Board Chair. However, if a member of the Board disagrees with the Chair's decision, the Board member can refer the decision to a vote of the full Board. At the next regularly noticed meeting following receipt of the investigation report, the Board will consider the complaint and determine what, if any, action is warranted. The Board may review the matter in executive session if permitted under the Oregon Public Meetings Law.~~

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. The Board may use executive session if the subject matter qualifies under Oregon law. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against a Board member

~~When a complaint is against a Board member, the Board at its discretion may assign the investigation to a third party. The determination to assign the investigation to a third party shall be made by the Board Chair, unless the complaint is against the Board Chair, in which case the determination shall be made by the Board Vice Chair. However, if a member of the Board disagrees with the Chair's or Vice Chair's decision, the Board member can refer the decision to a vote of the full Board. The Board will consider the complaint during a properly noticed meeting and determine what, if any, action is warranted. The Board member against who the complaint is filed shall not participate in any vote related to the complaint.~~

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair may be referred directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30

days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Notice of opportunity to appeal to Deputy Superintendent of Instruction

As indicated above, the final decision of the district must address each allegation in the complaint and contain reasons for the district's decision. In addition, complainants should be notified that they may have the right to appeal to the Deputy Superintendent of Public Instruction pursuant Oregon Administrative Rule (OAR) 581-002-0040 or OAR 581-021-0049 for complaints that alleges a violation of OAR Chapter 581, Division 22 (Standards), ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), ORS 659.852 (Retaliation) or ORS 659.850 (Discrimination).

Additional provisions

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution. The timelines outlined in this procedure will be tolled during the mediation or alternative dispute resolution.

Complaints involving district staff will be processed in accordance with Human Resources procedures. Additionally, complaints regarding licensed or classified staff will be processed in accordance with applicable collective bargaining agreements. Complainants should be aware that the collective bargaining agreements and other considerations place limits on the processing of anonymous complaints. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session. Complainants should be aware that employees are entitled to certain confidentiality rights under state and federal law, as well as applicable collective bargaining agreements. Taking into account these confidentiality protections, complainants will be notified of the outcome of complaints against employees to the extent permitted by law and applicable collective bargaining agreements.

Retaliation against any person who files a complaint or participates in the complaint process is strictly forbidden. Concerns about retaliation should be brought promptly to the attention of a principal or the superintendent.

To ensure access to the complaint process, complainants shall be provided with interpretation or translation services upon request.

This complaint procedure will be available at the district's administrative office and on the home page of the district's website.

Charter Schools of which the District Board is a Sponsor

The district Board, through its charter agreement with Sand Ridge Charter School, will not review an appeal of a decision reached by the Board of the Sand Ridge Charter School on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of Sand Ridge Charter School as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

Lebanon Community School District

COMPLAINT FORM

TO: District Office _____ (Name of School)

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

Who should we talk to and what evidence should we consider? _____

Suggested solution/resolution/outcome: _____

Signature of Complainant: _____ Date: _____

Office Use: Disposition of Complaint: _____ _____ Signature: _____ Date: _____
--

c: District Office

Agenda Item 7

Operations

1. Lacombe School Roof Update

Agenda Item 7

Finance

1. Financial Report

	18/19 Actual	19/20 Actual	20-21 Budget	21-22 Budget	22-23 Budget	4-07-23 YTD	4-07-23 Balance
General Fund - Revenue							
SSF Formula	39,748,844	42,038,081	43,560,057	44,440,549	45,499,998	39,767,681	5,732,317
SSF Adjustment	-	-	-	-	-	-	-
State Fiscal Stabilization Fund		-	-	-	-	-	-
Federal Ed Jobs		-	-	-	-	-	-
School Year SubAccount		-	-	-	-	-	-
Loan Receipts		-	-	-	-	-	-
Interest	385,564	320,317	250,000	150,000	250,000	383,536	(133,536)
Third Party Billing	72,372	-	-	-	-	-	-
TMR	180,556	212,376	210,000	210,000	210,000	97,500	112,500
JROTC	35,236	77,982	65,000	65,000	65,000	56,600	8,400
Other	374,395	325,816	387,500	368,266	580,500	177,273	403,227
Interfund Transfer	8,029	850,000	-	-	-	-	-
BFB	5,263,314	2,126,603	3,784,307	5,065,000	5,180,500	6,108,409	(927,909)
Total	46,068,310	45,951,175	48,256,864	50,298,816	51,785,998	46,591,000	5,194,998
=====	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses							
Salaries	21,069,833	21,896,193	21,680,883	22,526,487	23,036,272	22,955,163	81,108
Benefits	13,157,764	14,481,355	15,086,873	14,597,973	15,115,726	14,186,787	928,938
P. Services	5,396,276	5,349,577	5,299,827	5,686,551	5,877,223	4,943,007	934,215
Supplies	1,269,608	1,569,846	1,530,133	1,606,583	1,882,175	1,375,033	507,142
Capital Outlay	76,554	54,500	90,000	100,000	70,000	156,582	(86,582)
Other Objects	350,672	441,468	469,147	501,776	520,603	499,342	21,261
Transfers	2,621,000	1,185,000	2,100,000	2,279,446	2,284,000	2,284,000	-
Contingency	-	1,750,000	2,000,000	3,000,000	3,000,000	-	3,000,000
Total	43,941,707	46,727,940	48,256,864	50,298,816	51,785,998	46,399,915	5,386,083
=====	=====	=====	=====	=====	=====	=====	=====

