Lebanon Community School District

School Board Meeting
June 11, 2026

11 June 2026, 18:00 - 20:00, (PDT)

55 Academy St, Lebanon, OR 97355-2867, United States

Agenda

18:00 - 18:01 **1 WELCOME**

Livestream:
https://www.youtube.com/@lcsdboardmeetingstream6568/streams

Cover Page 1

18:01 - 18:02 **1.1 Call to Order**

18:02 - 18:03 **1.2 Flag Salute**

18:03 - 18:13 **2 PUBLIC COMMENTS**

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

18:13 - 18:23 **3 LEBANON SCHOOLS FOUNDATION MINI GRANT PRESENTATION**

Mini Grant Presenation 2

18:23 - 18:33 **4 SPRING ASSESSMENT DATA & SB141 UPDATES**

Spring 2026 Data Presentation 14

18:33 - 18:43 **5 2026-27 BUDGET HEARING**

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Motion: Approval Requested

18:43 - 18:53 **6 CONSENT AGENDA**

Motion: Approval Requested

18:53 - 18:53 **6.1 May 14, 2026 Budget Meeting Minutes**

draft May 14, 202...et Meeting Minutes 34

18:53 - 18:53 **6.2 May 14, 2026 Board Meeting Minutes**

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18:53 - 18:53

6.3 May 21, 2026 Budget Meeting Minutes

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BBAA - New 140
BBE - Delete 143
BBE - New 144
BBE-AR - New 146
BCB 149
BCE - Delete 151
BCE - New 153
BCF - Delete 155
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19:03 - 19:03 **7 DEPARTMENT REPORTS**

19:03 - 19:13 **7.1 Operations**

06.11.2026 Operations Report & Memo 161

19:13 - 19:43 **7.2 Fire Alarm System Upgrade Update**

Fire Alarm System Upgrade Memo 165

19:43 - 19:53 **7.3 Financial**

06.11.2026 Financial Report & Memo 167

19:53 - 19:53 **8 COMMUNICATION**

19:53 - 19:58 **8.1 Board**

19:58 - 20:03 **8.2 Student Board**

20:03 - 20:08 **8.3 Superintendent**

20:08 - 20:13 **8.4 Jen's Zens**

20:13 - 20:23 **9 PUBLIC COMMENTS**

20:23 - 20:24 **10 ADJOURNMENT**

Pursuing Excellence

LEBANON

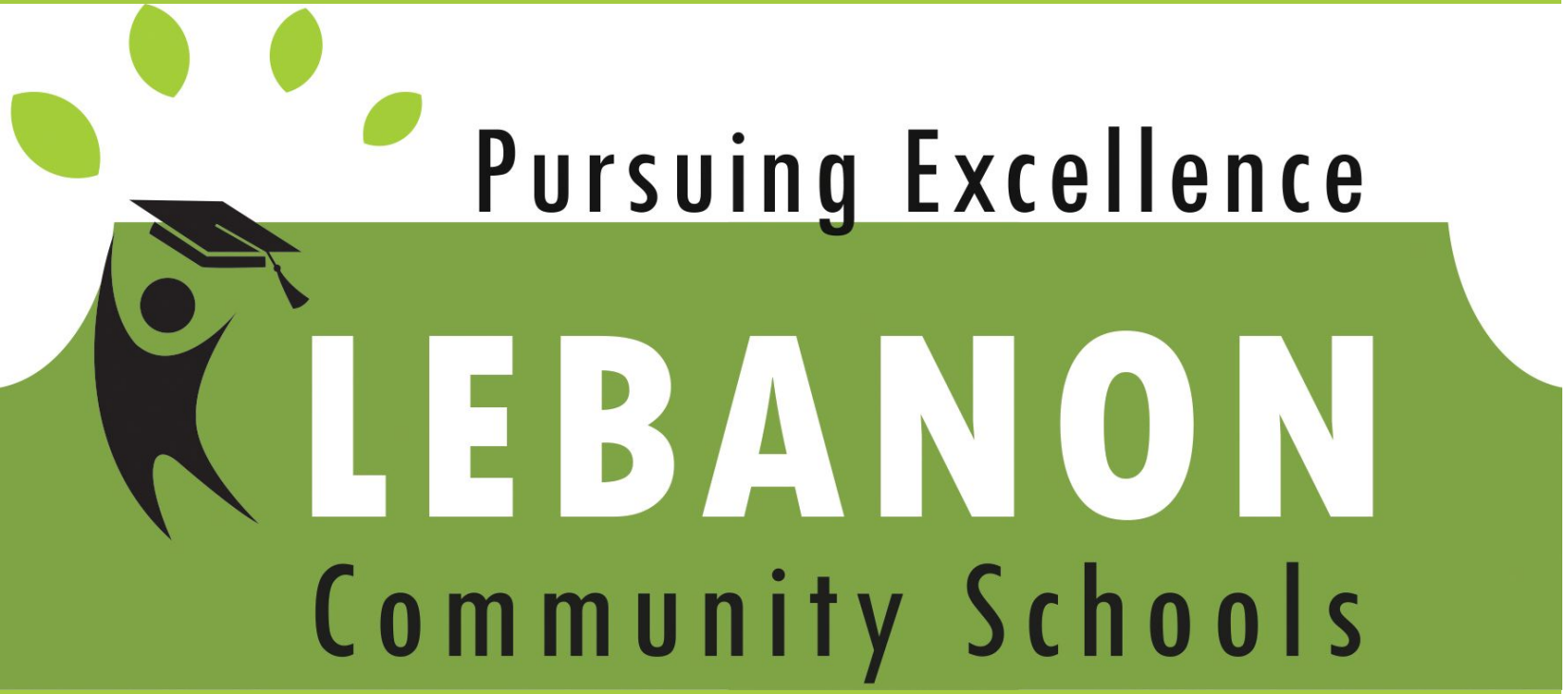
Community Schools

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

Lebanon Schools Foundation: *Mini Grants*



Ryan McWayne

With the grant funds, I was able to purchase new “privacy borders” for testing, etc. The previous borders were taped together manilla folders that had (somehow) lasted 10+ years. These new folders are much more durable, and should last for years to come.



With the grant funds, I was able to purchase a set of 25-26 3rd-5th Division OBOB books for my classroom. This allowed my OBOB team to have additional access to the books, and to be able to read more of them!



Rachel Brandt

THANK YOU to Lebanon Foundation and a matching donation from Bender Mechanical. We were able to purchase a Gaga Ball pit. It has quickly become a favorite for all PE classes, kindergarten through 5th grade. Pioneer students LOVE Gaga Ball!









