



Santiam Travel Station

750 S. Third St. Lebanon, OR 97355

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

MEETING AGENDA

1. WELCOME

A. Call to Order

2. BOARD REORGANIZATION

- A. Election of Board Chair for 2024-25
- B. Election of Board Vice Chair for 2024-25

3. PUBLIC COMMENTS¹

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.

- 4. 2024-25 LCSD BOARD MEETING SCHEDULE, pg. 4** **Action: Approval Requested**
- 5. RESOLUTION #24-0711 REPRESENTATIONS & AUTHORIZATIONS, pg. 6** **Action: Approval Req.**
- 6. FOCUS AREA REPORT, pg. 11** **Action: Informational**
- 7. OSBA BOARD SELF EVALUATION** **Action: Informational**
- 8. COMMUNITY USE OF DISTRICT FACILITIES, pg. 20** **Action: Informational**
- 9. CONSENT AGENDA** **Action: Approval Requested**

- A. June 6, 2024 Board Meeting Minutes, pg. 34
- B. Policy Updates – First, pg. 41 and Second, pg. 63 Readings

CODE	TITLE
FIRST READING	HIGHLY RECOMMENDED
BCBA	Student Representative(s) on the Board
CC-AR	Organizational Chart
JEA	Compulsory Attendance**
KBA-AR	Public Records Request

CODE	TITLE
SECOND READING	REQUIRED
GCDG/GDDA (New)	Criminal Records Checks and Fingerprinting *
	HIGHLY RECOMMENDED

BBF	Board Member Standards of Conduct (Version 2)
CB	Superintendent
EBC (New)	Emergency Plan and First Aid**
EBCB	Emergency Procedure Drills and Instruction
	DELETE
EBC/EBCA	Emergency Procedures and Disaster Plans
GCDA/GDDA	Criminal Records Checks and Fingerprinting *
JHCCF	Pediculosis (Head Lice) (Version 1)
	OPTIONAL
CBC	Superintendent's Contract
JHCCF (New)	Pediculosis (Head Lice)

C. Hiring

NAME	POSITION	FTE	START DATE	END DATE
NEW HIRES 2024-25				
Zoya Altuhova	1 st Grade Teacher – Pioneer School	1.0	8/26/2024	
Elizabeth Atkins	3 rd Grade Teacher – Hamilton Creek School	1.0	8/26/2024	
Kara Enright	Kindergarten Teacher – Hamilton Creek School	1.0	8/26/2024	
Martin Coatney	Mathematics Teacher – Ralston Academy	1.0	8/26/2024	
Jessica Gadue	Music Teacher – Hamilton Creek and Lacombe Schools	1.0	8/26/2024	
Cheyenne Hamilton	7 th Grade Teacher – Lacombe School	1.0	8/26/2024	
Natalie Kelley	5 th Grade Teacher – Cascades School	1.0	8/26/2024	
Amber LeBard	Kindergarten Teacher – Lacombe School	1.0	8/26/2024	
Kristy Lindner	Special Education Teacher – Green Acres School	1.0	8/26/2024	
Jalen Lomax	Mathematics Teacher – Lebanon High School	1.0	8/26/2024	
Kelly McAllister	Special Education Teacher – Hamilton Creek and Lacombe Schools	1.0	8/26/2024	
Whitney McGilvray	Special Education Teacher – Green Acres School	1.0	8/26/2024	
Serene Mellenthin	7 th Grade Teacher – Hamilton Creek School	1.0	8/26/2024	
Kenzie Parsons	Mathematics Teacher – Seven Oak Middle School	1.0	8/26/2024	
Heather Peckfelder	English Language Development Teacher – Riverview School	1.0	8/26/2024	
Maya Scott	2 nd Grade Teacher – Cascades School	1.0	8/26/2024	
Brittany Shamek	4 th Grade Teacher – Hamilton Creek School	1.0	8/26/2024	
Jadzia Simpson-Berry	1 st Grade Teacher – Pioneer School	1.0	8/26/2024	
Lindsey Smith	2 nd Grade Teacher – Lacombe School	1.0	8/26/2024	

Gretchen Wurgler	Special Education Teacher – Seven Oak Middle School	1.0	8/26/2024	
TEMPORARY 2024-25				
Kassidy Shryock	English Language Arts Teacher – Seven Oak Middle School	1.0	8/26/2024	6/11/2025

10. DEPARTMENT REPORTS

Action: Informational

- A. Operations
 - 1. Operations Report
- B. Human Resources
- C. Finance
 - 1. Financial Report, pg. 83

11. COMMUNICATION

Action: Informational

- A. Board
- B. Superintendent

12. PUBLIC COMMENTS¹

13. ADJOURNMENT

Upcoming meeting dates: TBD

Proposed:

- August 8, 2024
- September 12, 2024
- October 10, 2024
- November 14, 2024
- December 12, 2024

¹ 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 Public 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

Agenda Item 4

2024-25 LCSD Board Meeting
Schedule

2024-25 LCSD Board Meeting Schedule

Date	Time	Meeting Type	Location
August 8, 2024	6:00 PM	Regular Meeting	Santiam Travel Station
September 12, 2024	6:00 PM	Regular Meeting	Santiam Travel Station
October 10, 2024	6:00 PM	Regular Meeting	Santiam Travel Station
November 14, 2024	6:00 PM	Regular Meeting	Santiam Travel Station
December 12, 2024	6:00 PM	Regular Meeting	Santiam Travel Station
January 9, 2025	6:00 PM	Regular Meeting	Santiam Travel Station
February 13, 2025	6:00 PM	Regular Meeting	Santiam Travel Station
March 13, 2025	6:00 PM	Regular Meeting	Santiam Travel Station
April 10, 2025	6:00 PM	Regular Meeting	Santiam Travel Station
May 8, 2025	6:00 PM	Regular Meeting	Santiam Travel Station
June 12, 2025	6:00 PM	Regular Meeting	Santiam Travel Station
July 10, 2025	6:00 PM	Reorganizational Meeting	Santiam Travel Station

Agenda Item 5

Resolution #24-0711
Representations and
Authorizations

Lebanon Community School District #9

Resolution #24-0711 Representations and Authorizations

The Lebanon Community School District Board of Directors resolves the following for Fiscal Year 2024/25:

- 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 Jennifer Meckley as Chief Administrative Officer.
- C. **Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates William Lewis and Steven Proski as Deputy Clerk.
- D. **Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and Steven Proski to be the custodian of funds and further authorizes 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 Jennifer Meckley, William Lewis, and/or Steven Proski to sign monthly disbursements and payroll.
- F. **Authorization to Approve and Pay Accounts Payable.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and/or Steven Proski to approve and pay all accounts payable and balances on district-issued credit/purchase cards within the limits of the adopted budget document.
- G. **Budget Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley as the budget officer.
- H. **Official Auditors.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Pauly Rogers & Co. as the official auditor for the district's Fiscal Year 2023/24 books.
- I. **Newspapers-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald as the district newspaper-of-record.

- 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.
- K. **Attorney-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Garrett Hemann Robertson, PC as the attorney-of-record for all general education related legal services and for collective bargaining services.
- L. **Hearing Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley 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 Jennifer Meckley or her 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 Jennifer Meckley is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, Carl Perkins Grant, other various local grants, Linn/Benton Education Service District, miscellaneous state grants, and miscellaneous federal grants.
- N. **School Board Meetings.** BE IT RESOLVED that the following are the School Board meeting dates for Fiscal Year 2024/25. Regular meetings will begin at 6:00 PM.

Date	Meeting Type	Scheduled Location
August 8, 2024	Regular Meeting	Santiam Travel Station
September 12, 2024	Regular Meeting	Santiam Travel Station
October 10, 2024	Regular Meeting	Santiam Travel Station
November 14, 2024	Regular Meeting	Santiam Travel Station
December 12, 2024	Regular Meeting	Santiam Travel Station
January 9, 2025	Regular Meeting	Santiam Travel Station
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July 10, 2025	Reorganizational Meeting	Santiam Travel Station

- O. **Depository-of-Funds.** BE IT RESOLVED that the Lebanon School Board of Directors here by designates FDIC Umpqua Bank, U.S. Bank, Oregon State Treasury and Local Government Investment Pool as the Depositories of Funds.

- P. **Borrowing Limit for the Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000. Notice is to be given to the Board prior to the loan.
- Q. **Short-term loans between funds.** BE IT RESOLVED that William Lewis, Deputy Clerk/Chief Operations Officer, and Steven Prosocki, Deputy Clerk/Business Director are authorized to make short-term loans between funds in order to pay district obligations.
- R. **Employees Excluded from Bargaining Units.** BE IT RESOLVED that the Lebanon School Board of Directors hereby affirms that confidential employees and all directors and administrators are excluded from the bargaining units.
- S. **Local Contract Review Board.** BE IT RESOLVED that the Lebanon School Board of Directors hereby reaffirms the Lebanon Community School District as its own Local Contract Review Board.
- T. **Alternative Education Programs.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, Linn Benton Community College Alternative Program, and Community Services Consortium as alternative education programs.
- U. The following designation of the Fiscal Year 2023/24 ending fund balances and revenues for specific uses in Fiscal Year 2024/25:
1. Committed Fund Balances
 - a. 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 2024/25 adopted budget.
 2. Restricted Fund Balances
 - a. 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.
 - b. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.
 - c. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.
 3. Debt Service Funds
 - a. Funds are “Restricted” for the accumulation of resources and payment of principal and interest related to associated debt offerings.

PASSED AND ADOPTED this 11th day of July, 2024.

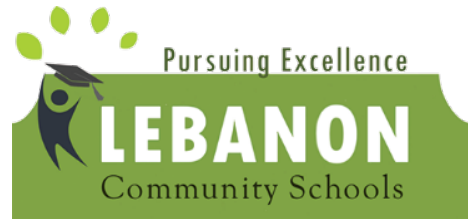
Board Chair

Jennifer Meckley, Superintendent

Agenda Item 6

Focus Area Report

BOARD MEMORANDUM



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

From: Jennifer Meckley, Superintendent

Date: July 3, 2024

Meeting Date: July 11, 2024

Re: Focus Area Wins

One of the most important things we do as a leadership team is focus on wins no matter how small. We use a phrase coined by Director of Finance, Steven Prosocki: "Win City!" In Win City we have a positive outlook, resilience in the face of setbacks, unwavering determination, continuous improvement, and a focus on solutions.

We have significant wins in each of our five focus areas: Academic Achievement, Safety and Belonging, Financial Integrity, Effective Facilities, and Community Connections. While this list is not comprehensive, it paints a clear picture of the tremendous work our staff and community are doing to support our students and families.

Ultimately, we want to see improved student outcomes. Through intentional focus and effort in each of the areas, we are fostering a positive and thriving environment for our district. Let's take a moment to celebrate these wins and how this daily work from our staff continues our pursuit of excellence for every student, every day.

ACADEMIC ACHIEVEMENT

Highlights

- Increase academic achievement for all students
- Third grade reading proficiency
- Ninth grade on track
- Graduation rate

Metric	Baseline	2024	Source/Instrument
3rd Grade Reading	37%	41% 92% participation	SBAC
	50.4%	48.9%	STAR
8th Grade on Track	NA	71% (Seven Oak only) <ul style="list-style-type: none"> • Passing all classes • 2 or fewer behavior referrals • 90% attendance • Academic growth on STAR assessment 	Grades Test scores Attendance Behavior
9th Grade on Track	86%	80%	Transcripts
High School Graduation Rate (on time)	79% (2022) 88.8% (2023)	88.8% (2023)	State Report Card
Academic Growth Reading (Grades 2-8) Percent of students with at or above typical growth	66.5% 65% SpEd 65.2% BIPOC	68.6% 66% SpEd 70.9% BIPOC	STAR
Academic Growth Math (Grades 2-8) Percent of students with at or above typical growth	66.3% 58.1% SpEd 67.1% BIPOC	68.5% 66% SpEd 68.9% BIPOC	STAR

SAFETY AND BELONGING

Highlights

- Ensure physical safety and promote emotional and mental well-being
- Establish positive and inclusive school cultures
- Ensure accessibility for ALL students and families

Win	Evidence
Welcome Center Services	<ul style="list-style-type: none"> ● 381 referrals ● Provided 689 intakes ● Approximately 98 Bilingual students receiving services ● Approximately 285 identified MV students ● Approximately 84 Tier 3 students ● 317 Tier 2 level kids on the WC case management
Computer Safety	<ul style="list-style-type: none"> ● Securly: Alerts for self harm, grief, violence, bullying, nudity <ul style="list-style-type: none"> ○ 1,400 alerts ○ 2 potential suicides interrupted ● 350 WiseNet Security Cameras
Indian Education Started	<ul style="list-style-type: none"> ● 24 students ● Family Nights (up to 44 attendees) <ul style="list-style-type: none"> ○ Beading Night ○ Braiding Night ○ Bingo Night
Feeding Students	<ul style="list-style-type: none"> ● Free breakfast and lunch through 2028 with increased reimbursement rates ● Lunches served to 65% of students ● Breakfasts served to 47% of students ● Summer meal program numbers are up: <ul style="list-style-type: none"> ○ 1,000 more meals served in June 2024 than June 2023

	<ul style="list-style-type: none"> ○ Increased access for LAC/HCK
Transporting Students	<ul style="list-style-type: none"> ● Zero canceled bus routes in 2023-24 ● 1,350 students daily average ● 27 McKinney-Vento students ● 6 foster care students ● 217 HS athletic trips = 31,000 miles ● 53 MS athletic trips = 4,651 miles ● 155 Field trips = 13,698.2 miles ● Total Mileage = 373,167 miles
Certified Staff Retention Rate Avg. teacher retention rate over past three years	<ul style="list-style-type: none"> ● 85.5% <ul style="list-style-type: none"> ○ 77% national average
Student Board Representatives	Interviewed and appointed three LHS students, who will begin their service in September 2024.
Bias Incident Reporting implemented Training for staff and students.	<ul style="list-style-type: none"> ● 174 reports since October 2023 ● Majority are incidents related to race or color ● Individual response to incidents as much as possible. ● Training for staff regarding how to respond to bias incidents.
Restraint and Seclusion training for staff (Safety Care)	<p>2023-24: 57 staff members trained</p> <ul style="list-style-type: none"> ● Restraints: Q1 (0) / Q2 (1) / Q3 (2) / Q4 (4) - (students) ● Seclusion: 4 incidents - 2 students

EFFECTIVE FACILITIES

- Highlights**
- Ensure safety and security off all patrons in school facilities
 - Ensure proper maintenance and upkeep of all buildings