2022-23 General Fund Revenue Report

		18/19	19/20	20-21	21-22	22-23	4-07-23	4-07-23
		Actual	Actual	Budget	Budget	Budget	YTD	Balance
SSF Formula								
1111,	Taxes	10,179,205	10,509,179	10,938,094	11,873,719	12,150,243	11,707,739	442,504
4801,4899	Federal Forest Fees	179,478	157,804	130,000	125,000	120,000	-	120,000
3103	Common School	437,082	196,120	400,000	444,819	445,000	500,229	(55,229)
2101	County School		209,250	200,000	195,000	50,000	27,380	22,620
3104	State Timber	167,048	23,587	100,000	100,000	130,000	67,335	62,665
3101/3199	School Support Fund	29,101,930	30,942,140	31,791,963	31,702,011	32,604,755	27,464,998	5,139,757
	Adjustments to SSF Payments							-
	Adj for Prior Year payments	(755,646)						-
	Adj for HC Disability Grant	439,748	-	-				-
	Total SSF Formula	39,748,844	42,038,081	43,560,057	44,440,549	45,499,998	39,767,681	5,732,317
1510	Interest on Investments	385,564	320,317	250,000	150,000	250,000	383,536	(133,536)
4200	Third Party billing	72,372	-	-	-	-	-	-
2210	TMR	180,556	212,376	210,000	210,000	210,000	97,500	112,500
4300	JROTC reimbursement	35,236	77,982	65,000	65,000	65,000	56,600	8,400
	Other							-
1741	Outdoor School		-	-	-	-	-	-
1910	Rental Fees	3,926	1,582	7,500	5,000	-	1,023	(1,023)
1980	Fees Charged to Grants	-	14,915	50,000	108,266	110,000	25,277	84,723
1312,								
1960,								
1990,								
5300	Miscellaneous	370,469	304,781	250,000	255,000	470,500	150,974	319,526
1760	Club Fundraising		-	-	-	-	-	-
1411, 1993	Transportation Fees		4,538	-	-	-	-	-
1994	E-Rate reimbursement	-	-	80,000	-	-	-	-
5200	Interfund Transfer - Athletics	8,029	850,000	-	-	-	-	-
5400	Beginning Fund Balance	5,263,314	2,126,603	3,784,307	5,065,000	5,180,500	6,108,409	(927,909)
	Total	46,068,310	45,951,175	48,256,864	50,298,816	51,785,998	46,591,000	5,194,998
		=====	=====	=====	=====	=====	=====	=====