This fast paced game allows for a large number of kids to participate. It is portable and can be used indoors and outdoors. We also added it to Field Day and the line never stopped!

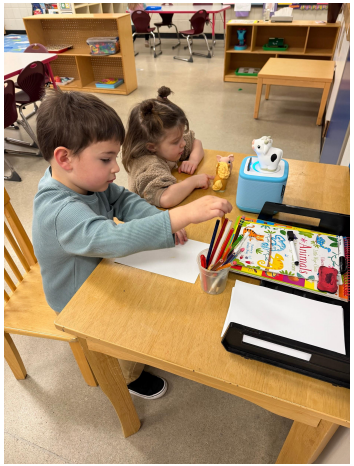
Amanda Gaskey

Tonies box!

Cascades Preschool was able to purchase a Tonies box for the classroom which brings our favorite stories to life! We have been able to add fun hands-on, engaging activities to our listening center to increase phonological awareness and language skills! Students LOVE when we bring out new stories! We also use it to listen to stories during rest time!







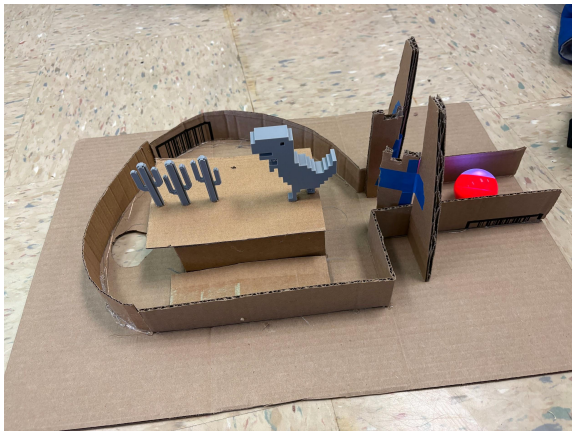


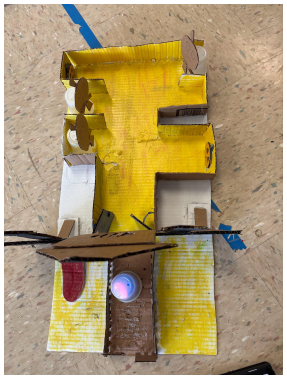
Michael Swindle

Using grant funds, I purchased 15 sphero minis for Seven Oak engineering. These small robots introduce students to blockchain coding or allow students to dive into higher levels of coding.

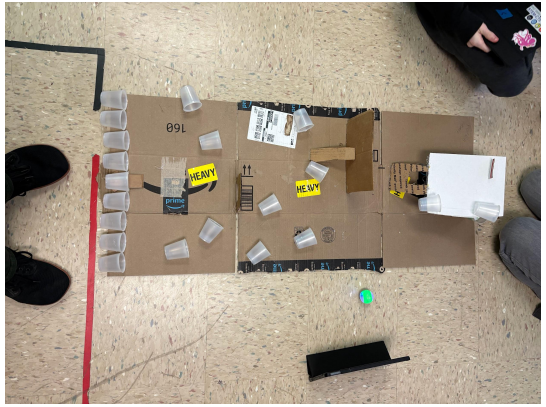
It is a great way to combine coding with engineering design!

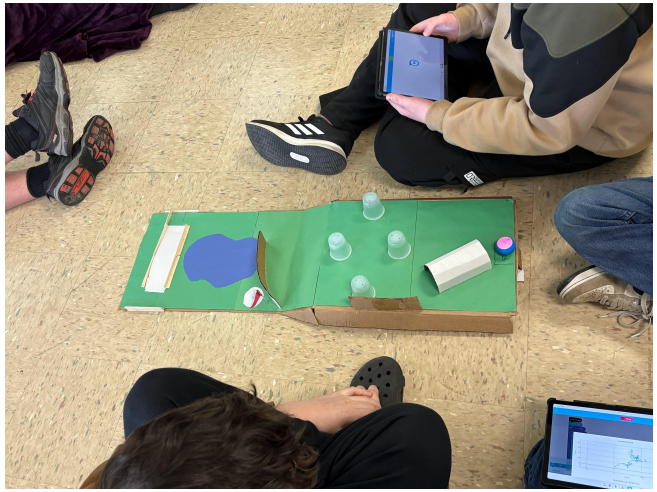
Students designed mini golf courses where they had to create lines of code to score a hole in one!







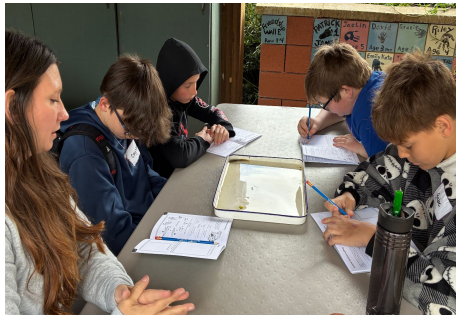




Erica Cooper

Oregon Garden and Garden Education

Green Acres is the only elementary school in Lebanon without a school garden. This grant enabled our 5th graders to explore and learn about gardens,and nature of our area.





They had journals to record data and observations and took classes on food webs and ecosystems. Thank you for this valuable opportunity.





Luis DeLuna

Traditional Animation Cell Project

This project allows me to introduce the history and techniques of traditional animation and how it is has led up to computer animation and to see how important it is to understand what is involved in the creative process and how important it is to know just how much we take from the past to pushforward to new technologies...









I have found this project to be very rewarding since students are learning to make color decisions and teaching themselves painting techniques in the process. I especially like that there is a history component in this lesson to better understand how animation has evolved to more advanced techniques of animated features.

Katie Carleski- ELA 12

Through the grant, I was able to support taking a group of over 20 LHS seniors to Ashland, Oregon to attend the Oregon Shakespeare Festival. This was a culmination of the Shakespeare Unit finished earlier in the year and a highlight of many students' year.



This grant provided financial support that allowed cost barriers to be removed for several students.

For some students, this was their first exposure to live theatre.



Students not only attended a live production of *A Midsummer Night's Dream*, they also attended an interactive workshop around the realities of Elizabethan theatre and England at that time. They explored the OSF campus and engaged in playing with Shakespeare's text (as seen in the video above).

Ashley da Silva

Using the minigrant, I bought a spectrum tubes system from Flinn Chemical. It can be used many years and connects with 8th grade standards in chemistry, wave energy, and astronomy.





Students applied their learning to creative (but realistic) planetary systems they designed.



The photos above show my students gathering data using spectrometers. This is the same way astronomers read the atmospheres of faraway planets! When deciding which spectrum tubes to buy, I chose elements and compounds that might be in a planet's atmosphere: oxygen, water, helium, nitrogen, and CO_2.