- Create opportunities to fund capital projects

Win	Evidence
<p>COPS Grant Awarded DOJ grant totals \$500k</p>	<p><u>Three-year grant</u></p> <ol style="list-style-type: none"> 1. Crisis alert software: CrisisGo 2. Secure access to buildings 3. Paging systems <p>Team has been working with vendors to determine which products we will use.</p>
<p>Facilities Advisory Committee</p>	<p>Six meetings since January Seventeen members:</p> <ul style="list-style-type: none"> • Two Board members • Five community members • Two teachers • Two City of Lebanon employees • Five district leadership staff
<p>Construction Projects</p>	<ul style="list-style-type: none"> • Seven Oak Building <ul style="list-style-type: none"> ◦ Completed early and on budget • LHS Commons Area <ul style="list-style-type: none"> ◦ Expanding serving/dining area to accommodate one lunch. • Lcomb roof <ul style="list-style-type: none"> ◦ Under construction and scheduled to be complete mid August • Seven Oak fire alarm <ul style="list-style-type: none"> ◦ New system being installed over the summer.
<p>Creating Efficiencies</p>	<ul style="list-style-type: none"> • Employ our own grounds employees (formerly contracted with the City of Lebanon) <ul style="list-style-type: none"> ◦ Provides yearlong employees who can support other projects in the winter months. • New ticketing system for facilities and technology

	<ul style="list-style-type: none"> ● Warehouse building <ul style="list-style-type: none"> ○ In-house construction ○ Central, in-town location for stored items and equipment
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FINANCIAL INTEGRITY	
Highlights <ul style="list-style-type: none"> ● Develop and adhere to a realistic and accurate budget that reflects the district's needs and priorities. ● Transparency with stakeholders ● Compliance with regulations: Clean audits ● Long term financial planning 	
Win	Evidence
2024-25 Balanced Budget	Adopted a new budget with minimal impact on students and staff
Audit 2022-23	Clean audit
Grants Awarded Total grants awarded: \$567,749	<ul style="list-style-type: none"> ● COPS safety \$500,000 ● Farm to School: \$45,000 ● Employee Wellness: \$10,000 ● Food Service Expansion: \$12,749
Technology	Three employees: <ul style="list-style-type: none"> ● Responded to 1,889 tickets ● Support 4,000 Chrome devices ● 750 Windows devices ● 85 network printers ● 450 Voip phones ● 300 Samsung tablets ● 300+ projectors and/or HD TVs

COMMUNITY CONNECTIONS

Highlights

- Increase family involvement
- Increase community engagement
- Strengthen community partnerships

Win	Evidence
ParentSquare	<ul style="list-style-type: none"> ● 99% of students are contactable ● 14,305 direct messages to families resulting in 143,053 back-and-forth direct messages. ● 96 district posts ● 611 school posts ● 2,816 classroom posts
New Website	<ul style="list-style-type: none"> ● Increased accessibility for translation to any language ● Increased consistency among school pages
Facebook Presence	<ul style="list-style-type: none"> ● Reach: Nearly 76,000 people <ul style="list-style-type: none"> ○ Number of unique users who see a post or the page ● Impressions: 478,200 <ul style="list-style-type: none"> ○ Number of times any content from your page entered a person's screen ● Content interactions: 20,500 ● Followers: 3,900 ● Link clicks: 1,200 <ul style="list-style-type: none"> ○ Number of times someone clicked on a link we posted
Interconnected Systems Framework	<p>Monthly meetings with community partners to increase access to mental health services for our students and families.</p> <ul style="list-style-type: none"> ● Trillium ● Linn County Alcohol and Drug ● Samaritan Health Services

- | | |
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| | <ul style="list-style-type: none">● Jackson Street Youth Shelter● LBLESD● Obria● Linn County Mental Health● Linn County Juvenile Dept. |
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Agenda Item 8

Community Use of District
Facilities

BOARD MEMORANDUM



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

From: William H. Lewis III, Chief Operation Officer

Date: July 3, 2024

Meeting Date: July 11 2024

Re: LCSD Use of Facilities Policy

LCSD Use of Facilities Policy Review-

An LCSD team of school administrators, facility admin, middle school/high school athletic admin, and finance admin have reviewed the current use of facilities policies KG, KG-AR(1), and KG-AR(2). The goals behind this review were to assess how the district is currently handling facility use and develop a plan for how we want to improve the management of facility use in the future. The district team assessed facility needs, budgetary constraints, and the needs of our students and community.

In alignment with the district's focus area of Effective Facilities, the team is updating LCSD's fee schedule, KG-AR(2), to align with surrounding districts. Additionally, minor language updates are proposed in both KG and KG-AR(1). The fees will help support the district's facilities in several ways, including:

- **Reduced liability:** The policy will now require groups who use our facilities to have an insurance policy of at least \$1 million in coverage. The previous practice did not require users to carry an insurance policy, thus leaving the district vulnerable to insurance claims.
- **Reimbursement of staff time:** Policy KG-AR(2) includes reimbursement of staff time, such as for AV technicians and custodians. Previously, we have not charged for staff time to clean up a facility after its use (empty trash cans, replenish materials, etc).
- **Enhanced scheduling:** The new policy features a 10-business day request to use our facilities and will help avoid any double-booking of our facilities.
- **District-area alignment of policies:** All districts in our surrounding area (Corvallis, Albany, Sweet Home, and Central Linn) charge similar fees to use their facilities. This fee schedule keeps us competitive with other districts.
- **Investment back into our facilities:** By recapturing some of the associated costs to use our facilities, we are now able to invest back into our facilities. Money collected from the fees will be used to fund projects that either maintain or enhance our facilities.

Communication with our facilities' existing users has begun, providing them with ample time to plan for the fee schedule implementation.

Lebanon Community Schools

Code: **KG**
Adopted: 10/7/02
Readopted: 3/17/11
Orig. Code(s): KG

Community Use of District Facilities

The Board supports the community use of district facilities by community members for recreation, education and service activities. The district reserves the right to deny or cancel facility use when such action is determined to be in the best interest of the district.

~~A fee schedule for facility use will be annually reviewed and approved by the Board.~~ All individuals or groups shall pay a usage fee except, authorized school organizations, local nonreligious/nonprofit youth organizations, active business/school partners, and other organizations or groups who have obtained a fee waiver from the superintendent or designee. Long-term use (e.g., Linn-Benton Community College and local municipalities) may be charged based on a mutually agreed contract rather than the fee schedule.

Individuals or groups using district facilities are required to show proof of required liability insurance as outlined in the administrative regulation for this policy.

The superintendent or designee may waive the fee charge for other organizations or groups if that action is determined to be in the best interest of the district and community.—~~A refundable key deposit shall be collected from local nonreligious/nonprofit youth organizations who use the facilities at times when a key is required.~~

The following order will be used to determine priority for usage of facilities and grounds:

1. District activities involving students in activities related to the instructional program;
2. District activities involving students in extracurricular activities;
3. District activities involving adults;
4. Lebanon community youth programs;
5. Other community programs.

Use of tobacco products ~~or any other smoking or vaping product~~ and possession of alcoholic beverages, illegal drugs and weapons are prohibited in district facilities and on district grounds.

The superintendent ~~or designee~~ is responsible for the development of administrative regulations guiding details of facility usage.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials

KGF/EDC - Authorized Use of District Equipment and Materials

KI - Public Solicitation in District Facilities

Community Use of District Facilities

Categories and Fee Classification

Categories of Use

1. Nonprofit (by IRS classification) organizations composed primarily of students/patrons of this district (~~e.g., 4-H, Scouts, Campfire~~) engaged in activities involving no additional expenses to the district, and substantially related to the educational programs of the district, will pay no fee except Class I fees, as applicable.
2. Organizations composed of employees of the district engaged in general meetings, educational projects, and similar activities directly related to their employment, or engaged in district supported programs shall pay only classification I fees as applicable. If engaged in activities primarily related to the general purposes of the organization and not specifically related to the district, they will pay Class I and II fees, as applicable.
3. Nonprofit (by IRS classification), political, economic, artistic, civic, social, fraternal, religious or similar organizations meeting for the stated purposes of the organization will pay Class I and II fees, as applicable.
4. Nonprofit (by IRS classification) organizations composed of residents of the district engaged in fund raising activities, if the net proceeds thereof are specifically identified and retained and segregated for the general benefit of children of the district, will pay Class I fees, as applicable.
5. Nonprofit (by IRS classification) organizations composed substantially of residents of the district engaged in fund raising activities, where the net proceeds are identified and retained for the direct benefit of the patrons, will pay Class I and II fees, as applicable.
6. Nonprofit (by IRS classification) organizations or persons desiring to use the facilities for fund raising activities will pay the appropriate Class I and II fees, as applicable.
7. Profit-making organizations or persons desiring to use district facilities will pay the appropriate Class I and III fees, as applicable.
8. The district may require deposits or charges for special requests not covered by the policy.
9. The district retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with user groups (damage, etc.) will be documented and may preclude future use.
10. OSAA sanctioned competitions shall be charged based on negotiated contract agreements between OSAA representatives and Lebanon Community School District representatives.

11. If there is a question as to the group's classification, it will be reviewed by the facilities services office and a decision will be rendered.

Fee Classification

The district will seek to achieve maximum economic benefit from its ability to rent or lease District facilities, but may establish criteria for circumstances that justify a reduced fee.

1. Class I: Where applicable, salaries for custodians, **cooks**, and other auxiliary employees, which will include both the direct out-of-pocket costs and a sum for overhead and administration. A fee for utilities costs is included in the charges to all user groups.
2. Class II: A nominal rental charge for the use of buildings, facilities, or equipment. Reasonable rental charge is defined as an amount less than estimated actual cost.
3. Class III: A reasonable rental charge for the use of the buildings, facilities, or equipment. Reasonable rental charge is defined as an amount approximating estimated actual cost.

Appeal of Category of Fee Classification

1. The director of facilities or designee has the discretion to apply such fees as deemed appropriate. Fees may be established for long time use agreements.
2. When an applicant objects to the category and fee classification assigned by the director of facilities or designee, the director of facilities or designee will refer the application to the superintendent **or designee** for action.

Use of District Equipment

In order to assure that equipment provided in the schools for the education of young people will be most beneficially used for that purpose, school equipment normally will not be loaned or rented for use outside the building or off the grounds of the school, to non-school organizations. In unusual circumstances the facilities service department may authorize such loan or rent.

Limitations on Use, All Groups or Individuals

Illegal Activities

The use of buildings or properties of the district will not be granted to any organization or individual if there is a prima facie showing that the organization or individual will use said facilities for or in the promotion of illegal activities.

Drugs, Smoking and Gambling

The use of alcoholic beverages and illegal drugs in any form is prohibited in school buildings and on school grounds. Gambling is prohibited in school buildings and on school grounds. Smoking **or vaping products** is strictly prohibited in all district facilities and on school grounds.

Use of School Grounds

The rules pertaining to school grounds stated in current board policy apply to all users.

Public Solicitation in District Facilities

The advertising or sale of merchandise in buildings or on school grounds by nonstudents will not be permitted except with the consent of the business office and/or principal. (Also refer to KI).

Attendance Limits

The maximum number of people permitted in auditoriums, gymnasiums and cafeterias (or any posted area) in the various buildings will be restricted to their capacity as specified by the fire codes.

Rules for Use of District Facilities by Outside Agencies:

1. A schedule of all events will be provided to the Facilities Services Department. The schedule should show:
 - a. Specific times and dates of events and games;
 - b. Arrival and expected departure time of participants;
 - c. Name and arrival time of supervisor;
 - d. Names of team scheduled to play and coaches
2. Participants are not to enter the building until the time specified in the Use Agreement.
3. All participants and accompanying audience are to remain in the agreed upon area as described by the Use Agreement.
4. The user is responsible for control of audience and participants to prevent running around the building, playing on unauthorized equipment or damaging property.
5. Harassment of school district personnel by members of the scheduled groups trying to get early admission will be basis for the cancellation of the Use Agreement.
6. Whenever possible, activities will be scheduled at facilities appropriate to the age of students involved, i.e., elementary at elementary schools, Boys and Girls Club at middle schools, etc.
7. Any damage or unusual occurrence will be reported to the administrator and/or Facilities Services Department. The user will be billed for custodial time to clean up, replace furniture and mats and repair damages.
8. Any complaints that users have are to be reported to the administrator and/or facilities services department.
9. District funded programs have priority on the use of facilities and may have to cancel use by outside groups. Every effort will be made to give at least 48 hours notice. Known dates of conflict should be listed when the Use Agreement is prepared.

10. Use by profit-making organizations or persons will be limited to outside normal operating hours and subject to Use Agreements. Exceptions may be approved by the director of facilities or his/her designee.
- ~~11. A refundable key deposit of \$25.00 will be collected from local nonreligious/nonprofit youth groups or other groups with a fee waiver, when using the facilities at times requiring a key. A refundable card deposit of \$5.00 will be collected from local nonreligious/nonprofit youth groups or other groups with a fee waiver, when using the facilities at times requiring an access card.~~
- ~~12. A refundable cleaning deposit of \$30.00 will be collected from all users of district facilities (except the Lebanon High School stadium, track and turf field) with or without a fee waiver.~~
- ~~13. A refundable cleaning deposit of \$50.00 will be collected from local nonreligious/nonprofit youth groups or other groups with a fee waiver using the Lebanon High School stadium, track and turf field. A refundable cleaning deposit of \$100 will be collected from profit-making organizations or persons using the Lebanon High School stadium, track and turf field.~~

Procedures and Regulations for Community Use of Facilities:

Application forms and copies of the procedures, regulations, and fee schedules are available on the district website and at the facilities services offices.

Application

1. The use of any building, facility or equipment of the district for other than regular school district activities should be initiated by ~~through district facilities webpage~~ **written application** to the facilities services department not less than ~~five days~~ **ten business days** prior to the date of use. Applications will be accepted for ~~one calendar year.~~ **the current school year only.**
2. Such application for use of school property will be upon the forms provided **by the district** and signed by an official of the requesting organization.
3. The application, when completed by the user, will be reviewed by the facilities office for facility availability and determination of rental fee.
4. If there are conflicting requests for use, or if there is a question regarding the suitability of the proposed use, the matter will be submitted to the director of facilities or designee. After a decision has been made, the director of facilities or designee will notify the organization of the decision and why that decision was reached. If an organization does not agree with the director of facilities decision, it may appeal in writing to the superintendent **or designee** for final decision.