2022-23 General Fund Expenditure Report

Description	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	4-07-23 YTD	4-07-23 Encumb	4-07-23 Balance
Certified salaries	12,295,790	12,665,056	12,540,564	12,871,079	13,169,912	7,714,834	5,386,671	68,407
Classified salaries	5,554,869	6,227,931	6,008,791	6,250,523	6,233,686	3,941,554	2,113,409	178,723
Administrative salaries	1,782,092	1,873,807	1,863,955	2,059,820	2,151,593	1,614,065	535,492	2,036
Managerial - classified	249,120	154,577	289,051	299,689	511,189	386,147	128,978	(3,936)
Retirement stipends	19,904	91,904	133,413	120,000	0	0	0	0
Confidential salaries	159,789	162,808	284,898	343,800	485,197	397,312	107,726	(19,841)
Certified subs	43,660	2,000	0	14,294	0	0	0	0
Classified subs	43,138	1,500	23,975	0	0	0	0	0
Temp certified	162,287	82,264	45,425	0	625	0	0	625
Temp classified	23,111	8,000	21,658	481	11,086	18,852	0	(7,766)
Student helpers salaries	4,413	21,000	16,654	5,748	9,173	12,054	0	(2,881)
Overtime	50,768	0	91,513	57,127	38,449	49,609	3,475	(14,634)
Compensation time	77,738	52,300	44,207	71,883	8,946	24,736	0	(15,790)
Extra duty	350,933	279,579	128,295	230,761	83,537	194,833	0	(111,296)
Classified extra hrs	200,393	208,000	0	0	0	0	0	0
Vacation Payoff	14,017	29,817	24,292	28,240	43,273	10,524	0	32,749
Mentor teacher pay	0	0	0	0	822	0	0	822
Personal Leave Payout	0	0	0	0	0	0	0	0
Department Head Extra Duty	788	6,000	30,000	0	0	0	0	0
Taxable Meal Reimbursement	2,073	0	809	2,000	396	688	0	(293)
Cell Phone Stipend		0	1,080	1,080	450	338	113	0
Travel Stipend		0	11,400	0	30,500	20,000	7,150	3,350
Club Advisor	34,950	29,650	120,904	169,964	257,438	129,607	156,999	(29,167)
Total Salaries	21,069,833	21,896,193	21,680,883	22,526,487	23,036,272	14,515,152	8,440,012	81,108
PERS	5,753,639	7,398,130	7,286,664	6,797,646	6,994,709	4,215,189	2,317,489	462,032
Social Security	1,544,838	1,655,388	1,642,024	1,627,475	1,759,624	1,070,003	596,691	92,929
Worker's Comp	210,272	293,025	275,747	189,328	196,035	75,829	35,146	85,060
Employee Ins - Admin	239,427	215,642	275,263	283,669	325,403	247,692	79,564	(1,853)
Employee Ins - Certified	2,829,522	2,449,421	2,756,998	2,840,563	3,029,490	1,764,630	1,230,751	34,110
Employee Ins - Classified	2,408,513	2,327,520	2,596,579	2,598,694	2,651,363	1,541,558	813,579	296,226
Employee Ins - Other	36,487	33,429	65,298	92,498	110,502	82,473	24,557	3,471
Employee Ins - Retired	120,255	83,600	52,700	120,000	0	18,841	0	(18,841)
TSA	24,336	25,200	45,600	45,600	48,600	61,694	11,102	(24,196)
Total Benefits	13,157,764	14,481,355	15,086,873	14,597,973	15,115,726	9,077,908	5,108,879	928,938