Bridget O'Malley

Thank you, Lebanon Community Schools Foundation!

This February your generous grant supported 24 physics students taking a trip to iFLY.



Students:

- Viewed a presentation on how the wind tunnel was designed using the same fluid dynamics they study.
- Predicted and measured our own terminal velocities while “belly flying”
- Experimented with how different objects and shapes interacted with the wind.





Susie Phillips

Thanks to the support of this grant, Brick House students gained valuable hands-on experience creating handcrafted wood products for the Brick House Boutique. Through each step of the process, students practiced vocational skills, tool safety, measuring, problem-solving, teamwork, and task completion in an authentic work environment.

The project was highly successful, generating nearly **$1,500 in boutique sales** while providing meaningful opportunities for students to build confidence, independence, and workplace readiness. Success was measured through increased student engagement, improved skill acquisition, greater independence in completing woodworking tasks, staff observations, and the quality and quantity of products completed. The strong community response and sales of student-made items demonstrate the value of providing real-world learning experiences that prepare students for future employment and independent living.

Most importantly, students experienced the pride of creating a product, sharing it with the community, and seeing their hard work result in a successful sale.











Jodi Howell

The Project:
LHS Leadership partnered with Cascades and Pioneer Elementary Schools to connect high school students with younger students who could benefit from additional support, encouragement, and positive peer mentorship related to attendance, behavior, or social connection.

The Timeline:
LHS students spent time once a week throughout second semester. Student chairs for this activity met with Deans & Admin to set up a schedule and partner students.

Activities:
Funds were used to allow LHS students to purchase footballs, spikeball, coloring materials and sidewalk chalk, slime kits, playdough kits, treats, and more to use for the weekly check-ins. The treats were used as a send-off to summer at the final check-in.

Impact:
This grant also helped fund reusable materials that will support the program again next year. This is the second year of the project, and LHS students have genuinely enjoyed building relationships with the elementary students and plan to continue the program next year. Many students reflected positively on the connections they formed and shared that they hope their involvement helped younger students feel encouraged and supported.

Spring 2026
Data Presentation for School Board

Pursuing Excellence

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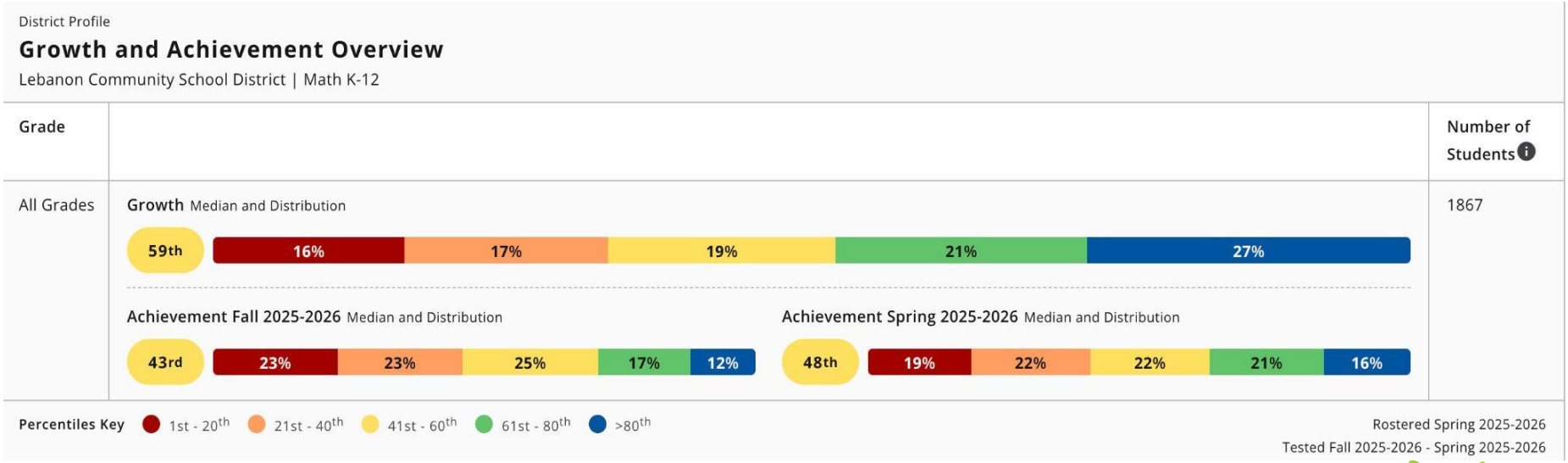
Community Schools

FIVE FOCUS AREAS

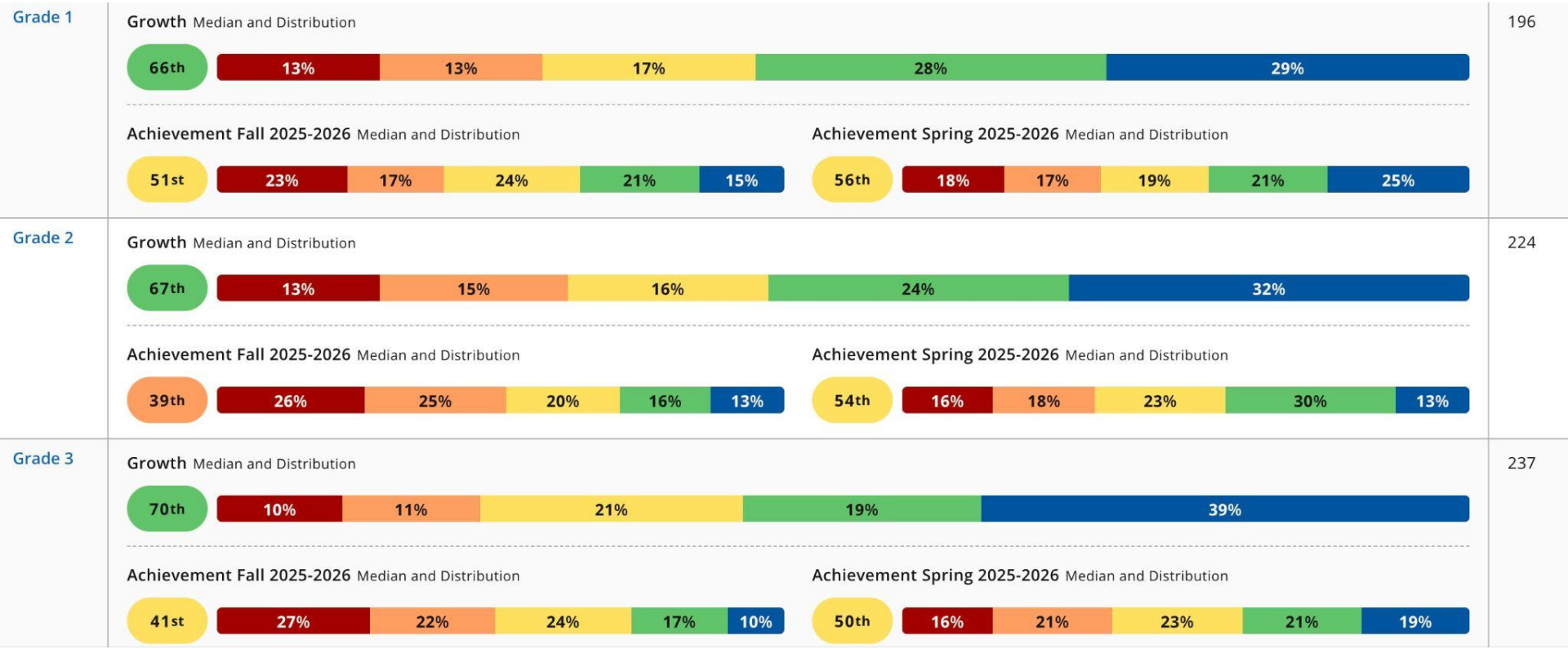
- Academic Achievement
- Safety and Belonging
- Financial Integrity
- Effective Facilities
- Community Connections