Supervision

1. The user will designate a person in charge. Also, a district staff representative will be in attendance whenever organizations use large group facilities such as auditoriums, cafeterias, or gymnasiums or as recommended by the administrator.

2. A user designee who fails to secure the building will be responsible for damages resulting from it not being secured. A second occurrence of failure to secure the building by the same person will result in a change of designee or cancellation of the Use Agreement.

Custodians

1. During regular custodial working hours:
To assist the user in preparing a building for use and subsequent cleanup, a custodian will need to be present. The user will be charged Class I rates for all custodial time. There is no charge for custodial time to lock and unlock a building during regular custodial hours. The user will be billed for custodial time to clean, replace furniture and mats, repair damages, or provide other services.
2. On weekends and during custodial non-working hours the user will be billed at Class I rates for all custodial time to assist the user in preparing a building for use and subsequent cleanup; e.g., replacing furniture and mats, repairing damages, unlocking, locking and/or securing the building, or providing other services. Cleanup following each event is the responsibility of the user or group.

Cooks

1. Due to health standard requirements and the complexity of the kitchen equipment, a district cook will be present whenever a kitchen is used. This person's role is to ensure that the use of district kitchen facilities and equipment is consistent with health and sanitation standards and the related charge does not cover work done by the cook for the user. If any such work is to be done, pay is a separate matter between the cook and the nutrition services director but the responsibility of the user.
2. No person less than 16 years of age will be allowed to assist in the kitchen with any duties whatsoever. Children under 16 years of age will not be allowed in the kitchen while their parents are performing kitchen duties.
3. The user will be billed at the Class I rate for a cook's overtime if applicable.

Insurance

1. An agency using district facilities shall maintain in-force insurance policies for the duration of the occupancy of the district premises. If insurance is not available, adherence to the ~~districts Hold Harmless agreement~~ Facility Use Liability Release Form will be required.
- ~~2.~~ A nonprofit group is required to carry commercial general liability coverage written in a company admitted in the state of Oregon and having an AM Best rating of at least A-7. Total liability coverage shall ~~be a minimum of \$500,000~~ not be less than \$1 million per occurrence and to name the District as a named insured under the general liability insurance policy. The agency shall provide a certificate of insurance as evidence of required coverage ~~and shall name the district as an additional insured. The superintendent may waive the certificate of insurance requirement for nonprofit agencies.~~
3. A profit group is required to carry commercial general liability coverage written in a company admitted in the state of Oregon and having an AM Best rating of at least A-7. Total liability coverage limit shall ~~be a minimum of \$1,000,000~~ not be less than \$1 million per occurrence and to

name the District as a named insured under the general liability insurance policy. The agency shall provide a Certificate of Insurance as evidence of required coverage ~~and shall name the district as an additional insured.~~

Miscellaneous Expenses

1. Any damage to district property will be charged to the approved user group. The district property must be left in the same condition as found.
2. Because of the special hazards in moving pianos, both to the physical well-being of persons moving and to the piano itself, pianos will not be moved from floor to floor except by professional piano moving organizations, and fees for such services will be assessed to the organization using the facilities. Fees may include tuning.
3. Whenever organizations require special equipment such as public address systems, projection equipment, additional electric facilities, etc., installation as necessary will be made with the approval of and under the direction of school district personnel, and Fee Classification I charges will be made to cover the cost of labor and material.
4. Any organization sponsoring the use of playgrounds or athletic fields during the summer months will provide a supervisor without cost to the district for the entire time the grounds are in use, and will also assume all liability for any accidents that may occur upon the grounds during the time school grounds are in use under its supervision.
5. Payment for the use of buildings, facilities, and equipment, will be made after billing by the facilities service department. Exception: When an estimate for payment for the use of buildings and/or grounds exceeds \$500.00, a performance bond may be required.
6. Request for the cancellation of agreements for use of buildings, facilities and equipment will be made in writing not later than one day preceding the scheduled use. A charge will be made in accordance with the schedule of fees for each school engaged and not used, unless such notice to cancel is given.

Lebanon Community Schools

Code: **KG-AR(2)**
 Revised/Reviewed: 10/1/07; 8/18/11, 3/7/13
 Orig. Code(s): KG-AR

Administrative Rules for Use of Facilities – Schedule of Fees

Classification I (Use of Personnel)	per hour
Custodial Services	\$ 26.00
Food Services	\$ 20.00
District Staff Representative for Turf Field Use	\$ 20.00

Classification II & III (Use of District Facilities)

	Class II non-profit organizations per hour		Class III for-profit organizations per hour	
	School Days	Non- School Days	School Days	Non-School Days
High School				
Classrooms	\$ 5.00	\$ 8.00	\$ 11.00	\$ 16.00
Special classrooms (w/labs)	\$ 7.00	\$ 9.00	\$ 14.00	\$ 18.00
Auditorium (w/basic sound system)	\$ 30.00	\$ 36.00	\$ 60.00	\$ 92.00
—w/upgraded sound & light systems add \$25/hr				
Gymnasium (each)	\$ 25.00	\$ 36.00	\$ 50.00	\$ 72.00
Commons	\$ 19.00	\$ 28.00	\$ 38.00	\$ 55.00
Commons w/Kitchen	\$ 29.00	\$ 38.00	\$ 58.00	\$ 75.00
Grass Practice Fields	\$ 4.00	\$ 7.00	\$ 10.00	\$ 15.00
Grass Athletic Game Fields	\$ 22.00	\$ 28.00	\$ 44.00	\$ 56.00
Turf Athletic Game Field	\$ 25.00	\$ 25.00	\$ 100.00	\$ 100.00
—w/lights add \$10/hr				
—w/scoreboard add \$20/hr				
—w/locker rooms add \$100/event				
Middle School				
Classrooms	\$ 5.00	\$ 8.00	\$ 11.00	\$ 16.00
Special classrooms (w/labs)	\$ 7.00	\$ 9.00	\$ 14.00	\$ 18.00
Gymnasium (each)	\$ 22.00	\$ 32.00	\$ 44.00	\$ 64.00
Cafeteria	\$ 19.00	\$ 28.00	\$ 38.00	\$ 55.00
Cafeteria w/Kitchen	\$ 29.00	\$ 38.00	\$ 58.00	\$ 75.00
Grass Practice Fields	\$ 4.00	\$ 7.00	\$ 10.00	\$ 15.00
Grass Athletic Game Fields	\$ 22.00	\$ 28.00	\$ 44.00	\$ 56.00
—w/scoreboard add \$20/hr				
—w/locker rooms add \$50/event				
Elementary Schools				
Classrooms	\$ 5.00	\$ 8.00	\$ 11.00	\$ 16.00
Special classrooms (w/labs)	\$ 7.00	\$ 9.00	\$ 14.00	\$ 18.00
Gymnasium (each)	\$ 22.00	\$ 32.00	\$ 44.00	\$ 64.00
Cafeteria	\$ 7.00	\$ 9.00	\$ 14.00	\$ 18.00
Cafeteria w/Kitchen	\$ 29.00	\$ 38.00	\$ 58.00	\$ 75.00
Grass Practice Fields	\$ 4.00	\$ 7.00	\$ 10.00	\$ 15.00

District Office

Meeting Rooms	\$ 5.00	\$ 8.00	\$ 11.00	\$ 16.00
Board Room	\$ 7.00	\$ 9.00	\$ 14.00	\$ 18.00
Grass Practice Field	\$ 4.00	\$ 7.00	\$ 10.00	\$ 15.00

~~Classification IV (Yearly or Seasonal Rentals – guarantees an entire season or school year)~~

~~Middle School / Elementary Schools~~

Gymnasiums & Cafeterias	\$ 9.00	\$ 13.00	\$ 18.00	\$ 26.00
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OSAA Events

OSAA sanctioned competitions shall be charged based on a negotiated contract agreement between OSAA representatives and Lebanon Community School District representatives.

Lebanon Community Schools

Code: **KG-AR(2)**
 Revised/Reviewed: 10/1/07; 8/18/11, 3/7/13,
 07/11/24
 Orig. Code(s): KG-AR

Administrative Rules for Use of Facilities – Schedule of Fees

Classification I (Use of Personnel)

Supervision or Custodial Services

per hour

\$ 40.00

Classification II & III (Use of District Facilities)

	Class II non-profit organizations per hour		Class III for-profit organizations per hour	
	School Days	Non- School Days	School Days	Non-School Days
High School				
Classrooms	\$ 10.00	\$ 13.00	\$ 15.00	\$ 19.50
Auditorium (w/basic sound system)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
w/upgraded sound & light systems add \$40/hr				
Gymnasium (each)	\$ 100.00	\$ 130.00	\$ 150.00	\$ 195.00
w/scoreboard add \$20/hr				
Commons/Library	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Grass Practice Fields	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Turf Athletic Game Field	\$ 75.00	\$ 97.50	\$ 112.50	\$ 146.25
w/lights add \$30/hr				
w/scoreboard add \$20/hr				
Turf Baseball Game Field (no rental during season)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Turf Softball Game Field (no rental during season)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Tennis Court	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Matt Rooms	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Middle School				
Classrooms	\$ 10.00	\$ 13.00	\$ 15.00	\$ 19.50
Gymnasium (each)	\$ 100.00	\$ 130.00	\$ 150.00	\$ 195.00
w/scoreboard add \$20/hr				
Cafeteria/Library	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Grass Athletic Fields	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Elementary Schools				
Classrooms	\$ 10.00	\$ 13.00	\$ 15.00	\$ 19.50
Gymnasium (each)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Cafeteria/Library	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Grass Athletic Fields	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00

OSAA Events

OSAA sanctioned competitions shall be charged based on a negotiated contract agreement between OSAA representatives and Lebanon Community School District representatives.

Boys and Girls Club Events

Boys and Girls Club Events shall be charged based on a negotiated contract agreement between the Boys and Girls Club representatives and Lebanon Community School District representatives.

Agenda Item 9

A. June 6, 2024 Board Meeting
Minutes



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<p><u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair, via Zoom Aubree Molina, Member Clyde Rood, Member Melissa Baurer, Member Nichole Piland, Vice Chair</p>	<p><u>EXECUTIVE STAFF PRESENT:</u> Jennifer Meckley, Superintendent Kim Grousbeck, Human Resources Director Steven Prosocki, Business Director William Lewis, Chief Operations Officer</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 6:00 PM.

2. PUBLIC COMMENTS

Mary Northern, Director of Operations and Founder of Sand Ridge Charter School, speaks to the board sharing her notes which reference the financials related to Sand Ridge.

Jay Jackson, Sand Ridge Charter School Board Member, speaks to the board regarding his interpretation of the financials that Ms. Northern shared. He explains the amount that the Charter School receives for funding per student in comparison to the District. He believes the funding per student is inequitable and asks the board to consider what has been shared, and again, to consider the return on investment.

3. OSBA DISCUSSION AND Q&A RE: BOARD SELF EVALUATION

Janet Avila-Medina, OSBA Board Development Specialist, addresses the board via zoom, explaining the OSBA board self-evaluation process. Janet shares that this tool helps the board evaluate their own performance, measure effectiveness, and improve communication and relationships. She notes that the evaluation would consist of a survey with aggregate data in regards to twelve balanced governance standards. She also shares the time commitments, cost, and timeline for the self-evaluation process.

Q&A takes place between Janet and the Board Members, consisting of the following:

Q: Would this take place during a public meeting?

A: Yes, it is recommended to hold this as a special, standalone public meeting.

Q: Is there a typical time of year that boards do this?

A: Every other year is best practice, but there is not a right or wrong time of year to use this service.

Q: Could or should this evaluation be paired with a community evaluation?

A: No, a community evaluation or survey would be a separate process.

After further discussion the board decides to add this topic to the next month's agenda to further discuss, before planning with the OSBA.

4. LEBANON SCHOOLS FOUNDATION PRESENTATION

Dave McFetridge and Edda King, representing the Lebanon Schools Foundation, speak to the board regarding the structural history of the foundation, and how it was formed. Dave explains that the foundation is a 501c3, charitable organization, and is centered around scholarships, classroom enhancements, and capital projects. He also explains their role as a supporting organization to Lebanon Community School District, which creates a partnership between the Foundation, and the District and School Board, with the Superintendent and at least one School Board Member on the Foundation Board. Dave explains the process in which the funds are obtained and used.

Edda King speaks about the process for classroom grants and student scholarships, noting that this year they awarded \$5,742 and 13 teacher grants, as well as \$70,036 given to 25 students in scholarships. She also explains the Foundation's involvement with the Hall of Fame Induction Ceremony, which honors distinguished graduates of Lebanon High School. She previews the newest inductees, made up of John Wilkinson, Mike Royer, Greg Baretto, Bo Yates, and Brooke Bingaman.

Discussion takes place regarding the impact of the Foundation's involvement and the community members who donate as well.

Dave notes that since 2000, the Foundation has provided a total of about \$920,000, made up of \$650,000 in scholarships, and the remaining in classroom grants and students in need.

Dave explains that the idea of the Foundation is to help kids be successful, and Hall of Fame provides an opportunity to recognize the success of those former students. The foundation invites the School Board Members to attend the 2024 Hall of Fame Induction Ceremony on October 26th.

5. SAND RIDGE CHARTER SCHOOL CONTRACT

Board Chair, Tom Oliver, thanks Mary and Jay for the numbers presented during their public comment, and talks further about state school fund, and the way it is weighted on enrollment and headcount. He notes that equitable does not always mean the same for every student, and that the state sets the minimum funding at 80% for a reason. He notes the percentage of SpEd rates and poverty rates in both the District and Sand Ridge, with a 20% SpEd rate for LCSD, and a 6% SpEd rate at Sand Ridge, as well as poverty rates which are 80% for LCSD and 20% for Sand Ridge.

Tom notes that Sand Ridge has requested a 10-year contract, and 90% funding, while the district has offered 83% funding, which is a 3% increase to the previous contract. He explains that Sand Ridge has done a great job, and they would like to see them continue, but it has to be sustainable.

Superintendent, Jennifer Meckley, explains that the district is recommending 83% funding, to keep the cap as is, and a 5-year contract with an auto renewal, as well as some miscellaneous requested changes.

Tom notes that the district is accountable for everything that happens at Sand Ridge, and discussion takes place regarding reporting requirements expected of the Charter.