2022-23 General Fund Expenditure Report

Description	18/19	19/20	20/21	21/22	22/23	4-07-23	4-07-23	4-07-23
	Actual	Budget	Budget	Budget	Budget	YTD	Encumb	Balance
Instructional Services	125,368	103,800	76,375	66,000	161,000	43,449	518	117,033
Instr Prog Improve Service	33,042	53,000	67,750	87,750	56,200	24,684	730	30,786
Student SVCS	0	0	0	0	0	250	0	(250)
Data Processing SVCS	0	0	0	3,000	5,000	15,032	0	(10,032)
	0	0	0			0	0	0
Professional and Improvement Co	0	0	0	15,000	5,000	0	0	5,000
Other Instr-Prof-Tech SVCS	11,205	20,000	10,000	11,500	16,000	0	0	16,000
Cleaning SVCS	0	0	0			0	0	0
Repairs & Maintenance	206,884	190,300	227,612	258,500	286,050	327,759	10,321	(52,030)
Radio Service	12,455	11,100	11,100	15,000	4,500	14,846	120	(10,466)
Rentals	121,067	129,400	88,286	86,300	89,105	56,679	10,525	21,902
Electricity	453,206	502,620	465,700	451,500	450,500	302,077	114,991	33,432
Fuel	181,534	223,135	217,800	208,100	233,000	242,763	47,797	(57,560)
Water & Sewer	138,029	153,520	142,500	146,700	134,000	106,537	0	27,463
Garbage	112,864	102,400	87,000	106,500	104,500	77,732	40,054	(13,286)
Other Property Services	3,500	20,000	0	0	0	14,360	0	(14,360)
Reimb. Student Transportation	4,658	10,200	29,900	34,500	9,000	101,969	0	(92,969)
Reimb. Student Transportation	(79,915)				150,390	0	0	150,390
Travel	163,937	158,263	150,513	153,011	168,395	53,471	959	113,964
Travel - Local	0	0	0	0	0	0	0	0
Travel - Out of District	37	0	0	0	0	0	0	0
Travel - Student - Out of Dist.	1,140	5,300	4,500	3,500	0	0	0	0
Classified Staff Training	0	0	0		0	0	0	0
Travel - Other	0	0	0		0	0	0	0
Meals/Transportation	153	200	350	350	0	0	0	0
Mileage/Transportation	0	0	0		0	0	0	0
Staff Tuition	92,746	47,000	2,000	72,000	72,500	37,634	0	34,866
	0	0	0		0	0	0	0
Telephone	44,987	73,165	65,100	52,300	73,250	47,194	15,363	10,693
Postage	24,224	26,074	28,900	32,117	31,500	12,935	14,974	3,591
Advertising	2,761	4,300	2,650	3,500	5,500	0	0	5,500
Printing & Binding	13,712	29,400	30,950	31,700	44,500	9,422	26,026	9,051
Other Communication Services	0	0	0			0	0	0
Charter School Payments	2,159,564	2,195,000	2,300,000	2,400,000	2,540,000	2,051,817	488,183	0
Insurance Reimbursement	0	0	0	0	0	0	0	0
Tuitions Payments to Other Dist.	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Tuition Pay Private School	0	5,000	0	0	0	0	0	0
Other Tuition	240,090	92,500	90,000	115,000	95,600	5,500	0	90,100
Audit Services	29,150	30,000	39,000	36,000	45,000	0	0	45,000
Legal Services	33,971	35,000	35,000	35,000	30,000	50,052	0	(20,052)
Architect/Engineer Service	0	0	0	0	0	0	0	0
Negotiation Services	0	10,000	5,000	1,000	1,000	0	0	1,000
Management Services	0	0	0	0	0	0	0	0
Data Processing SVCS	65,278	89,600	65,000	57,500	57,000	27,990	0	29,010
Statistical Services		0	0	0	0	0	0	0
Election Services	4,632	5,000	5,000	18,000	5,000	0	45,770	(40,770)
Other Non_instr Pro/Tech	447,701	363,700	351,450	402,650	379,154	120,199	0	258,955
Other General Prof & Tech Svcs	(722)	0	0	0	0	0	900	(900)

2022-23 General Fund Expenditure Report

Description	18/19	19/20	20/21	21/22	22/23	4-07-23	4-07-23	4-07-23
	Actual	Budget	Budget	Budget	Budget	YTD	Encumb	Balance
Physical Exams - Drivers	4,072	4,400	5,750	5,500	8,000	5,571	1,220	1,209
Drug Tests Drivers	1,670	3,000	2,250	3,000	2,500	780	0	1,720
Child Care Services	0	15,000	0	0	0	0	0	0
Sub calling service	14,113	15,000	12,000	7,500	7,500	0	0	7,500
Classified subs	226,030	194,000	228,600	251,500	191,831	76,572	0	115,259
Criminal History checks	3,394	3,200	3,500	3,500	500	1,681	0	(1,181)
Fingerprinting	626	1,000	2,500	1,000	1,000	1,681	0	(681)
Classified subs	499,112	425,000	445,791	510,573	413,248	292,443	0	120,805
Total P. Services	5,396,276	5,349,577	5,299,827	5,686,551	5,877,223	4,124,558	818,450	934,215
Gas Oil & Lubricants	185,324	190,500	189,100	192,000	248,000	159,104	83,427	5,469
Supplies & Materials	457,850	648,024	651,837	698,023	996,751	512,167.31	41,907.75	442,676
Vehicle repair parts	27,649	52,800	50,500	50,500	61,500	68,422	5,285	(12,207)
Transportation operations	30,665	15,000	25,000	25,000	25,000	14,050	4,156	6,794
Textbooks	68,642	28,033	9,933	5,433	21,500	30,179	165	(8,845)
Library Books	5,914	15,694	8,200	11,700	12,750	3,427	0	9,323
Periodicals	6,511	6,000	10,800	12,100	12,150	12,935	11,800	(12,585)
Equipment under 5K	160,140	178,842	146,100	125,550	72,800	66,850	0	5,950
Computer software	184,472	264,360	257,398	323,918	339,174	258,958	35,712	44,504
Computer hardware	142,441	170,593	181,265	162,359	92,550	66,487	0	26,063
Total Supplies & Materials	1,269,608	1,569,846	1,530,133	1,606,583	1,882,175	1,192,580	182,453	507,142
Buildings Acquisition		0	0	25,000	25,000	0	0	25,000
Improvements Other Than Buildings				0	0	1,250	0	(1,250)
Equipment	33,623	54,500	25,000	45,000	0	0	0	0
New Equipment over 5K	35,353	0	45,000	10,000	22,500	83,143	0	(60,643)
Replace of Equip over 5K		0	20,000	20,000	22,500	34,665	37,524	(49,689)
Depreciable Technology	7,579	0	0	0	0	0	0	0
Bus Replacement	0	0	0	0	0	0	0	0
		0		0	0	0	0	0
Total Capital Outlay	76,554	54,500	90,000	100,000	70,000	119,058	37,524	(86,582)
Regular Interest	0	500	0	0	0	0.00	0.00	0
		0	0	0	0	0	0	0
Dues & Fees	105,393	175,180	159,726	148,076	122,303	99,491.20	11,197.64	11,614
Insurance & Judgments	245,279	265,588	306,221	350,000	395,000	387,576	0	7,424
		0	0	0	0	0.00	0.00	0
Fidelity Bond Premiums	0	0	0	0	0	100	0	(100)
Property Insurance Premium	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0
Judgments & Settlements		0	2,500	3,000	2,500	0	0	2,500
Settlements		0	0	0	0	0	0	0
		0	0	0	0	0	0	0
Taxes & Licenses	0	200	700	700	800	977	0	(177)
					0	0	0	0
Total Other Objects	350,672	441,468	469,147	501,776	520,603	488,145	11,198	21,261