Excellence

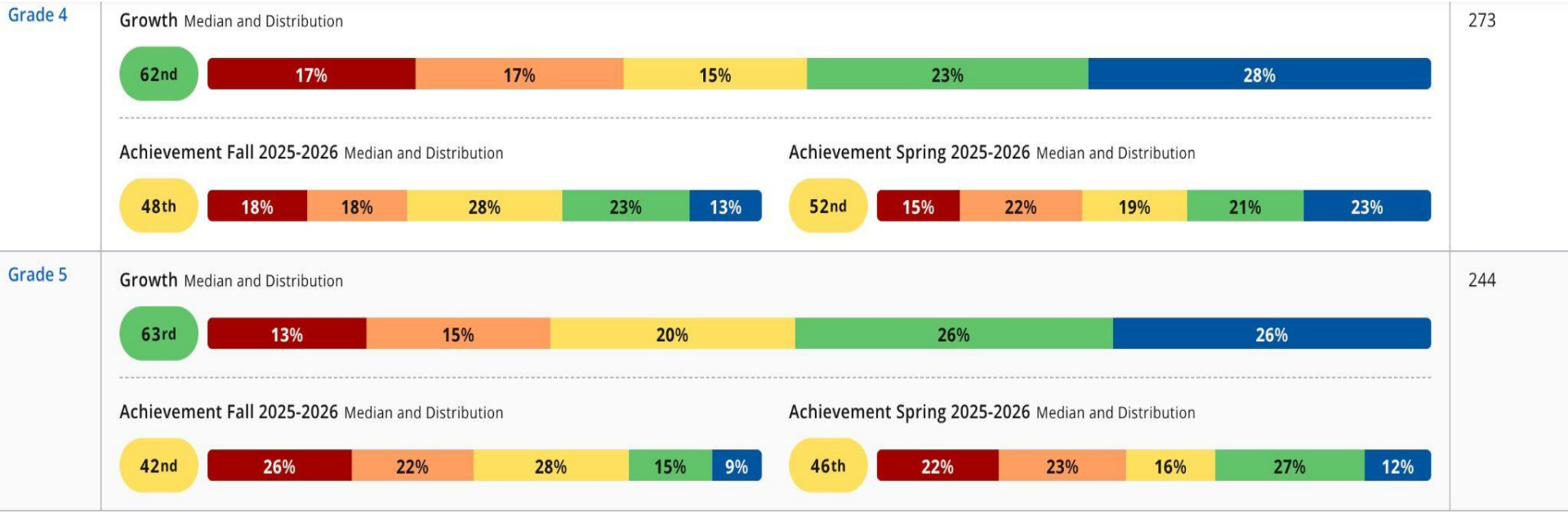
Fall 2025 to Spring 2026
MAP District Level Growth and Achievement Data - Math
Grades 1-8



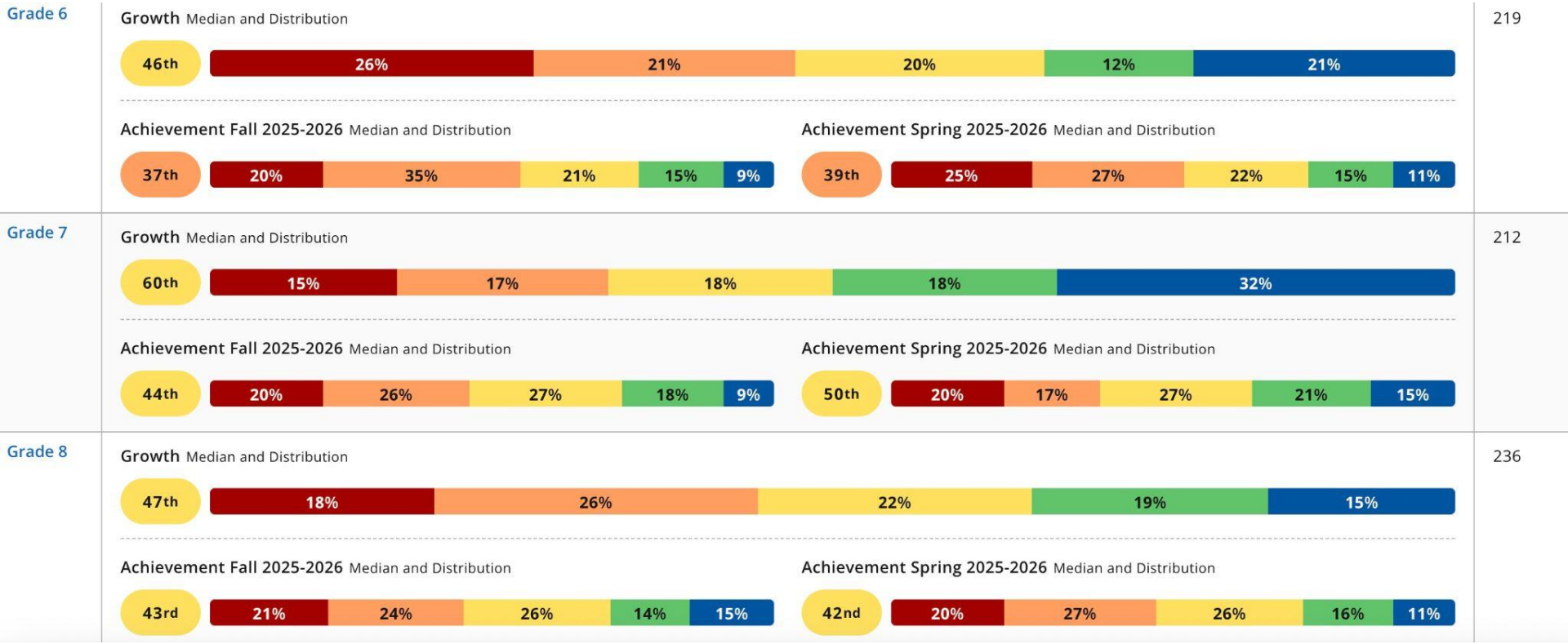
Fall 2025 to Spring 2026 MAP District Level Data - Math
Grades 1st-3rd