Jennifer reviews the recommendations from the district, made up of:

- A five-year contract term with automatic 5-year renewal unless either party requests modifications,
- Maintain current language regarding #5, when instruction begins,
- Maintain current language regarding a cap of 415 with the ability to ask for more,
- Maintain current language regarding student information system data and funding,
- Do not add new language regarding education of students with disabilities (the district provides SpEd services),
- Update language regarding alternative education OAR language to "581-022-2505",
- Increase ADMW funding to 83%, equivalent of about \$120,000,
- Agree to language addition of "or increases" regarding ADM funding in Economic plan, budget, and annual audit A(ii) funding,
- Agree to language update regarding audit report requirements in Economic plan, budget, and annual audit C,
- Maintain current language regarding proposed changes in Economic plan, budget, and annual audit C (v),
- Maintain current language regarding proposed changes in corporate status B (ii),
- Maintain current language regarding proposed changes in renewal M (i) and (ii),
- Maintain current language regarding proposed changes in termination N (iii),
- Maintain current language regarding proposed changes in employment matters A,
- Maintain current language regarding proposed changes in staff employee information: 9 O (iii),
- Maintain current language regarding proposed changes in insurance and legal liabilities: 11 A (i),
- Maintain all language as recommended by LCSD legal counsel noted in pg 25-27 of Board Packet in legal liabilities 11 B (i),
- Consider updated language regarding proposed changes in waiver: 11 C, pending review of the waiver currently in use
- Maintain current language regarding proposed changes in indemnification E(ii),
- Prior to making or approving proposed changes to terms and conditions of application: 13 D, review a written copy of modifications that have been or would be in the Charter application, and
- Maintain current language regarding proposed changes in dispute resolution 13 H.

No questions are presented by the Board.

Chief Operations Officer, William Lewis, explains the timeline, noting that the Board may recommend to approve as recommended by the district, and following Board approval, the district will negotiate with Sand Ridge. Should an agreement not be made, the previous contract will go into effect.

Nichole motions to direct district staff to negotiate a final contract based on the presented contract and district recommendations, and Melissa seconded the motion. All approved, with a unanimous vote, the motion carries.

6. BUDGET APPROVAL/HEARING

A. Resolution #24-0606A Making Appropriations for the 2024-25 Budget:

Nichole motions to approve resolution #24-0606A, Clyde seconds the motion. All approved with a unanimous vote, the motion carries, resolution #24-0606A is approved.

B. Resolution #24-0606B Imposing & Categorizing Tax:

Nichole motions to approve resolution #24-0606B, Melissa seconds the motion. All approved with a unanimous vote, the motion carries, resolution #24-0606B is approved.

C. Resolution #24-0606C Appropriation Transfer:

Nichole motions to approve resolution #24-0606C, Melissa seconds the motion. All approved with a unanimous vote, the motion carries, resolution #24-0606C is approved.

7. STUDENT BOARD REPRESENTATIVES RECOMMENDATIONS

Nichole proposes that the board consider changing policy BCBA, allowing for 3 student board representatives. The consensus of the board is to approve that change.

Clyde motions to bring forward an update to policy BCBA, changing from 2 to 3 student representatives allowable on the board, and Nichole seconds the motion. All approved with a unanimous vote, the motion carries.

Nichole motions to appoint 3 student representatives consisting of Eric Natterer, Hannah Savedra, and Finley Vandiver, and Clyde seconds the motion. All approved with a unanimous vote, Eric Natterer, Hannah Savedra, and Finley Vandiver are appointed as student representatives on the School Board.

Discussion takes place regarding a middle school mentorship program for student representatives, and the consensus of the board is to hold for now and allow for the high school representatives to have these conversations with the middle school students.

8. CONSENT AGENDA

Tom proposes removing policy GCDA/GDDA and its AR for further review and discussion.

Nichole motions to approve the remaining consent agenda and Clyde seconds the motion. All in favor with a unanimous vote, the consent agenda made up of both May 16, 2024 Board Meeting Minutes, May 16, 2024 Budget Meeting Minutes, May 23, 2024 Budget Meeting Minutes, First Reading Policy Updates BBF, CB, EBC, EBCB, EBC/EBCA, JHCCF, JHCCF-AR, CBC, and JHCCF (new), and Second Reading Policy Updates AC, CBG, CCG, EBBB, EBCA, GBN/JBA, GBNAB/JHFE, IGBAF, IGBAG, JBA/GBN, JGAB, JHFE/GBNAB, JBAA, EBBA, GBEB, JHCA/JHCB, DJCA, EBBA (deleted version),

GBEBA, JHC, JHCC, JHCCA, EBBA, and JGA, and new hire Christian Watts is approved in its entirety. Policies GCDA/GDDA and GCDA/GDDA-AR are excluded from the motion.

Discussion takes place regarding the updates to policy GCDA/GDDA and its AR (new and deleted versions). Tom recommends that the language stating that the fingerprinting cost will be deducted from the employee's payback, be removed, and updated language added making it a district expense. Nichole motions to approve this change, and Clyde seconds the motion. All approved with a unanimous vote, the update to policy language is approved as a first reading.

9. DEPARTMENT REPORTS

A. Operations

William shares an update with the board regarding the Seven Oak project, the Lacombe Roof, and the LHS Kitchen/Cafeteria project. He shares the total project cost for the Seven Oak project and the new fire system, noting that they are estimated to come in lighter than budgeted, and the Lacombe roof is scheduled to begin June 17th and to be completed mid-August. He also shares the LHS Cafeteria project required updates, since this shifts the high school to one lunch, consisting of efficient furniture updates and a new emergency egress door.

B. Human Resources

Kim speaks to the board regarding the district's grow your own program, which the district is involved with, with the LBL ESD. She references a district employee, Noemi Ramos, who is currently a bilingual assistant, and has the opportunity to attend classes through the program, and eventually be an ELD teacher for the district. Kim expresses her excitement for these opportunities.

C. Finance

Steven references a few items on the revenue report, explaining that Medicaid billing will start to come in, which will be new revenue. Tom confirms that this third-party billing is recovering costs for services that have already been occurring.

10. COMMUNICATION

A. Board

Nichole recognizes Craig for a great graduation ceremony, she believes that Craig does a great job, and the positive relationship held between him and the students is evident. She also shares that both Craig and Brandon show a true passion and care for their students.

Melissa recognizes the great efficiency of the graduation.

Jennifer shares that it meant a lot to the high school administrative team, to have all board members present for graduation.

Nichole also thanks Alisha for her work livestreaming the ceremony.

Aubree recognizes the two female students who will go on to be in the military. She also inquires what will be done with the old LHS cafeteria furniture, where it is confirmed that it will be distributed to other buildings as needed, or offered to other districts if an excess occurs.

Melissa inquires about a Board Member tour of the new Seven Oak building, which may take place in August.

Discussion takes place regarding the life of the stadium at the high school, and opportunities to raise funds to help with the replacement cost. William notes that this is being discussed with the Facility Advisory Committee, and the replacement cost is about 3-4 million.

A. Superintendent

Jennifer shares Jen’s Zens, starting with the LHS graduation. On Tuesday evening Lebanon High School held their graduation with almost 300 students walking in the ceremony. Earlier in the day, seniors walked the halls of Green Acres, Cascades, Pioneer, Lacombe, Hamilton Creek, and Seven Oak to inspire the younger students. Students at those schools lined the halls to cheer on the class of 2024. This class, interrupted by the pandemic, arrived with only 49% on track to graduate, but through their hard work, and dedication of LHS staff, this class is anticipated to have a 90% graduation rate.

She also shares that Cascades’ fifth grade students took part in a fishing field trip, led by PE teacher David Gillott, local game wardens, and some volunteers. Students learned about different types of fish in our area and practiced tying knots, casting, and learned about fly fishing.

Last month, LCSD first graders participated in the Gift of Literacy. This program is led mainly by local volunteers to help foster a love of reading among students. Every first grader receives a book at the event and has story time with special guests. It is always a magical experience to watch kids fall in love with reading.

Another bright spot that Jennifer shares is a \$5,000 grant that Riverview School was awarded, from the Laura Bush Foundation, to purchase library books. Librarian, Kerri Bain, put in the grant and can’t wait to see what books are chosen to add to their library.

11. PUBLIC COMMENTS

No public comments were made.

12. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:39 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 9

B. First Reading Policy Updates

July 2024 POLICY UPDATES – REVIEW AND RECOMMENDATIONS

Code	Title	OSBA Recommendation	DO Staff Lead(s)	Changes/DO Staff Comments	Recommended Adoption? (Yes/No)
BCBA	Student Representative(s) on the Board	N/A	N/A	Updated language to reflect the correct number of student representatives	Yes
CC-AR	Organizational Chart	N/A	N/A	Annual update to district organizational chart	Yes
JEA	Compulsory Attendance	Highly Recommended	Jen	Updated to align with current law. We do not issue citations for violation of compulsory attendance. It is no longer a Class C Violation. However, failure to supervise a child is still a Class A violation.	Yes
KBA-AR	Public Records Request	Highly Recommended	Jen	Updated to include minor changes in Oregon statutes	Yes



Watch for information coming soon for a **Policy Update webinar.**

Summer Board Conference

August 9–11, 2024
Salem, OR

Annual Convention

Nov. 7-9, 2024
Portland, OR

CONTENTS

- AC – Nondiscrimination, Required
- BBF – Board Member Standards of Conduct (*Version 1 or 2*), Highly Recommended
- BBFC – Reporting of Suspected Abuse of a Child, Optional
- BCBA – Student Representative(s) on the Board, Optional
- BCBA-AR – Student Representative(s) on the Board, Optional, *New*
- CB – Superintendent, Highly Recommended
- CBC – Superintendent’s Contract, Optional
- CBG – Evaluation of the Superintendent, Required
- CCG – Evaluation of Administrators, Required
- DJC - Bidding Requirements (*Versions 1 & 2*), Delete
- DJC - Bidding Requirements, Highly recommended, *New*
- DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Delete
- DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Optional, *New*
- DJCA – Personal Service Contracts, Delete
- DJCA-AR – Personal Service Contracts, Delete
- EBBA – First Aid**, Delete
- EBBA – Student Health Services**, Highly Recommended, *New*
- EBBA-AR – First Aid - Infection Control, Delete
- EBBAA – Infection Control and Bloodborne Pathogens, Optional
- EBBB – Injury or Illness Reports, Required
- EBC – Emergency Plan and First Aid**, Highly Recommended, *New*
- EBC/EBCA – Emergency Procedures and Disaster Plans, Delete
- EBCA – Safety Threats**, Required, *New*
- EBCB – Emergency Procedure Drills and Instruction, Highly Recommended
- GBEB – Communicable Diseases in Schools, Highly Recommended
- GBEB-AR – Communicable Diseases in Schools, Highly Recommended
- GBEBA – Staff – HIV, AIDS, and HBV, Delete
- GBN/JBA – Sexual Harassment, Required
- GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements**, Required
- GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required
- GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
- GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Delete
- GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Required, *New*
- GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Delete
- IGBAF – Special Education – Individualized Education Program (IEP)**, Required
- IGBAF-AR – Special Education: Individualized Education Program (IEP)**/*, Required

Policy Update is a subscription publication of the Oregon School Boards Association

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This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district’s legal counsel.

IGBAG – Special Education – Procedural Safeguards**, Required
JBA/GBN – Sexual Harassment, Required
JBAA – Section 504 – Students**, *Version 1 and 2*, Highly Recommended
JBAA-AR – Section 504 – Students**/*, Highly Recommended
JEA – Compulsory Attendance**, Highly Recommended
JEA-AR – Compulsory Attendance Notices[and Citations]**, Highly Recommended
JGA – Corporal Punishment**, Optional
JGAB – Use of Restraint or Seclusion**, Required
JGAB-AR – Use of Restraint or Seclusion**, Required
JH – Student Welfare**, Optional
JHC – Student Health Services and Requirements**, Delete (in lieu of new EBBA)
JHCA/JHCB – Immunization and School Sports Participation**, Highly Recommended
JHCC – Communicable Diseases - Students, Delete
JHCC-AR – Communicable Diseases - Students, Delete
JHCCA – Students - HIV, HBV and AIDS**, Delete
JHCCF – Pediculosis (Head Lice), *Version 1*, Delete
JHCCF – Pediculosis (Head Lice), *Version 2*, Delete
JHCCF – Pediculosis (Head Lice), was *Version 3*, now stand-alone, Optional
JHCCF-AR – Pediculosis (Head Lice), *Version 1*, Delete
JHCCF-AR – Pediculosis (Head Lice), *Version 2*, Delete
JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements**, Required
JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required
JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises,
Highly Recommended, (no updates)
KBA-AR – Public Records Request, Highly Recommended

CIVIL RIGHTS COORDINATOR

Summary

[House Bill 2281](#) (2023), effective January 1, 2024, requires a district school board to designate one or more civil rights coordinators for the district. According to HB 2281, the civil rights coordinator may be an employee of the district or the district may contract with an ESD for the services of a civil rights coordinator.

HB 2281, Section 1 (see page 2 of the bill specifically) outlines the minimum responsibilities of a civil rights coordinator. Of note is the requirement to comply with rules adopted by the State Board of Education so OSBA is watching for news about these rules. Additionally, the bill includes use of the term “discrimination” which is defined further by ORS 659.850 and is used in the new bill. The bill further outlines a requirement for the Department of Education to make training available annually for these coordinators.

Finally, ORS 659.855, which allows the Superintendent of Public Instruction to sanction a public elementary or secondary school program if found in noncompliance with ORS 659.850 and 659.852, has been updated to include noncompliance with ORS 332.505(2) – Civil Rights Coordinator.

The bill can be read in its entirety with the link provided above.

There is no current requirement for language to be added to board policy or administrative regulation. The district may choose to add the proposed language to policy AC – Nondiscrimination. Oregon Administrative Rules from the Oregon State Board of Education are anticipated later this year, which will likely prompt another update to policy.

The district should consider posting notice of the designated civil rights coordinator and contact information together with the notice of nondiscrimination (and other notices) on the district’s website.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommendations for policy changes and present them to the board for adoption.

Policy(ies) and AR(s) Impacted by these Revisions

AC – Nondiscrimination, Required

STUDENT REPRESENTATIVE(S) ON THE BOARD

Summary

The practice of installing student representative(s) on local school boards has increased, and therefore a desire for more policy and administrative regulation options has been voiced. OSBA policy services staff present the model policy and administrative regulation published herein as options for establishing a student representative on a local school board. Oregon does not mandate a student representative, it is up to local decision makers.

Collective Bargaining Impact

None

Local District Responsibility

Review the proposed policy and/or administrative regulation to determine whether it is appropriate for the board. The policy requires adoption by the board to enact and the administrative regulation may be submitted to the board for their review. A policy and administrative regulation is recommended, although not required.