2022-23 General Fund Expenditure Report

Description	18/19 Actual	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	4-07-23 YTD	4-07-23 Encumb	4-07-23 Balance
Transfer - Vocational House Fund	40,000	0	70,000	250,000	450,000	450,000	0	0
Transfer - Technology	100,000	0	80,000	100,000	100,000	100,000	0	0
Transfer - Classroom Furniture	50,000	0	10,000	35,000	35,000	35,000	0	0
Transfer - Textbook Adoption	400,000	400,000	200,000	350,000	550,000	550,000	0	0
Transfer - Capital Improvement	400,000		200,000	300,000	50,000	50,000	0	0
Transfer - Track and Turf Fund	85,000	10,000	0	0	0	0	0	0
Transfer - Athletic Fund	446,000	450,000	475,000	475,000	475,000	475,000	0	0
Transfer - Bus Replacement	300,000	150,000	225,000	225,000	225,000	225,000	0	0
Transfer - Unemploy Ins	25,000	25,000	250,000	0	0	0	0	0
PERS Reserve	525,000	0	450,000	300,000	154,000	154,000	0	0
Transfer - Food Service	100,000	100,000	120,000	224,446	225,000	225,000	0	0
Transfer - Music/Band Replaceme	0	0	20,000	20,000	20,000	20,000	0	0
Transfer - Debt Service	150,000	50,000	0	0	0	0	0	0
Transfer - Academic Achievemen	0	0	0	0	0	0	0	0
Total Transfers	2,621,000	1,185,000	2,100,000	2,279,446	2,284,000	2,284,000	0	0
Reserve/Contingency	0	1,750,000	2,000,000	3,000,000	3,000,000	0	0	3,000,000
Grand Total	43,941,707	46,727,940	48,256,864	50,298,816	51,785,998	31,801,400	14,598,515	5,386,083

Agenda Item 7

Finance

2. HMK Recommendation



April 13, 2023

Will Lewis, Business Director
Lebanon Community Schools
485 South 5th Street
Lebanon, Oregon 97355

RE: Lebanon Community Schools
Seven Oak Middle School
Classroom Addition Project –Bid Package 1
Recommendation to Accept GMP - Amendment 1

Dear Will,

After careful review and consideration, HMK Company recommends that you award Guaranteed Maximum Price (GMP) Amendment 1 to GBC Construction, LLC in the amount of \$647,204.90.

The original Contract amount of \$27,500.00, GMP Amendment 1 for above increase in scope for \$647,204.90, will bring the total Not to Exceed sum to \$674,704.90.

We are asking that the District Board take action to award the CM|GC GMP Amendment 1 for the Seven Oak Middle School Classroom Addition Project to GBC Construction, LLC for the additional Not to Exceed sum of \$647,204.90 at the April 10 Board Meeting, for a Total Not to Exceed Contract sum of \$674,704.90.