Fall 2025 - Spring 2026 MAP District Level Data - Math
Grades 4-5



Fall 2025 to Winter 2026 MAP District Level Data - Math
Grades 6-8



Fall 2025 to Spring 2026 MAP District Level Growth and Achievement Data - Reading Grades 1-8

District Profile

Growth and Achievement Overview

Lebanon Community School District | Reading

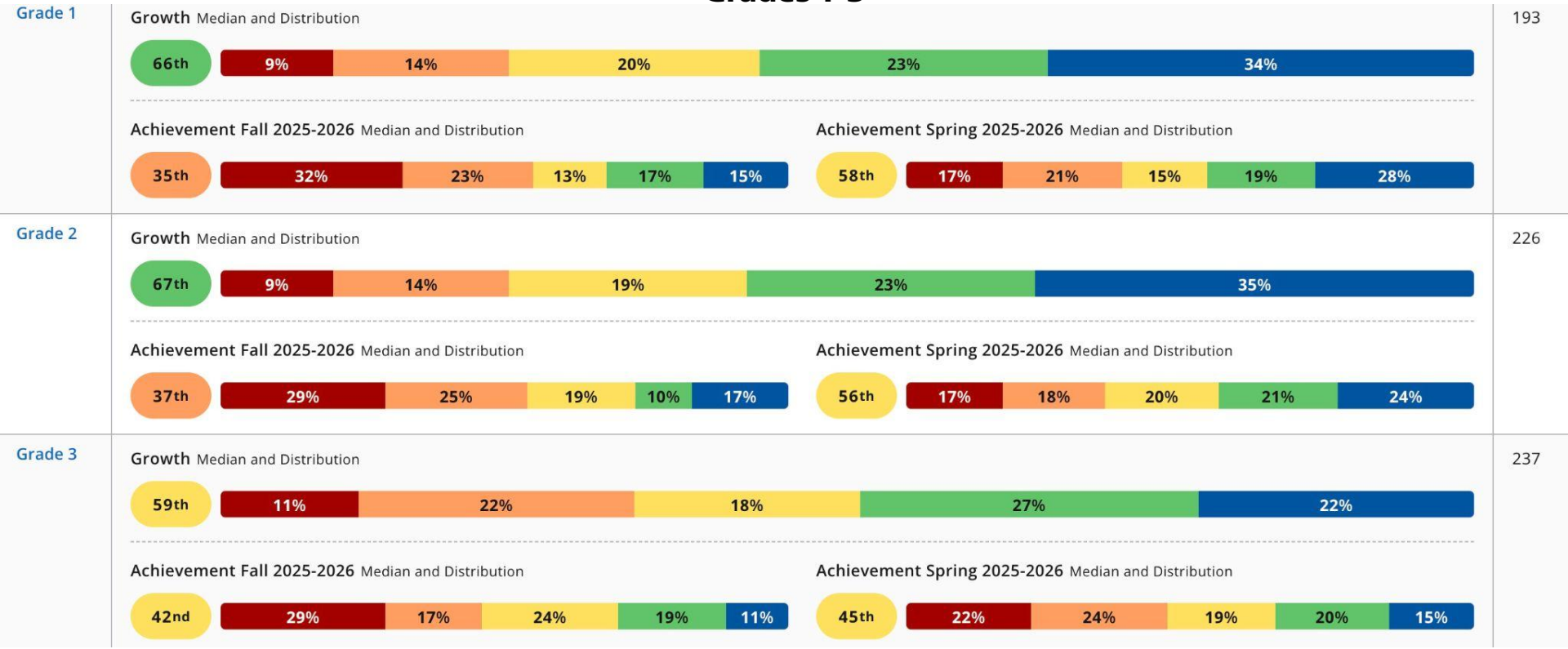
Grade		Number of Students
All Grades	**Growth** Median and Distribution: 61st; 14%; 16%; 19%; 24%; 27% **Achievement Fall 2025-2026** Median and Distribution: 45th; 26%; 19%; 23%; 19%; 13% **Achievement Spring 2025-2026** Median and Distribution: 52nd; 18%; 20%; 22%; 24%; 16%	1893