Policy(ies) and ARs Impacted by these Revisions

BCBA – Student Representative(s) on the Board, Optional
BCBA-AR – Student Representative(s) on the Board, Optional, *New*

SUPERINTENDENT’S CONTRACT

Summary

With the passage of [Senate Bill 283](#) (2023), the law was revised regarding superintendent contracts to remove mention of laws relevant to education service district boards added by Senate Bill 1521 in 2022 to ORS 332.505.

Collective Bargaining Impact

None

Local District Responsibility

Update policies with the recommended revisions if they are present in the board’s policy manual and submit to the board for readoption.

Policy(ies) and ARs Impacted by these Revisions

CB – Superintendent, Highly Recommended
CBC – Superintendent’s Contract, Optional

EVALUATION OF THE SUPERINTENDENT AND ADMINISTRATOR(S)

Summary

There are not significant changes to policy on evaluation of the superintendent and administrators. However, it has been included in this update as a reminder to the board to review policy on evaluation of the superintendent to ensure current practice and contract language align, and for the superintendent to review administrator contract language with the same lens. If needed, revise policy language if different terms now apply.

Collective Bargaining Impact

None

Local District Responsibility

If the board has adopted a version of required policy CBG – Evaluation of the Superintendent or CCG – Evaluation of Administrators (as listed herein), take time to review the superintendent and administrator contracts to ensure there is not conflicting language adopted in board policy regarding the regularity of an evaluation. Revise board policy as needed and readopt.

Policy(ies) and ARs Impacted by these Revisions

CBG – Evaluation of the Superintendent, Required
CCG – Evaluation of Administrators, Required

PROCUREMENTS

Summary

OSBA recommends deleting the current versions of DJC – Bidding Requirements, DJC-AR – Exemptions from Competitive Bidding and Special Procurements, DJCA – Personal Service Contracts and DJCA-AR – Personal Service Contracts, and replacing them with the new proposed versions of DJC and DJC-AR. The proposed DJC outlines the procurement requirements for Small Procurement, Intermediate Procurement, Regular Procurement, Emergency Procurement, Sole-Source Procurement and Personal Services Contracts.

Additionally, the proposed policy DJC – Bidding Requirements, reflects the new amounts for the procurement levels passed in House Bill 1047 (2023) and went into effect January 1, 2024. The policy also defines “public improvements” for purposes of the procurement levels, defines “community benefit contract” and the “Construction Manager/General Contractor procurement.”

The proposed administrative regulation, DJC-AR – Exemptions from Competitive Bidding and Special Procurements, has been updated and continues to provide guidance for procurements which are exempt from competitive bidding or are special procurements.

Collective Bargaining Impact

None

Local District Responsibility

Revise and readopt highly recommended policy DJC – Bidding Requirements and consider whether to also add optional DJC-AR – Exemptions from Competitive Bidding and Special Procurements.

Policy(ies) and ARs Impacted by these Revisions

DJC – Bidding Requirements (*Versions 1 & 2*), Delete

DJC – Bidding Requirements, Highly recommended, *New*

DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Delete

DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Optional, *New*

DJCA – Personal Service Contracts, Delete

DJCA-AR – Personal Service Contracts, Delete

HEALTH SERVICES

Summary

The State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-022-2220 on health services. The changes result in a requirement to develop “a written prevention-oriented health services plan for all students” (OAR 581-022-2220(1)). The plan requirements include a variety of topics, including but not limited to, plan for health care space, communicable disease prevention, communication strategies, health screenings, and hearing, vision and dental screenings.

As a result of these changes there is a list of policies and administrative regulations (AR’s), included herein, which have been revised. Recommendations may include to delete or rescind policy or AR, recoding, and reassigning some policy content to a new section or policy of the policy manual.

The entire rule can be accessed here: [OAR 581-022-2220](#). Reach out to the Oregon Department of Education with additional questions regarding plan requirements and/or implementation.

ODE [resources](#) and [School Health Services](#) include tools to support some requirements.

Collective Bargaining Impact

Review any terms and conditions of an applicable agreement.

Local District Responsibility

Review the recommendations regarding board policy changes and make decisions regarding same. Any policy revisions or recommendation to rescind a policy should be submitted to the board for action. An AR may be submitted to the board for review for either removing or keeping and revising as recommended.

Policy(ies) and ARs Impacted by these Revisions

EBBA – First Aid**, Delete

EBBA – Student Health Services**, Highly Recommended, *New*

EBBA-AR – First Aid - Infection Control, Delete

EBBAA – Infection Control and Bloodborne Pathogens, Optional

EBBB – Injury or Illness Reports, Required

GBEB – Communicable Diseases in Schools, Highly Recommended

GBEB-AR – Communicable Diseases in Schools, Highly Recommended

GBEBA – Staff – HIV, AIDS, and HBV, Delete

JH – Student Welfare**, Optional

JHC – Student Health Services and Requirements**, Delete (in lieu of new EBBA)

JHCA/JHCB – Immunization and School Sports Participation**, Highly Recommended

JHCC – Communicable Diseases - Students, Delete

JHCC-AR – Communicable Diseases - Students, Delete

JHCCA – Students - HIV, HBV and AIDS**, Delete

EMERGENCY PROCEDURES, FIRST AID and SAFETY THREATS

Summary

[House Bill 3584](#) was passed in the 2023 legislative session. The bill requires districts to adopt policy language about using electronic communication to notify parents, guardians and employees within 24 hours of a safety threat action that was not a drill. The bill states the communication should be “provided in a manner that communicates relevant facts and details as necessary and useful.” (HB 3584, Section 1., (3)(b)) More detail can be found by reading the entire bill.

This update includes a revision of other policies identified herein, resulting from recommendations on reorganization and may include recoding and/or reassigning content to a different policy or policy section.

Collective Bargaining Impact

None

District Responsibility

Review the recommendations regarding board policy changes and make decisions regarding new and updated policy. Any policy revisions, additions or recommendation to rescind a policy should be submitted to the board for action.

Policy(ies) and ARs Impacted by these Revisions

EBC/EBCA – Emergency Procedures and Disaster Plans, Delete

EBC – Emergency Plan and First Aid**, Highly Recommended, *New*

EBCA – Safety Threats**, Required, *New*

EBCB – Emergency Procedure Drills and Instruction, Highly Recommended

SEXUAL HARASSMENT DEFINITION

Summary

House Bill 2280 (2023 Legislature) modified the definition of sexual harassment affecting schools and has since been followed up with new rule revisions. The revised definition changes the meaning of assault within the sexual harassment context and adds a section describing the meaning of “without consent,” which is also a new definition added to the law. When considering these recommended revisions, please review the designated names and positions listed for receiving such reports and amend as needed.

Collective Bargaining Impact

None

Local District Responsibility

Review recommended changes and board-adopt revisions to required policy GBN/JBA (JBA/GBN) – Sexual Harassment, in the board’s policy manual.

Policy(ies) and ARs Impacted by these Revisions

GBN/JBA – Sexual Harassment, Required

JBA/GBN – Sexual Harassment, Required

REPORTING CHILD ABUSE

Summary

The Oregon Department of Human Services (DHS) reports the purpose of Senate Bill 231 (2023) was to align state law with the agency’s current process for receiving child abuse reporting, through a centralized child abuse reporting system established by DHS. Reports must still be submitted to DHS as directed or to a law enforcement agency.

The form found in **GBNAB/JHFE-AR(2) (JHFE/GBNAB-AR(2))** – Abuse of a Child Investigations Conducted on District Premises, is included for convenience and reference; **no updates were made.**

Collective Bargaining Impact

None

Local District Responsibility

The district should recommend board adoption of revised policy and reissue an updated administrative regulation to the board for review.

Policy(ies) and ARs Impacted by these Revisions

BBF – Board Member Standards of Conduct (*Version 1 or 2*), Highly Recommended
BBFC – Reporting of Suspected Abuse of a Child, Optional
GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements**, Required
GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required
GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)
JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements**, Required
JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required
JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)

FINGERPRINTING

Summary

Newly revised rules regarding fingerprint collection offer the addition of a statewide vendor identified by DAS as an authorized fingerprint collector and removed the option for volunteers to appeal to ODE on a fitness determination issued by ODE. The other resulting changes come from a decision to have a stand-alone board policy.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended changes and issue them to the board for re adoption. To clean up duplicate language, a new version of model policy GCDA/GDDA – Criminal Records Checks and Fingerprinting * has been developed and eliminates the need for an administrative regulation. Consider a complete delete/rescind of the old policy version and adopt the revised version to implement new policy language for GCDA/GDDA, before adopting, refer to the board’s existing version for direction on choosing brackets in the new version; make changes to reflect current practices as needed.

Policy(ies) and ARs Impacted by these Revisions

GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Delete
GCDA/GDDA – Criminal Records Checks and Fingerprinting *, Required, *New*
GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Delete

SPECIAL EDUCATION and ABBREVIATED SCHOOL DAY

Summary

Board policy IGBAG – Special Education – Procedural Safeguards** and administrative regulations IGBAF-AR – Special Education – Individualized Education Program (IEP)**/* and JBAA-AR – Section 504 – Students**/* are being updated.

Changes in IGBAF-AR – Special Education: Individualized Education Program (IEP)**/* and JBAA-AR – Section 504 – Students**/* are due to the passage of Senate Bill 756 (2023) which requires district employees who are assigned to work with students who are on an IEP or 504 Plan, be invited to attend the student’s IEP meeting or 504 Plan meeting. The section

of the administrative regulation (AR) “Individualized COVID-19 Recovery Services” is deleted since the provision has sunset (see OAR 581-015-2229). IGBAF-AR is also updated to include information regarding abbreviated school days.

Changes in Board policy IGBAG are due to the passage of SB 758 (2023) to add language to the Independent Educational Evaluations section stating parents are entitled to examine their student’s record pertaining to identification, evaluation and educational placement, and the provisions of a free appropriate public education (FAPE) and setting a 10 business day timeline.

The legal references to IGBAF – Special Education – Individualized Education Program (IEP**) and JBAA – Section 504 – Students** (version 1 and 2) are updated to add references to the new laws.

Collective Bargaining Impact

Consider impact of requirement that certain staff be allowed to attend IEP and 504 meetings and be compensated for attendance.

District Responsibility

Revise and readopt required Board policy IGBAG – Special Education – Procedural Safeguards**; revise required administrative regulations IGBAF-AR – Special Education – Individualized Education Program (IEP)**/* and JBAA-AR – Section 504 – Students**/* if present in the board’s policy manual. Also, update the legal references to IGBAF – Special Education – Individualized Education Program (IEP)** and JBAA – Section 504 – Students** as noted in the documents attached.

Policy(ies) and ARs Impacted by these Revisions

IGBAF – Special Education – Individualized Education Program (IEP)**, Required
IGBAF-AR – Special Education: Individualized Education Program (IEP)**/*, Required
IGBAG – Special Education – Procedural Safeguards**, Required
JBAA – Section 504 – Students**, *Version 1 and 2*, Highly Recommended
JBAA-AR – Section 504 – Students**/*, Highly Recommended

COMPULSORY ATTENDANCE AND HOMESCHOOL REQUIREMENTS

Summary

School districts are still required to monitor for nonenrollment and irregular attendance issues and to send related notices in accordance with ORS 339.080, however, as the Oregon Department of Education has recently noticed, citations for compulsory attendance are no longer issued.

However, after collaboration with their ESD about which entity will be responsible for tracking whether any students who are homeschooled have registered with the ESD or are complying with ORS 339.035, a district may choose to issue a citation. After discussion with the ESD, if the district will be responsible for tracking such students, the district may choose to add bracketed language in JEA-AR – Compulsory Attendance Notices[and Citations]**, regarding their actions concerning citations related to violation of homeschool statute (ORS 339.035) for registration and testing. A school district or ESD superintendent may issue a citation for violations of ORS 339.035. Before doing so, there must be specific notice given, as provided by law, and proposed model language is included in JEA-AR.

Additionally, a violation of compulsory attendance law is no longer a Class C violation, however violation of ORS 163.577 (1)(c) (failing to supervise a child) is still a Class A violation.

The model policy and administrative regulation have been revised and updated to reflect changes.

ODE staff anticipates some upcoming changes to the Uniform Citation Form and will communicate as soon as it is available.

Collective Bargaining Impact

None

Local District Responsibility

If the district has highly recommended policy JEA – Compulsory Attendance**, review and adopt revised and updated language resulting from changes to rules, and suggested revisions to highly recommended JEA-AR – Compulsory Attendance Notices[and Citations]** may be made and issued to the board for review.

Policy(ies) and ARs Impacted by these Revisions

JEA – Compulsory Attendance**, Highly Recommended

JEA-AR – Compulsory Attendance Notices[and Citations]**, Highly Recommended

RESTRAINT OR SECLUSION RECORD AND CORPORAL PUNISHMENT

Summary

The procedures for responding to an incident of restraint or seclusion are found in ORS 339.294 and were amended by [Senate Bill 1024](#) (2023; see Section 3 which begins on page 5 of the SB). These amended procedures are represented in the recommended changes to model administrative regulation, JGAB-AR – Use of Restraint or Seclusion** and policy JGAB – Use of Restraint or Seclusion**. There are several changes to highlight of which two are: 1) addition of immediate notice to the parent or guardian of any existing record, including audio or video, of the incident (which will be preserved in the original format without alternation), and 2) such record shall be reviewed at the debriefing meeting, to which parents shall be invited.

Additional information regarding the preservation and disclosure of such records, which have record retention and disclosure implications, are outlined in the new [SB](#), subsection 9 and 10.

The changes are a result of the adopted language from the bill and related, revised OARs recently adopted by the State Board.

A change to ORS 161.205 on issues of corporal punishment was put into effect by Senate Bill 577; also effective now.

Collective Bargaining Impact

None

Local District Responsibility

The district's responsibility is to update the current board policies and administrative regulation (AR) and comply with the new procedural requirements related to incidents of use of restraint or seclusion. The revised AR should be implemented and submitted to the board for review; recommended policy revisions should be submitted to the board for review and readoption.

Policy(ies) and ARs Impacted by these Revisions

JGA – Corporal Punishment**, Optional

JGAB – Use of Restraint or Seclusion**, Required

JGAB-AR – Use of Restraint or Seclusion**, Required

HEAD LICE (PEDICULOSIS)

Summary

Guidance on exclusion of students found with head lice has changed in recent years. There is now a consensus from other agencies, i.e., National Association of School Nursesⁱ, Center for Disease Control and Preventionⁱⁱ, Oregon School Nurses Association, which recommends against excluding students with head lice or nits from the classroom. Additionally, a rule, originally found in an Oregon Health Authority rule (OAR 333-019-0010), which allowed schools to create exclusionary practices for head lice, has since been repealed. Refer to [Communicable Disease Guidance for Schools](#) published by Oregon Health Authority and Oregon Department of Education for instructions on management.