If you have any questions, please do not hesitate to contact me to discuss.

Sincerely,

Skip A Hamilton

Skip A. Hamilton, CCM
Program Manager
HMK Company

Att: GMP 1 Contract Documents

AIA® Document A133™ – 2009 Exhibit A

Guaranteed Maximum Price Amendment

for the following PROJECT:

(Name and address or location)

« Seven Oak Middle School »
« Construction Manager | General Contractor »
« 550 Cascade Drive »
« Lebanon, Oregon 97355 »

THE OWNER:

(Name, legal status and address)

« Lebanon Community School District 9 »
« William Lewis, Business Director »
« 485 S. 5th Street »
« Lebanon, Oregon 97355-2602 »

THE CONSTRUCTION MANAGER:

(Name, legal status and address)

« GBC Construction, LLC »
« Cody Timmins, Vice President »
« 1925 NW 9th Street »
« Corvallis, OR 97330 »

ARTICLE A.1

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 2.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of this Agreement.

§ A.1.1.1 The Contract Sum **BID PACKAGE 1** is guaranteed by the Construction Manager not to exceed «**SIX HUNDRED FOURTY-SEVEN THOUSAND, TWO HUNDRED FOUR DOLLARS AND NINETY CENTS**» (\$ «**647,204.90**»), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 **Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.

(Provide below or reference an attachment.)

« Attachment 1, GBC Construction Proposal Seven Oak MS Phase 1 04/05/2023 »

TOTAL GUARANTEED MAXIMUM PRICE

Pre-Construction Services:	\$ 27,500.00
GMP Amendment #1:	\$ 647,204.90
Total	\$ 674,704.90

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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§ A.1.1.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the Contract Documents permit the Owner to accept other alternates subsequent to the execution of this Amendment, attach a schedule of such other alternates showing the amount for each and the date when the amount expires.)

« No Alternates Accepted »

§ A.1.1.4 Allowances included in the Guaranteed Maximum Price, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price (\$0.00)
No Allowances	

§ A.1.1.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

« Attachment 2, GBC Construction Proposal, Exhibit B - Scope Clarification 04/05/23 »

§ A.1.1.6 The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
See Original Contract	AIA 133 – 2019 With Exhibits A-I AIA A201 - 2017	02/06/2023	356 Pages 35 Pages

§ A.1.1.7 The Guaranteed Maximum Price is based upon the following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Agreement.)

« Attachment 3, Seven Oak MS Addition, Project Manual 03/03/2023 »

Section	Title	Date	Pages
Attachment 3	Seven Oak MS, Project Manual 98%	03/03/2023	583 Pages

§ A.1.1.8 The Guaranteed Maximum Price is based upon the following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Agreement.)

« Attachment 4, Seven Oak MS Addition, Review Set 98 % CD 03/06/2023 »

Number	Title	Date	Pages
Attachment 4	Seven Oak MS Addition, Review Set 98 % CD	03/06/2023	58 Pages

§ A.1.1.9 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Agreement.)

« None »

ARTICLE A.2

§ A.2.1 The anticipated date of Substantial Completion established by this Amendment:

« Attachment 5, Schedule, 04/15/2024 »

ARTICLE A.3

§ A.3.1 Narrative of Construction Manager's Outreach Program:

«See Attachment 6, page 38 of Contractor's RFP dated 12.20.2022 »

§ A.3.2 Prevailing Wage Rate:

« See Attachment 7, January 5, 2023 BOLI with Amendment January 11, 2023 »

LEBANON COMMUNITY SCHOOL DISTRICT 9

GBC CONSTRUCTION, LLC

OWNER *(Signature)*

CONSTRUCTION MANAGER *(Signature)*

« William Lewis »« Business Director »
(Printed name and title)

« Cody Timmins »« Vice President »
(Printed name and title)

BOARD APPROVAL



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: William H. Lewis III, Business Director

Date: April 07, 2023

Meeting Date: April 13, 2023

Re: Approve Guaranteed Maximum Price for the Excavation and Concrete Work at the Seven Oak project

Board Approval

The Lebanon Community School District Board of Directors approves the Guaranteed Maximum Price (GMP) Amendment 1 for the Seven Oak Classroom project up to the Maximum Allowable Construction Cost (MACC) of \$674,704.90.

Motion Approved

Board Chair
Tom Oliver