Percentiles Key 1st - 20th; 21st - 40th; 41st - 60th; 61st - 80th; >80th

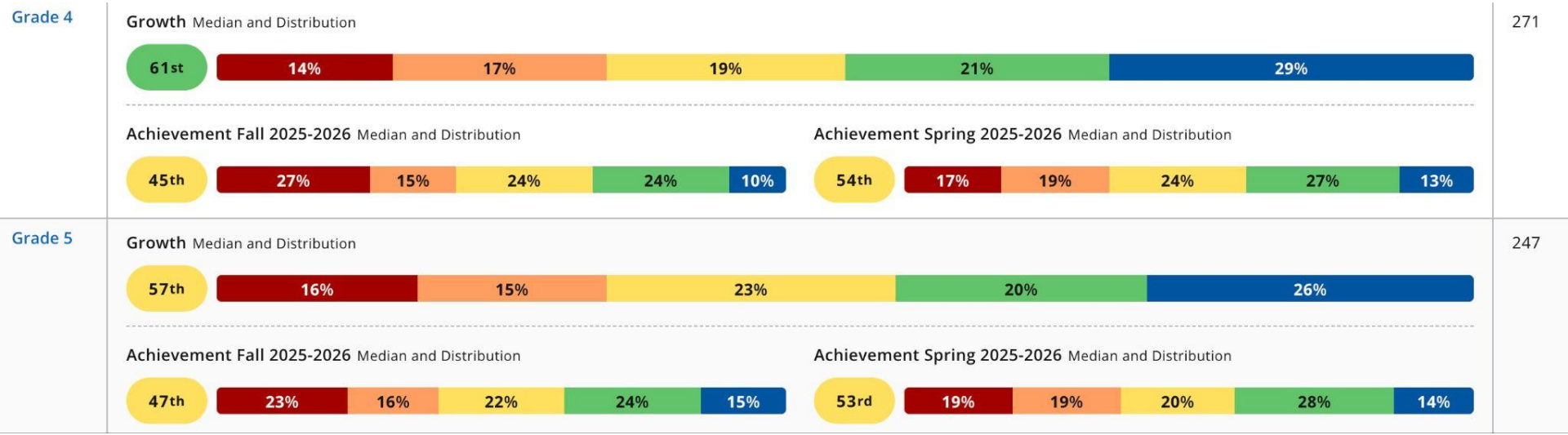
Rostered Spring 2025-2026

Tested Fall 2025-2026 - Spring 2025-2026

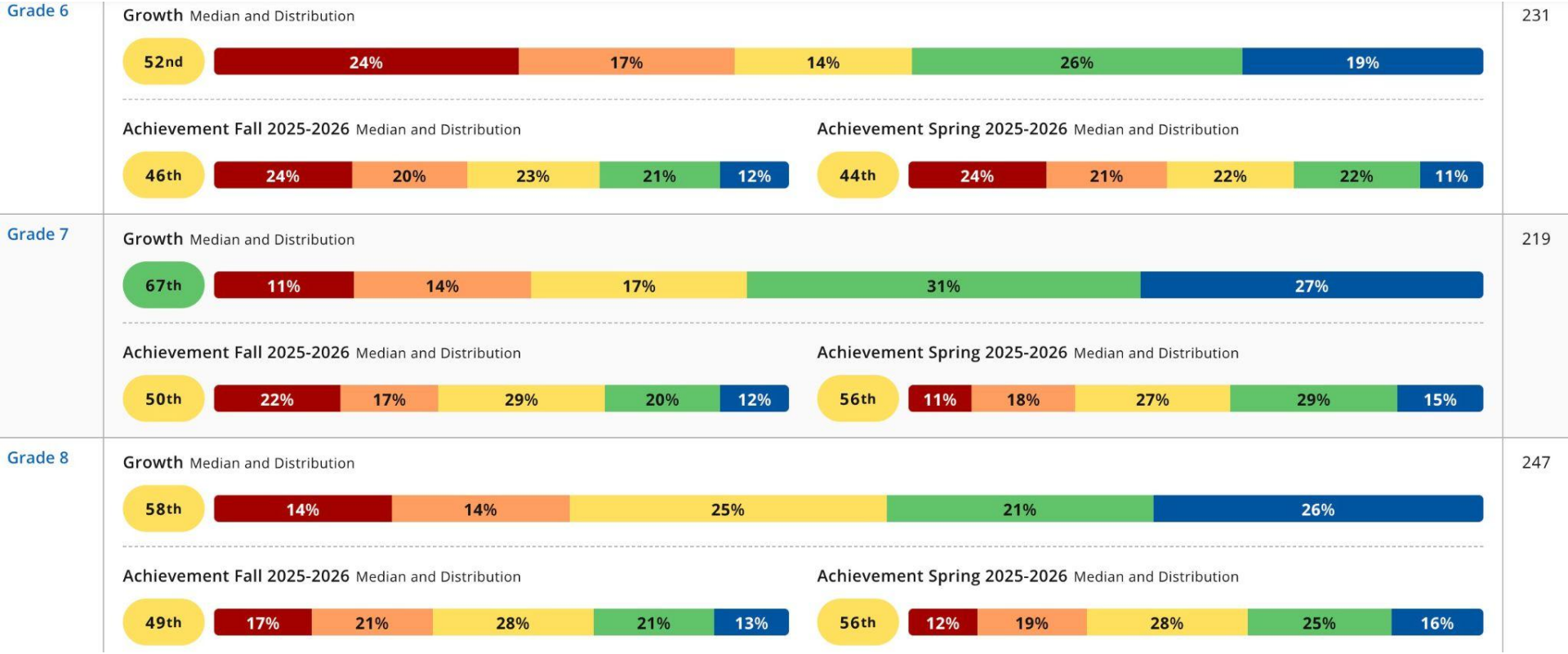
Fall 2025 to Spring Winter MAP District Level Data - Reading
Grades 1-3



Fall 2025 to Spring 2026 MAP District Level Data - Reading
Grades 4-5



Fall 2025 to Spring 2026 MAP District Level Data - Reading
Grades 6-8



2025- 2026 Formative Assessment Data and School Level Goals

Semester 2 Grade Data

LHS Grade Distribution by Grade Level - Semester 2 Final Grades - *updated June 11, 2026*

	A%	A	B%	B	C%	C	D%	D	F%	F	INC%	INC	N%	N/G	P%	P	%total	Total	Pass Rate (A,B, C,D,P)	Fail Rate (F, N)
All Grades	42%	2736	18%	1169	13%	877	10%	643	5%	351	0%	26	1%	68	11%	722	100%	6592	93%	7%
9th Gr	37%	818	18%	383	13%	285	10%	222	6%	121	1%	12	1%	19	15%	327	100%	2187	93%	7%
10th Gr	44%	790	16%	289	14%	243	10%	180	5%	91	0%	6	2%	30	9%	163	100%	1792	93%	7%
11th Gr	40%	599	20%	297	14%	216	10%	150	8%	119	1%	8	1%	12	6%	91	100%	1492	91%	9%
12th Gr	47%	529	18%	200	12%	133	8%	91	2%	20	0%		1%	7	13%	141	100%	1121	98%	2%

Evergreen Final Semester 2 Grades - PENDING

	A%	A	B%	B	C%	C	D%	D	F%	F	N%	INC	INC%	N	P%	P	%total	Total	Pass Rate (A,B, C,D,P)	Fail Rate (F, N)
All Grades	19%	14	15%	11	19%	14	22%	16	19%	14	4%	0	0%	3	3%	2	100%	74	77%	23%
9th Gr	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
10th Gr	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
11th Gr	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	#DIV/0!
12th Gr	19%	14	15%	11	19%	14	22%	16	19%	14	4%		0%	3	3%	2	100%	74	77%	23%

Oregon SB 141 (2025 Education Accountability Act)

Senate Bill 141, officially known as the **2025 Education Accountability Act**, marks a fundamental shift in Oregon's education landscape. Signed by Governor Tina Kotek, the law moves the state from a "reporting-only" model to a "shared accountability" model. For school leaders, this means student outcome targets are no longer just goals—they are legally binding benchmarks tied to state funding and oversight.