As a result, OSBA is removing versions 1 and 2 of its model policy JHCCF – Pediculosis (Head Lice) and administrative regulations, leaving only what was a third version of the policy JHCCF – Pediculosis (Head Lice), which keeps a student in the classroom. See the *Communicable Disease Guidance for Schools* for more information.

¹ NASN – [Head Lice Management in Schools](#)

¹¹ CDC – [Head Lice Information for Schools](#)

Collective Bargaining Impact

None

Local District Responsibility

Review the district's policy regarding management of head lice, if applicable, and update or rescind.

Policy(ies) and ARs Impacted by these Revisions

JHCCF – Pediculosis (Head Lice), *Version 1*, Delete

JHCCF-AR – Pediculosis (Head Lice), *Version 1*, Delete

JHCCF – Pediculosis (Head Lice), *Version 2*, Delete

JHCCF-AR – Pediculosis (Head Lice), *Version 2*, Delete

JHCCF – Pediculosis (Head Lice), was *Version 3*, now stand-alone, Optional

PUBLIC RECORDS

Summary

The purpose of this summary is to make schools aware of some minor changes to the definition of public records under ORS 192.005, which describes any information generated by the school in course of business “necessary to satisfy the legal, administrative, fiscal, **tribal cultural** or historical policies, requirements or needs of the state agency or political subdivision.” (ORS 192.005 (5) as amended by House Bill 2112 (2023)) Other changes made in ORS 192, specifically 192.050 include updating terminology to how terms are used in today’s public operations, e.g., analog or digital audio and video tape technology changing to ***audio or video technology*** or ***audio recording and video recording***. Additionally, in ORS 192.060, any records made under ORS 192.040 and 192.050 “shall be properly indexed and **filed so as to facilitate access and retrieval.**” (ORS 192.060 as amended by House Bill 2112 (2023)) There are no policy changes resulting from this bill.

However, there are some other implications on appropriate administrative regulation (AR) language which are discussed herein under ‘district’ below.

Collective Bargaining Impact

None

Local District Responsibility

Review the district’s written procedures related to submitting public records requests. If there are separate written procedures made available which name the person or persons, and their address(es), for submitting public records requests, no modifications may be necessary. If the school operates under KBA-AR – Public Records Request, and if the AR does not name the person or persons to which a public records request should be submitted, make the addition using recommended bracketed language included herein and issue a revised AR for implementation and submit to the board for review.

Policy(ies) and ARs Impacted by these Revisions

KBA-AR – Public Records Request, Highly Recommended

ABOUT POLICY UPDATE

Policy Update is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district’s policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

TRY OUR ONLINE POLICY DEMO

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current district policies.

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

Student Representative(s) on the Board

The Board establishes ~~two~~ up to three positions of student representative on the Board. A student representative shall not be a voting member of the Board.

A student representative shall be installed on the Board with the following Oath of Office:

“I _____, will support the Constitution and the laws of the United States, the state of Oregon and the laws thereof, and the policies of the Lebanon Community School District, and will discharge the duties of Student Representative on the Lebanon Community School Board to the best of my ability.”

The superintendent will develop administrative regulations to include application and selection processes, roles and responsibilities of a student representative, communication expectations, procedures and regulations for student representative. The information will be published in appropriate school communications and on the district website.

The district will ensure the process and management of student representative application materials, communications and the interview process (if applicable) will comply with the requirements of law related to student records.

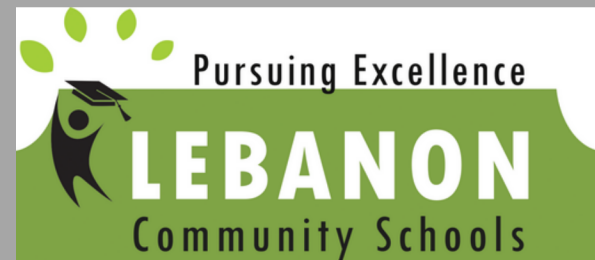
A student representative shall not be liable for any acts of the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2023).



2024-2025 ORGANIZATIONAL CHART: DISTRICT LEADERSHIP

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Compulsory Attendance**

Except when exempt by Oregon law, all students between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having **legal** control of a child between ages 6 and 18, who has not completed the 12th grade, are required to **have send** the child **attend to school** and maintain the child in regular attendance during the entire school term.

All students five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having **legal** control of a child, who is five years of age and **has who have** enrolled the child in a public school, are required to **have send** the child **attend to school** and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee.

~~The district will develop procedures for issuing a citation.~~

A parent who is not supervising their student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577 (1) (c). Failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, students shall not be required to attend public, full-time schools:

1. Students being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Students proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Students who have received a high school diploma or a modified diploma.
4. Students being taught, by a private teacher, the courses of study usually taught in kindergarten through grade 12 in the public school for a period equivalent to that required of students attending public schools.
5. Students being educated in the home by a parent or **legal** guardian:

- a. When a student is taught or is withdrawn from a public school to be taught by a parent, **legal guardian**, or private teacher, the parent, **legal guardian**, or **private** teacher must notify the Linn-Benton-Lincoln Education Service District (ESD) in writing within 10 days of such occurrence. In addition, when **such a home-schooled** student moves to a new ESD, the parent shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90 days of receipt of the notification. The ESD is to notify, at least annually, **the school districts of home-schooled** students who **are registered with the ESD and** reside in their district;
 - b. Each student being taught **by a parent or private teacher as described above** shall be examined no later than August 15, following grades 3, 5, 8 and 10:
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew **from public school**;
 - (2) If the student never attended public or private school, the first examination shall be administered prior to the end of grade 3;
 - c. Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029.
 - d. Examinations **testing each student** shall be from the list of approved examinations from the State Board of Education;
 - e. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - f. The person administering the examination shall score the examination and report the results to the parent **or guardian**. Upon request of the ESD superintendent, the parent **or guardian** shall submit the results of the examination to the ESD;
 - g. All costs for the test instrument, administration and scoring are the responsibility of the parent **or guardian**;
 - h. In the event the ESD superintendent finds that the student is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.
 7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
 8. Students excluded from attendance as provided by law.

9. Students who are eligible military children¹ are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.
10. An exemption may be granted to the parent or guardian of any student 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.
11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.558.

END OF POLICY

Legal Reference(s):

[ORS 153.018](#)

[ORS 163.577](#)

[ORS 336.615 to -336.665](#)

[ORS 339.010 to -339.090](#)

[ORS 339.095](#)

[ORS 339.257](#)

[ORS 419B.550 – 419B.558](#)

[ORS 339.990](#)

[ORS 807.065](#)

[ORS 807.066](#)

[OAR 581-021-0026](#)

[OAR 581-021-0029](#)

[OAR 581-021-0071](#)

[OAR 581-021-0077](#)

[Senate Bill 802 \(2019\)](#)

¹ “Military child” means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

Public Records Request

In compliance with Oregon Law the following guidelines apply to the dissemination and inspection of the public records of the district.

1. A public records request shall be submitted in writing through the superintendent's office at 485 S. Fifth Street, Lebanon, Oregon 97355 to **Jessica Woody, Executive Assistant**. The district's Request for Inspection or Copy of Public Records form is available on the district website.
2. Upon receipt of a written request, the district shall respond within five business days¹ acknowledging receipt of the request or completing² the district's response to the request. If the district provides an acknowledgment of the request, it must:
 - a. Confirm that the district is the custodian of the requested record;
 - b. Inform the requester that the district is not the custodian of the requested record; or
 - c. Notify the requester that the district is uncertain whether the district is the custodian of the requested record.
3. If the district is the custodian of the requested record, as soon as reasonably possible but not later than 10 business days after the date the district is required to acknowledge receipt of the request as described above, the district shall:
 - a. Complete its response to the public records request in accordance with ORS 192.329(2). If the district determines that a record is exempt from public disclosure, the district will include a statement to that effect and that the requester may appeal the decision pursuant to state law; or
 - b. Provide a written statement that the district is still processing the request and a reasonable estimated date by which the district expects to complete its response based on the information currently available.
4. The time periods, established by Oregon law and identified above in Section 2 or 3, will not apply to the district if compliance would be impracticable because:
 - a. The staff or volunteers³ necessary to complete a response to the public records request are unavailable;
 - b. Compliance would demonstrably impede the district's ability to perform other necessary services; or
 - c. Of the volume of the public records request being simultaneously processed by the district.

¹"Business day" means a day other than Saturday, Sunday or a legal holiday, and on which at least one paid employee of the district is scheduled to and does report to work. Business day does not include any day on which the central administration offices of the district are closed.

²The district response to a public records request will be considered complete when it complies with criteria in Oregon law (ORS 192.410-192.505).

³Staff member or volunteers who are on leave or are not scheduled to work are considered to be unavailable.

In these situations, the district shall, as soon as practicable and without unreasonable delay, acknowledge a public records request and complete the response to the request.

5. The district may request additional information or clarification from the requester for the purpose of expediting the district's response to the request as permitted by law. If the district requests additional information or clarification, in good faith, the obligation to complete the request is suspended until the requester provides the requested information or clarification or affirmatively declines to provide the information or clarification. If the requester fails to respond within 60 days to a good faith request from the district for information or clarification, the district shall close the request.
6. If a copy of a public record is requested, the district will provide a single copy. If a request to inspect a public record is made and the record is maintained in a machine readable or electronic form, the custodian shall provide the record in the form requested, if available. If the public record is not available in the form requested, it will be made available in the form the record is maintained. If a person who is a party to a civil judicial proceeding to which the district is a party or who has filed notice under Oregon Revised Statute (ORS) 30.275(5)(a) asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the individual must submit the request in writing to the designated custodian of district records and at the same time to the district's attorney.
7. Information will be made available to individuals with disabilities in an accessible format upon request and advance notice. Auxiliary aids and services available to qualified persons with disabilities may include large print, Braille, audio recordings, readers, assistance in locating materials or other equally effective accommodations.
- ~~8. Where the labor effort exceeds 30 minutes, labor, material and out-of-pocket charges will be charged to the requester. reimbursed to the district. Labor will be calculated at the hourly rate of the employee affected. Materials and out-of-pocket charges will be reimbursed at the established rate of \$0.25 per page. Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.~~

Costs will be as follows:

- a. Clerical time: \$40 per hour;
- b. Administrator time: \$90 per hour;
- c. Attorney time: \$300 per hour;
- d. Printing: \$0.25 per page.

~~Auxiliary aids and services for qualified persons with disabilities will be available at no additional charge.~~

If the district has informed the requester of a permitted fee, the obligation of the district to complete its response to the request is suspended until the fee has been received by the district. If the requester fails to pay the fee within 60 days of the date they were informed of the fee or fails to pay the fee within 60 days of the date on which the district informed them of the denial of the fee waiver, the district shall close the request.

Agenda Item 9

B. Second Reading Policy
Updates

OSBA Model Sample Policy

Code: GCDA/GDDA

Adopted:

Criminal Records Checks and Fingerprinting *

{Required policy. Requirement/Authority for policy comes from OAR 581-021-0510 - 021-0512 and ORS 326.603 - 326.607.}

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require certain individuals to submit to a criminal records check and fingerprinting as required by law. This includes employees, contractors, volunteers and others.

Requirements for Employees not Licensed, Certified or Registered by the Teachers Standards Practices Commission (TSPC)

All newly hired employees¹ not identified under Oregon Revised Statutes (ORS) 342.223² are required to submit to a criminal records check and fingerprinting as required by law. A newly hired employee is not subject to fingerprinting if the district has evidence on file that the person successfully completed a state and national criminal records check for a previous employer that was a school district³ or private school, and has not resided outside the state between the two periods of employment^{4}.

An individual shall be subject to the collection of fingerprint information, only after the offer of employment from the district. Fees associated with criminal records checks and fingerprinting for individuals applying for employment with the district and not requiring licensure shall be paid by the district. ~~individual. The district will withhold this amount from the employee's paycheck upon authorization only upon request of the subject individual.~~

The district shall not begin the employment of an individual before the return and disposition of the required criminal records checks.

When the criminal records check indicates an individual has been convicted of any crimes⁵ prohibiting employment, the individual will not be employed, or if employed will be terminated. When the criminal records check indicates an individual has knowingly made a false statement as to the conviction of any crime, the individual will not be employed by the district, or if employed by the district will be terminated. An individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law will not be employed by the district. Employment termination shall remove the individual from any district policies, collective bargaining

¹ Any individual hired within the last three months. This does not include an employee hired within the last three months if the district has evidence on file that meets the definition in Oregon Administrative Rule (OAR) 581-021-0510(11)(b).

² ORS 342.223 includes teachers, administrators, personnel specialist, school nurses, persons participating in supervised clinical practice experience, practicum or internship as a teacher, administrator or personnel specialist. See statute for details.

³ As is defined in OAR 581-021-0510(9); includes school districts, the Oregon School for the Deaf, and educational program under the Youth Corrections Education Program, public charter schools and ESDs.

⁴ {Additional exception applies through July 1, 2024. See ORS 326.603(4)(b).}

⁵ See OAR 581-021-0511(8).

provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21st Century Law.

Requirements for individuals in positions requiring licensure, certification or registration with Teacher Standards and Practices Commission (TSPC) are outlined in ORS 342.223.

Requirements for Contractors^{6}

All individuals employed as or by a contractor and considered by the district to have direct, unsupervised contact with students⁷ or unsupervised access to children are required to submit to a criminal records check and a fingerprint-based criminal records check.

The superintendent or designee will identify contractors who are subject to such requirements.

A contractor or an employee of a contractor required to submit to a criminal records check and fingerprinting in accordance with law and Board policy will be terminated from contract status, or withdrawal of offer of contract will be made by the district upon:

1. Refusal to consent to a criminal records check and fingerprinting; or
2. Notification⁸ from the Superintendent of Public Instruction that the individual has a conviction of any crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number.

A subject individual will be terminated from contract status upon notification from the Superintendent of Public Instruction that the individual has knowingly made a false statement as to the conviction of any crime.

Requirements for Volunteers

{⁹} The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Head coach;
2. Assistant coach;

⁶ {The district should include language regarding background checks in any contract that includes direct, unsupervised contact with students whenever applicable.}

⁷ “Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision. (OAR 581-021-0510)

⁸ Prior to making a determination that results in this notification and opportunity for a hearing, the Superintendent of Public Instruction may cause an investigation pursuant to OAR 581-021-0511; involved parties shall cooperate with the investigation pursuant to law.