The 8 Key Performance Metrics: Districts are now held accountable for eight specific student outcome metrics. While some are familiar, SB 141 introduces new focus areas and mandates growth in every category.

Metric	Focus Area	Notes
1. 3rd Grade Reading	ELA Proficiency	Focus on "Read to Learn" transition.
2. 8th Grade Math	Math Proficiency	**NEW:** Strongest predictor of on-time graduation.
3. 9th Grade On-Track	Credit Completion	Passing all classes in freshman year.
4. On-Time Graduation	4-Year Rate	Standard high school diploma.
5. 5-Year Completer	Alternative Pathways	Includes GEDs and alternative diplomas.
6. Regular Attendance	District-wide	Percentage of students attending >90% of days.
7. K–2 Attendance	Early Intervention	**NEW:** Focus on chronic absenteeism in early grades.
8. Local Metric	District Choice	Lebanon must choose one from the approved state list.*

***State-Approved Local Options:**

5th Grade Science, CTE Participation (e.g., Land Lab), Dual Credit (LBCC), Academic Growth (via Interims), or Multilingual Proficiency.

Oregon SB 141 (2025 Education Accountability Act)

The Continuum of Support (Intervention Scale)

SB 141 introduces an escalating scale of state involvement for districts missing their "Performance Growth Targets."

- **Years 1–2 of missing targets:** District must accept **Coaching & Technical Support** from the ODE.
- **Year 3 of missing targets:** District enters the **Intensive Coaching Program**, involving direct state-level strategic planning and potential targeted improvement funding.
- **Year 4+ of missing targets:** ODE gains the authority to **prescribe the use of up to 25%** of the district's State School Fund or Student Investment Account (SIA) money to ensure spending on proven academic interventions.

New Requirements for Schools

1. Mandatory Interim Assessments (Grades K–8)

Districts must now administer interim assessments **three times per year** (Fall, Winter, Spring) in both Math and ELA.

- **Purpose:** To track growth in real-time and adjust instruction before end-of-year state tests.
- **The "Top 4" Approved Tools:** As of January 2026, the likely approved list includes i-Ready, MAP Growth, Star Assessments, and OSAS Interim Blocks.
- **Lebanon Status:** Lebanon is already using a tool expected to be on the final list.

2. Operational Changes

- **Transparency:** Progress on these targets must be presented at public school board meetings.
- **Unified Application:** To reduce administrative burden, ODE is merging multiple grant applications into a single **"Unified Application"** for the 2026-2027 cycle.

Timelines

- **January 31, 2026:** State Board formally adopts the list of 4 approved interim assessments.
- ***February 2026:** ODE releases official **Performance Growth Targets** for Lebanon.
- **Spring 2026:** Lebanon selects its final interim assessment tool and local metric.
- **2026–2027 School Year:** Full implementation; metrics and growth targets become legally binding.

References & Official ODE Resources

For the most current guidance and technical documents, please refer to the following:

- ODE Accountability Hub (SB 141 Overview)
- SB 141 Implementation Action Plan (June 2025)
- Interim Assessment FAQ & Requirement Guide
- Full Text of SB 141 (Enrolled)

RESOLUTION #26-0611A MAKING APPROPRIATION FOR THE 2026-2027 BUDGET

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2026, and for the purposes shown below are hereby appropriated, as presented below with a total adopted budget amount of $99,101,936.

General Fund (100)		
Instruction……	$	35,593,332
Support Services……..	$	23,104,361
Enterprise & Community..	$	10,773
Other:		
Interest…….	$	-
Transfers…….	$	1,614,000
Contingency……..	$	1,620,604
Unappropriated Ending Fund Balance	$	3,260,162
Total…….	$	65,203,232
Special Revenue Funds (200's)		
Instruction……..	$	9,449,611
Support Services……..	$	4,382,909
Enterprise & Community..	$	4,264,284
Facilities Acquist./Const..	$	4,675,400
Transfers……	$	-
Contingency……..	$	4,631,500
Total…….	$	27,403,704
Debt Service (300's)		
Debt Service……..	$	4,480,505
Contingency……	$	374,495
Total……..	$	4,855,000
Capital Projects (400's)		
Facilities Acquist./Const..	$	-
Enterprise Fund (500's)		
Support Services……..	$	53,358
Facilities Acquist./Const..	$	1,000,000
Contingency……..	$	296,642
Total…….	$	1,350,000
Internal Service (600's)		
Support Services……..	$	250,000
Contingency……..	$	40,000
Total…….	$	290,000
Trust and Agency (700's)		
Support Services……..	$	-
Total…….	$	-
Total Budget	**$**	**99,101,936**

Date: 6/11/2026

Nichole Piland
Chair, Board of Directors

Jennifer Meckley
Superintendent

RESOLUTION #26-0611B IMPOSING & CATEGORIZING TAX

IMPOSING THE TAX RATE

BE IT RESOLVED that the Board of Directors of the Lebanon Community School District #9 hereby imposes the taxes provided for in the adopted budget at the rate of 4.9925 per $1,000 of assessed valued for operations in the amount of $4,716,321 for bonds; and that these taxes are hereby imposed and categorized for tax year 2026-2027 upon the assessed value of all taxable property within the district.

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI Section 11b as:

	Education Limitations	**Excluded from Limitations**
Permanent Rate Tax…….	4.9925 / $1,000	
Debt Service Levy…….		$4,716,321

The above resolution statements were approved and declared adopted on the 11th day of June 2026.

Date: June 11, 2026

Nichole Piland
Chair, Board of Directors

Jennifer Meckley
Superintendent

Budget Meeting Minutes

May 14, 2026, 5:00PM
55 Academy St, Lebanon, OR 97355

Present:

Nichole Piland, Chair

Melissa Baurer, Vice Chair

Lorlee Engler, Member

Mike Martin, Member

Clyde Rood, Member

Jeff King, Budget Committee Vice Chair

Anthony Morelos, Budget Committee Member

Roger Maurer, Budget Committee Member

Kelly Tucci, Budget Committee Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

1. WELCOME

Livestream: https://www.youtube.com/@lcsdboardmeetingstream6568/streams

1.1. The meeting was called to order at 5:01 PM by Board Chair, Nichole Piland.

2. SELECTION OF BUDGET COMMITTEE CHAIR

Nominations were opened for Budget Committee Chair. Nichole nominated Jeff King to serve

as Chair, and Mike seconded the nomination. The group voted unanimously to appoint Jeff King as Budget Committee Chair.

3. SELECTION OF BUDGET COMMITTEE VICE CHAIR

Nominations were opened for Budget Committee Vice Chair. Jeff nominated Anthony Morelos to serve as Vice Chair, and Nichole seconded the nomination. The group voted unanimously to appoint Anthony Morelos as Budget Committee Vice Chair.