⁹ {If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the positions in the district which require such fingerprinting. }

3. Overnight chaperone;
4. Volunteers transporting students, other than their own, in a private vehicle off district property for a district-sponsored activity;
5. Any other volunteer, as designated by the superintendent's or designee's discretion.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check will not begin before the return and disposition of a state and national criminal records check based on fingerprints.

A volunteer that is not likely to have direct, unsupervised contact with students, as determined by the district, will be required to submit to an in-state criminal records check.

A volunteer who knowingly made a false statement on a district volunteer application form or has a conviction of a crime listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

Fees associated with a required fingerprinting for volunteers shall be paid by the district. Fees associated with required non-fingerprinting criminal records checks for volunteers shall be paid by the district.

A volunteer who refuses to submit, when required, to a criminal records check or a fingerprint-based criminal records check in accordance with law and Board policy will be denied such ability to volunteer in the district.

Requirements for Others

Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day is required to submit to a criminal records check and a fingerprint-based criminal records check.

Any individual who is an employee of a public charter school and not identified under ORS 342.223 is required to submit to a criminal records check and a fingerprint-based criminal records check.

Notification

The district will provide written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district will provide the following notification to individuals subject to criminal records checks and fingerprinting:

1. Such criminal records checks and fingerprinting are required by law or Board policy;
2. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;

3. A refusal to consent to a required criminal records check and fingerprinting shall result in immediate termination from employment, contract status or the ability to volunteer in the district;
4. A determination by the Oregon Department of Education (ODE) which affects an individual's eligibility to be employed, or contracted with, by the district may be appealed to the Superintendent of Public Instruction under ORS 183.413 – 183.470;
5. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms written or electronic will result in immediate termination from employment or contract status;
6. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
7. A volunteer candidate who knowingly made a false statement or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district. The district will remove the volunteer from the position allowing direct, unsupervised contact with students.

Processing and Reporting Procedures

Immediately following an offer and acceptance of employment or contract, an individual subject to criminal records checks and fingerprinting shall complete the appropriate forms authorizing such checks and report to an authorized fingerprinter as directed by the district. The district shall send such authorization, any collection of fingerprint information, and the request to ODE pursuant to law.

Fingerprints may be collected by one of the following:

1. Employing district staff;
2. Contracted agent of employing district;
3. Local or state law enforcement agency; or
4. Statewide vendor identified by the Oregon Department of Administrative Services.

To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter.

The authorized fingerprinter will obtain the necessary identification and fingerprinting and notify ODE of the results. ODE will then review and notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement as to conviction of a crime or has a conviction of a crime prohibiting employment, contract or volunteering.

A copy of the fingerprinting results will be kept by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)
[OAR 584-050-0012](#)
[OAR 584-050-0100](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2018).

REVISED

Board Member Standards of Conduct

A Board member should:

1. Comply with the Code of Ethics for public officials provided in state law;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions are made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that you will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;

17. Respect the right of the public to attend and observe Board meetings;
18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon’s Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make ~~an oral report by telephone or otherwise~~ to the ~~local~~ Department of Human Services (DHS)¹; ~~to the designee of the department~~ or to ~~a local~~ law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS Chapter 244](#)
[ORS 332.055](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

¹ [How to report abuse or neglect: Oregon DHS. Call 855-503-SAFE\(7233\)](#)
 HR11/22/19 | PH

Lebanon Community Schools

Code: **CB**
Adopted: 6/15/98
Readopted: 3/4/10
Orig. Code(s): CB

Superintendent

The superintendent¹ is the district's chief executive officer and has, under the Board's direction, general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management. **The board may not direct the superintendent to take any action that conflicts with a local, state or federal law² that applies to school districts.**

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty, however, will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 332.515](#)

[OAR 581-022-17202405](#)
[OAR 584-005-0005\(51\)](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

OSBA Model Sample Policy

Code: EBC
Adopted:

Emergency Plan and First Aid**

{Highly recommended policy. This policy informs districts about requirement for an emergency procedures plan (OAR 581-022-2225), and other minimum standards for providing emergency care to students.}

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 433.260](#)

[ORS 433.441](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 - 0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(40\)](#)

[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Lebanon Community Schools

Code: **EBCB**
Adopted: 6/15/98
Readopted: 5/6/10, 12/5/13, 4/9/15,
12/10/15
Orig. Codes(s): EBCB

Emergency **Procedure** Drills and Instruction

Each administrator will conduct emergency **procedure** drills in accordance with the provisions of Oregon Revised Statutes (ORS) **and the applicable Oregon Fire Code**.

All schools are required to instruct and drill students on **district** emergency procedures so ~~that students~~ **they** can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, ~~which shall include tsunami procedures in a tsunami hazard zone~~ and safety threats. Instruction on ~~fires, earthquakes, safety threats and drills for students, emergency procedures~~ shall be conducted for at least 30 minutes each school month.

~~The first emergency evacuation drill shall be conducted within 10 days of the beginning of classes.~~

Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

~~At least two drills on earthquakes shall be conducted each year.~~

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

Safety Threats

~~At least two drills on safety threats shall be conducted each year.~~

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, **and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA- Safety Threats**).**

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 336.071](#)

[ORS 339.324](#)

[ORS 476.030\(†\)](#)

[OAR 581-022-~~1420~~2225](#)

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

Emergency Procedures and Disaster Plans

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and use of force on school property. The superintendent will consult with community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)
[OAR 437-002-0161](#)
[OAR 581-022-0705](#)

[OAR 581-022-1420](#)

Criminal Records Checks and Fingerprinting*

In a continuing effort to ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees¹ not requiring licensure under Oregon Revised Statute (ORS) 342.223 to submit to a criminal records check and/or fingerprinting as required by law. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting as established by Board policy and as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

Pursuant to state law, a criminal records check or fingerprint-based criminal records checks shall be required of the following individuals²:

1. All individuals employed as or by a contractor, whether employed part-time or full-time, and considered by the district to have direct, unsupervised contact with students;
2. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early childhood program or at a grade K through 12 school site during the regular school day;
3. Any individual who is an employee of a public charter school and not requiring licensure under ORS 342.223; and
4. Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district will provide the written notice about the requirements of fingerprinting and criminal records checks through means such as staff handbooks, employment applications, contracts or volunteer forms.

The district shall require a fingerprint-based criminal records check for volunteers allowed direct, unsupervised contact with students, in the following positions:

1. Coaches;
2. Overnight chaperones;
3. Any other volunteer, as designated by the superintendent’s or designee’s discretion.

The procedure for processing fingerprint collection is further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

A subject individual shall be subject to the collection of fingerprint information, only after the offer of employment or contract from the district and may be charged a fee by the district. A subject individual may request the fee be withheld from the amount otherwise due the individual.

The district shall begin the employment of subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

The service of a volunteer with direct, unsupervised access to students will not begin before the return and disposition of a criminal records check.

When the district is notified of a subject individual who has been convicted of any crimes prohibiting employment or contract the individual will not be employed or contracted, or if employed will be terminated. When the district is notified of a subject individual who knowingly made a false statement as to the conviction of any crime, the individual will not be employed or contracted with by the district, or if employed by the district may be terminated. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law will not be employed or contracted with by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

The service of a volunteer into a position identified by the district as requiring a fingerprint-based criminal records check will not begin before the return and disposition of the a state and national criminal records check based on fingerprints.

A volunteer who knowingly made a false statement, or has a conviction of the crimes listed in ORS 342.143, or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number will result in immediate termination from the ability to volunteer in the district.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination from ODE that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 – 183.470.

A volunteer may appeal a determination from a fingerprint-based criminal records checks by ODE that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case under ORS 183.413 - 183.470.

END OF POLICY

Legal Reference(s):

[ORS 181A.180](#)
[ORS 181A.230](#)
[ORS 326.603](#)
[ORS 326.607](#)
[ORS 332.107](#)

[ORS 336.631](#)
[ORS 342.143](#)
[ORS 342.223](#)
[OAR 414-061-0010 – 061-0030](#)
[OAR 581-021-0510 – 021-0512](#)

[OAR 581-022-2430](#)
[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

DELETED

Pediculosis (Head Lice) (Version 1)

(Excludes a students infested with either live lice or nits; does not allow attendance of a student with live lice or nits.)

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention of and the spread of head lice. A student with a suspected case of lice shall be referred to the school nurse or administrator for an assessment. A student found with live lice or nits (lice eggs) will be excluded from school attendance. The district recognizes that the Oregon Health Authority, Public Health Division, no longer requires exclusion of a student for the presence of nits and allows the discretion of the district. A student excluded from school will be readmitted after an assessment by designated personnel to confirm no live lice or nits are present, and may be subject to period checks.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. Treatment information will be provided by the district to parents of students found to have contracted head lice. It is the district's intent to encourage elimination of the current infestation and to prevent a repeat episode.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 433.255](#)
[ORS 433.260](#)
[OAR 333-019-0014\(4\)](#)

[OAR 437-002-0360](#)
[OAR 581-022-0705](#)

1/31/17 | PH

Lebanon Community Schools

Code: **CBC**
Adopted: 6/16/09
Readopted: 3/4/10
Orig. Code(s): CBC

Superintendent's Contract

The superintendent, upon appointment by the Board, will receive a written contract which will state the terms of employment such as compensation, benefits and other conditions. **The Board may not issue a contract that includes terms which direct the superintendent¹ to take any action that conflicts with a local, state or federal law² that applies to the district, or which allows the Board to take an adverse employment action against the superintendent for complying with such laws.** Contracts shall not be issued for more than three years at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract for not more than an additional three years at any time.

The compensation and benefits for the position of superintendent will be fixed by the Board, based upon the responsibilities required of the superintendent in performing his/her duties. The Board may not enter into an employment contract that contains provisions that expressly obligates the district or school to compensate the superintendent for work that is not performed.

Provisions for termination of the superintendent's employment, either by the Board or the superintendent, will also be set forth in the superintendent's employment contract.

The district may provide health benefits for a superintendent that is no longer employed by the district until the superintendent:

1. Reaches 65 years of age; or
2. Finds new employment that provides health benefit.

For a period of one year after termination of the contract the superintendent may not:

1. Purchase property or surplus property owned by the district; or
2. Use property owned by the district or school in a manner other than the manner permitted for the general public.

END OF POLICY

¹ The term "superintendent" includes an interim superintendent.

² "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.

Legal Reference(s):

[ORS 332.432](#)
[ORS 332.505](#)

~~[ORS 332.507](#)~~
~~[ORS 332.525](#)~~
[ORS 342.549](#)

~~[ORS 342.815\(1\),\(3\),\(6\),\(8\)](#)~~
~~[OAR 584-005-0005\(51\)](#)~~
~~[ORS 342.835](#)~~

~~[Ambrose v. Bd. of Educ., 51 Or. App. 621 \(1981\).](#)~~
~~[Babbitt v. Mari Linn Sch. Dist., 94 Or. App. 161 \(1988\).](#)~~

Cross Reference(s):

CBB - Recruitment and Appointment of the Superintendent

OSBA Model Sample Policy

Code: JHCCF
Adopted:

Pediculosis (Head Lice)

(Version 3)

~~(A student with nits and/or infested with live lice will be allowed to remain in school.)~~
{Optional policy.}

A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel.

School personnel will notify the parent or guardian of a student found with head lice and may provide information on treatment. The student will be allowed to remain in school.

~~The suggested school measures for head lice control, as provided in *Head Lice Guidance* published by the Oregon Department of Education and the Oregon Health Authority, Public Health Division,¹ shall be followed.~~

Suggested school measures for head lice provided in *Communicable Disease Guidance for Schools* issued by the Oregon Department of Education and Oregon Health Authority will be consulted.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

~~NATIONAL ASSOCIATION OF SCHOOL NURSES, *Pediculosis Management in the School Setting*, (POSITION STATEMENT REVISED 2016).~~

~~THE AMERICAN ACADEMY OF PEDIATRICS, (MAY, 2015).~~

~~CENTERS FOR DISEASE CONTROL AND PREVENTION, (2015).~~

~~OREGON DEPARTMENT OF EDUCATION, *Head Lice Guidance*.~~

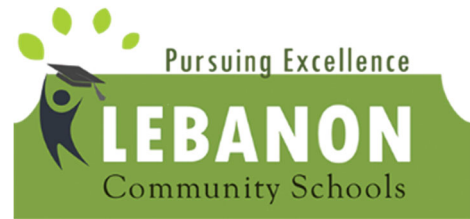
¹ ~~http://www.oregon.gov/ode/students_and_family/healthsafety/Pages/Student_Health_Conditions.aspx~~

Agenda Item 10

C. Finance

Financial Report

BOARD MEMORANDUM



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

From: Steven Prosocki, Director of Financial Services

Date: July 3, 2024

Meeting Date: July 11, 2024

Re: Financial Report and Fiscal Updates

Financial Report

The 2023-2024 Financial Board Report included in this packet reflects all General Fund revenues and expenditures for 2019-2023, the budgeted YTD expenditures, and encumbered amounts for 2023-2024 as of 06/30/2024.

	19/20 Actual	20-21 Budget	21-22 Budget	22-23 Budget	23-24 Budget	06-30-24 YTD	06-30-24 Balance
General Fund - Revenue							
SSF Formula	42,038,081	43,560,057	44,440,549	45,499,998	49,402,642	48,950,461	452,181
SSF Adjustment	-	-	-	-	-	-	-
State Fiscal Stabilization Fund	-	-	-	-	-	-	-
Federal Ed Jobs	-	-	-	-	-	-	-
School Year SubAccount	-	-	-	-	-	-	-
Loan Receipts	-	-	-	-	-	-	-
Interest	320,317	250,000	150,000	250,000	500,000	770,041	(270,041)
Third Party Billing	-	-	-	-	-	139,013	(139,013)
TMR	212,376	210,000	210,000	210,000	210,000	290,588	(80,588)
JROTC	77,982	65,000	65,000	65,000	65,000	66,089	(1,089)
Other	325,816	387,500	368,266	580,500	335,500	237,546	97,954
Interfund Transfer	850,000	-	-	-	-	-	-
BFB	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,147,584	(747,584)
Total	45,951,175	48,256,864	50,298,816	51,785,998	55,913,142	56,601,322	(688,180)
=====	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses							
Salaries	21,896,193	21,680,883	22,526,487	23,036,272	23,247,263	23,058,558	188,705
Benefits	14,481,355	15,086,873	14,597,973	15,115,726	15,553,189	14,755,465	797,724
P. Services	5,349,577	5,299,827	5,686,551	5,877,223	6,073,148	6,200,875	(127,727)
Supplies	1,569,846	1,530,133	1,606,583	1,882,175	2,063,656	1,750,012	313,644
Capital Outlay	54,500	90,000	100,000	70,000	40,000	66,946	(26,946)
Other Objects	441,468	469,147	501,776	520,603	773,943	640,474	133,469
Transfers	1,185,000	2,100,000	2,279,446	2,284,000	2,184,000	2,030,550	153,450
Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	-	5,977,944
Total	46,727,940	48,256,864	50,298,816	51,785,998	55,913,142	48,502,880	7,410,262
=====	=====	=====	=====	=====	=====	=====	=====

2023-24 General Fund Revenue Report

		19/20 Actual	20-21 Budget	21-22 Budget	22-23 Budget	23-24 Budget	06-30-24 YTD	06-30-24 Balance
SSF Formula								
1111,	Taxes	10,509,179	10,938,094	11,873,719	12,150,243	12,721,240	12,503,977	217,263
4801,4899	Federal Forest Fees	157,804	130,000	125,000	120,000	115,000	143,058	(28,058)
3103	Common School	196,120	400,000	444,819	445,000	450,000	273,368	176,632
2101	County School	209,250	200,000	195,000	50,000	25,000	30,502	(5,502)
3104	State Timber	23,587	100,000	100,000	130,000	140,000	97,119	42,881
3101/3199	School Support Fund	30,942,140	31,791,963	31,702,011	32,604,755	35,951,402	35,615,581	335,821
	Adjustments to SSF Payments							-
	Adj for Prior Year payments							-
	Adj for HC Disability Grant	-	-		-		286,855	(286,855)
	Total SSF Formula	42,038,081	43,560,057	44,440,549	45,499,998	49,402,642	48,950,461	452,181
1510	Interest on Investments	320,317	250,000	150,000	250,000	500,000	770,041	(270,041)
4200	Third Party billing	-	-	-	-	-	139,013	(139,013)
2210	TMR	212,376	210,000	210,000	210,000	210,000	290,588	(80,588)
4300	JROTC reimbursement	77,982	65,000	65,000	65,000	65,000	66,089	(1,089)
	Other							-
1741	Outdoor School	-	-	-	-	-	-	-
1910	Rental Fees	1,582	7,500	5,000	-	1,000	1,823	(823)
1980	Fees Charged to Grants	14,915	50,000	108,266	110,000	110,000	-	110,000
1312, 1960, 1990,								
5300	Miscellaneous	304,781	250,000	255,000	470,500	152,000	227,149	(75,149)
1760	Club Fundraising	-	-	-	-	-	-	-
1411, 1993	Transportation Fees	4,538	-	-	-	72,500	8,575	63,925
1994	E-Rate reimbursement	-	80,000	-	-	-	-	-
5200	Interfund Transfer - Athletics	850,000	-	-	-	-	-	-
5400	Beginning Fund Balance	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,147,584	(747,584)
	Total	45,951,175	48,256,864	50,298,816	51,785,998	55,913,142	56,601,322	(688,180)

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	06-30-24 YTD	06-30-24 Encumb	06-30-24 Balance
Certified salaries	12,665,056	12,540,564	12,871,079	13,169,912	13,134,095	12,842,541	0	291,554
Classified salaries	6,227,931	6,008,791	6,250,523	6,233,686	6,041,456	6,014,371	0	27,085
Administrative salaries	1,873,807	1,863,955	2,059,820	2,151,593	2,327,571	2,276,960	0	50,611
Managerial - classified	154,577	289,051	299,689	511,189	557,806	604,028	0	(46,222)
Retirement stipends	91,904	133,413	120,000	0	0	0	0	0
Retirement Support Program	0	0	0	0	0	0	0	0
Confidential salaries	162,808	284,898	343,800	485,197	465,767	478,084	0	(12,317)
Certified subs	2,000	0	14,294	0	0	0	0	0
Classified subs	1,500	23,975	0	0	0	0	0	0
Temp certified	82,264	45,425	0	625	0	2,122	0	(2,122)
Temp classified	8,000	21,658	481	11,086	14,300	41,593	0	(27,293)
Student helpers salaries	21,000	16,654	5,748	9,173	15,098	16,103	0	(1,005)
Overtime	0	91,513	57,127	38,449	53,074	92,096	0	(39,022)
Compensation time	52,300	44,207	71,883	8,946	18,597	11,875	0	6,722
Extra duty	279,579	128,295	230,761	83,537	216,434	238,769	0	(22,335)
Classified extra hrs	208,000	0	0	0	0	0	0	0
Vacation Payoff	29,817	24,292	28,240	43,273	25,244	97	0	25,147
Mentor teacher pay	0	0	0	822	0	0	0	0
Department Head Extra Duty	6,000	30,000	0	0	0	0	0	0
Taxable Meal Reimbursement	0	809	2,000	396	1,158	2,478	0	(1,321)
Cell Phone Stipend	0	1,080	1,080	450	450	450	0	0
Travel Stipend	0	11,400	0	30,500	25,950	31,900	0	(5,950)
Club/Coach Stipends	29,650	120,904	169,964	257,438	350,265	405,091	0	(54,826)
Total Salaries	21,896,193	21,680,883	22,526,487	23,036,272	23,247,263	23,058,558	0	188,705
PERS	7,398,130	7,286,664	6,797,646	6,994,709	7,309,631	7,035,103	0	274,528
Social Security	1,655,388	1,642,024	1,627,475	1,759,624	1,768,022	1,712,310	0	55,712
Worker's Comp	293,025	275,747	189,328	196,035	216,535	102,926	0	113,609
OR Paid Leave	0	0	0	0	92,132	85,581	0	6,551
Employee Ins - Admin	215,642	275,263	283,669	325,403	344,633	353,875	0	(9,242)
Employee Ins - Certified	2,449,421	2,756,998	2,840,563	3,029,490	2,897,802	2,855,416	0	42,386
Employee Ins - Classified	2,327,520	2,596,579	2,598,694	2,651,363	2,766,210	2,448,937	0	317,273
Employee Ins - Other	33,429	65,298	92,498	110,502	101,226	100,246	0	980
Employee Ins - Retired	83,600	52,700	120,000	0	0	4,071	0	(4,071)
TSA	25,200	45,600	45,600	48,600	57,000	57,000	0	0
Staff Tuition Reimbursement	0	90,000	2,500	0	0	0	0	0
Total Benefits	14,481,355	15,086,873	14,597,973	15,115,726	15,553,189	14,755,465	0	797,724

2023-24 General Fund Expenditure Report

Description	19/20	20/21	21/22	22/23	23/24	06-30-24	06-30-24	06-30-24
	Budget	Budget	Budget	Budget	Budget	YTD	Encumb	Balance
Instructional Services	103,800	76,375	66,000	161,000	181,500	153,724	0	27,776
Instr Prog Improve Service	53,000	67,750	87,750	56,200	26,817	24,456	0	2,361
Data Processing SVCS	0	0	3,000	5,000	7,500	6,916	0	584
Professional and Improvement Cc	0	0	15,000	5,000	5,000	8,023	0	(3,023)
Other Instr-Prof-Tech SVCS	20,000	10,000	11,500	16,000	16,000	12,032	0	3,968
Repairs & Maintenance	190,300	227,612	258,500	286,050	331,850	539,131	0	(207,281)
Radio Service	11,100	11,100	15,000	4,500	17,500	19,766	0	(2,266)
Rentals	129,400	88,286	86,300	89,105	112,801	73,820	0	38,981
Electricity	502,620	465,700	451,500	450,500	415,000	481,250	2,240	(68,490)
Fuel	223,135	217,800	208,100	233,000	290,000	250,867	0	39,133
Water & Sewer	153,520	142,500	146,700	134,000	150,000	162,258	0	(12,258)
Garbage	102,400	87,000	106,500	104,500	110,000	117,572	0	(7,572)
Other Property Services	20,000	0	0	0	15,000	0	0	15,000
Reimb. Student Transportation	10,200	29,900	34,500	9,000	0	0	0	0
Reimb. Student Transportation				150,390	167,158	110,399	0	56,759
Travel	158,263	150,513	153,011	168,395	78,660	48,961	0	29,699
Travel - Student - Out of Dist.	5,300	4,500	3,500	0	0	0	0	0
Meals/Transportation	200	350	350	0	0	341	0	(341)
Staff Tuition	47,000	2,000	72,000	72,500	22,500	48,456	0	(25,956)
Telephone	73,165	65,100	52,300	73,250	63,825	59,367	0	4,458
Postage	26,074	28,900	32,117	31,500	27,050	19,178	0	7,872
Advertising	4,300	2,650	3,500	5,500	3,500	2,895	0	605
Printing & Binding	29,400	30,950	31,700	44,500	26,850	4,186	0	22,664
Charter School Payments	2,195,000	2,300,000	2,400,000	2,540,000	2,655,000	2,789,944	0	(134,944)
Other Tuition	92,500	90,000	115,000	95,600	10,000	6,225	0	3,775
Audit Services	30,000	39,000	36,000	45,000	45,000	83,150	0	(38,150)
Legal Services	35,000	35,000	35,000	30,000	75,000	96,936	0	(21,936)
Architect/Engineer Service	0	0	0	0	0	0	0	0
Negotiation Services	10,000	5,000	1,000	1,000	0	0	0	0
Data Processing SVCS	89,600	65,000	57,500	57,000	56,000	35,663	0	20,337
Election Services	5,000	5,000	18,000	5,000	0	0	0	0
Other Non_instr Pro/Tech	363,700	351,450	402,650	379,154	513,457	419,843	0	93,614
Physical Exams - Drivers	4,400	5,750	5,500	8,000	8,500	7,055	0	1,445
Drug Tests Drivers	3,000	2,250	3,000	2,500	1,500	773	0	727
Child Care Services	15,000	0	0	0	0	0	0	0
Sub calling service	15,000	12,000	7,500	7,500	500	0	0	500
Classified subs	194,000	228,600	251,500	191,831	140,331	165,635	0	(25,304)
Criminal History checks	3,200	3,500	3,500	500	3,000	3,355	0	(355)
Fingerprinting	1,000	2,500	1,000	1,000	3,000	1,656	0	1,344
Licensed Subs	425,000	445,791	510,573	413,248	493,349	444,802	0	48,547
Total P. Services	5,349,577	5,299,827	5,686,551	5,877,223	6,073,148	6,198,635	2,240	(127,727)

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	06-30-24 YTD	06-30-24 Encumb	06-30-24 Balance
Gas Oil & Lubricants	190,500	189,100	192,000	248,000	239,000	209,958	0	29,042
Supplies & Materials	648,024	651,837	698,023	996,751	1,011,442	743,410	0	268,032
Vehicle repair parts	52,800	50,500	50,500	61,500	76,500	64,242	0	12,258
Transportation operations	15,000	25,000	25,000	25,000	25,000	49,422	0	(24,422)
Textbooks	28,033	9,933	5,433	21,500	107,550	41,223	0	66,327
Library Books	15,694	8,200	11,700	12,750	11,625	9,053	0	2,572
Periodicals	6,000	10,800	12,100	12,150	16,250	12,321	0	3,929
Equipment under 5K	178,842	146,100	125,550	72,800	73,500	34,152	0	39,348
Computer software	264,360	257,398	323,918	339,174	406,914	517,289	6,462	(116,837)
Computer hardware	170,593	181,265	162,359	92,550	95,875	61,785	695	33,395
Total Supplies & Materials	1,569,846	1,530,133	1,606,583	1,882,175	2,063,656	1,742,855	7,157	313,644
Buildings Acquisition	0	0	25,000	25,000	0	0	0	0
Equipment	54,500	25,000	45,000	0	0	0	0	0
New Equipment over 5K	0	45,000	10,000	22,500	20,000	38,537	0	(18,537)
Replace of Equip over 5K	0	20,000	20,000	22,500	20,000	28,409	0	(8,409)
Total Capital Outlay	54,500	90,000	100,000	70,000	40,000	66,946	0	(26,946)
Regular Interest	500	0	0	0	0	0	0	0
UnrecoverableBadDebtWrite-Off	0	0	0	0	0	4,986	0	(4,986)
Dues & Fees	175,180	159,726	148,076	122,303	117,843	138,576	0	(20,733)
Insurance & Judgments	265,588	306,221	350,000	395,000	463,000	461,175	0	1,825
Fidelity Bond Premiums	0	0	0	0	100	100	0	0
Judgments & Settlements	0	2,500	3,000	2,500	0	34,000	0	(34,000)
Taxes & Licenses	200	700	700	800	1,000	1,637	0	(637)
Grant Matching	0	0	0	0	192,000	0	0	192,000
Total Other Objects	441,468	469,147	501,776	520,603	773,943	640,474	0	133,469

2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	06-30-24 YTD	06-30-24 Encumb	06-30-24 Balance
Transfer - Vocational House Fun	0	70,000	250,000	450,000	200,000	0	0	200,000
Transfer - Technology	0	80,000	100,000	100,000	100,000	100,000	0	0
Transfer - Classroom Furniture	0	10,000	35,000	35,000	60,000	60,000	0	0
Transfer - Textbook Adoption	400,000	200,000	350,000	550,000	350,000	350,000	0	0
Transfer - Capital Improvement		200,000	300,000	50,000	200,000	200,000	0	0
Transfer - Track and Turf Fund	10,000	0	0	0	0	0	0	0
Transfer - Athletic Fund	450,000	475,000	475,000	475,000	475,000	550,000	0	(75,000)
Transfer - Bus Replacement	150,000	225,000	225,000	225,000	225,000	225,000	0	0
Transfer - Unemploy Ins	25,000	250,000	0	0	0	0	0	0
PERS Reserve	0	450,000	300,000	154,000	154,000	154,000	0	0
Transfer - Food Service	100,000	120,000	224,446	225,000	200,000	181,550	0	18,450
Transfer - Music/Band Replaceme	0	20,000	20,000	20,000	20,000	10,000	0	10,000
Transfer - Debt Service	50,000	0	0	0	200,000	200,000	0	0
Transfer - Academic Achievemer	0	0	0	0	0	0	0	0
Total Transfers	1,185,000	2,100,000	2,279,446	2,284,000	2,184,000	2,030,550	0	153,450
Reserve/Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	0	0	5,977,944
Grand Total	46,727,940	48,256,864	50,298,816	51,785,998	55,913,142	48,493,483	9,397	7,410,262
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						35,325,849	11,638,769	