4. BUDGET MESSAGE

Superintendent Jennifer Meckley presents the official budget message, providing an overview of the proposed budget, district goals, and recent accomplishments. She also reviews key financial considerations, including rising costs, the projected ending fund balance, staffing reductions, and the district's future financial outlook. The full budget message is included in the proposed budget document.

5. PROPOSED BUDGET REVIEW

Finance Director Steven Prososki presents an overview of the proposed budget and reviews the roles and responsibilities of the Budget Committee, noting that the School Board is responsible for adopting the budget and setting property tax rates. He also reviews appropriations by fund and function.

Steven shares enrollment data, noting that the district had 3,872 students enrolled in district schools on October 1, 2025, prior to the launch of Evergreen Virtual Academy (EVA). As of May 11, enrollment had declined to 3,773 students, with an additional 101 students enrolled through EVA. He explained that declining enrollment is a trend being experienced by districts across Oregon.

Steven further explained that the district's enrollment decline of approximately 200 students has resulted in an estimated $2 million reduction in revenue, which aligns closely with the district's $2 million budget reduction target.

Steven reviews statewide virtual academy enrollment trends, noting that virtual programs have experienced significant growth overall, with enrollment increasing approximately 25 percent. He highlighted several virtual academies, including Baker Web Academy and the programs operated by Fossil and Silvies, which have seen enrollment increases of approximately 70 percent.

He also discussed several key budget challenges facing the district. Steven explains that unemployment claims costs have risen significantly, largely because classified employees are eligible to claim unemployment during scheduled work breaks, with the district responsible for 100 percent of those costs. He shared that unemployment expenses have increased from approximately $8,270 in 2022-23 to a budgeted $250,000 in 2026-27.

Additionally, Steven reviews rising property and liability insurance and PERS costs. Property and liability insurance premiums have increased from approximately $390,270 in 2022-23 to $892,093 in 2026-27, while PERS costs have grown from approximately $8.35 million to $10.83 million over the same period. He notes that these escalating costs continue to place significant pressure on the district's budget.

Steven reports that the district is projecting a beginning fund balance of approximately $8 million, representing 12.27% of the General Fund. The proposed budget includes the use of $3.12 million from the ending fund balance to help offset expenditures, resulting in an estimated ending fund balance of $4.88 million for the 2026-27 fiscal year. He noted that through careful financial management during the current fiscal year, the district was able to limit reductions for 2026-27 to $2 million. Steven stated that he does not believe there is capacity to draw additional funds from the ending fund balance at this time.

Steven reviews the district's fund transfer history and proposed transfers for 2026-27. He explained that the annual $350,000 transfer to the textbook adoption fund is proposed at zero for one year, noting that existing reserves are sufficient to cover upcoming curriculum adoptions. He indicates that the district will need to revisit reinstating the transfer for the 2027-28 budget cycle.

He also reviews several other budget adjustments, including reducing the capital projects transfer from $450,000 to $400,000 and reducing the athletics transfer by $25,000. Steven noted that an additional $100,000 would be needed to maintain current athletic programming without reductions. The bus replacement transfer is proposed at zero, with the district moving bus lease payments to the General Fund and postponing the purchase of new buses.

Steven further explains that the district is increasing funding for unemployment claims to $250,000 in response to rising costs. He reports that the PERS reserve remains healthy and does not require a transfer this year. The food services transfer was reduced to $150,000, with no anticipated impact to staff or students. He also notes that the debt service transfer is budgeted at zero, as the district's final debt payment is scheduled for June 1, 2026.

Steven reviews preliminary federal grant allocations and reported that the district is projecting approximately $115,000 less in federal funding than the previous year. He noted that Title I funding is expected to decrease by about $100,000, which may require the district to evaluate whether to continue current Title I-supported services. Maintaining those staffing levels would likely require a transfer of General Fund resources to offset the reduction in federal funding.

Steven provides additional detail regarding the proposed $100,000 reduction to athletics. He explains that district staff, including the middle and high school athletic directors and principals, worked together to identify potential reductions. The proposal includes approximately $35,000 related to middle school football, $15,000 in middle school coaching stipends, $25,000 in high school coaching stipends, and an increase in participation fees expected to generate approximately $25,000. Steven emphasized that these reductions are part of the proposed budget and acknowledged that determining how to address the athletics reduction is a significant consideration for the Budget Committee.

Steven reviewed and responded to questions submitted by Budget Committee members as noted below:

- Function 1140 – what is covered here?
    - Three preschool classrooms are funded by preschool promise and there are plans to add one classroom at Lacomb in 2026-27 which would require staffing. The grant does not cover the complete staffing cost so the remainder would come from the general fund.
- Function 2115 – FTE increase?
    - Staff previously funded by the Early Literacy Grant were moved into the general fund, and a substitute greeter for .15 FTE was added.

- Function 2240 – District wide PD travel?
    - PD provided for SpEd, Medicaid and MAC, and AVID – totaling approx. 35,000.
- Function 2660 – Tech dept. add?
    - Staff additions to tech department that was running on a small team -- District Data Coordinator was moved to this department as well.
- Function 5200 – Transfer to athletics only 25,000 less than previous year?
    - Refer to athletics reduction
- What is meant by unemployment is paid by the district dollar for dollar?
    - If a claim comes in, the expense goes straight to the district.
- Are we current with all PERS claims?
    - Yes, our district does not have a side account that requires adjustments
- Function 2130 – what is the reason for the increase in funds?
    - The district started to receive MAC and Medicaid funding to cover these expenses.
- Function 2150 – Increase in SLP Services?
    - SLP (speech language pathologists) services were projected to receive services from the LBL ESD—not able to hire, Presence Learning was used instead which has been great. The funds from the ESD are now used to fund the district's SRO (school resource officer).
- Function 2220 – Supply increase for media?
    - This was a good catch, it should have been in function 1111 – for elementary science kits. This has been updated.
- Function 2410 – Supplies for principals?
    - Expenses changed due to where the district budgeted the carryover balance for school site budgets that were not spent.
- Function 2630 – Reduction?
    - Director of Communications position eliminated from the 2026-27 budget.
- Function 2540 – Operations and maintenance?
    - This is where property and liability insurance premiums are expensed.

Committee members and Board members discuss the proposed athletics reductions, with much of the conversation focused on middle school football, student engagement, equity, and access to extracurricular opportunities. Members express concerns about the potential impact on student participation and discussed alternative options, including club programs, fee increases, and the use of ending fund balance.

District staff emphasize that the proposed reductions were the result of months of planning and difficult decisions made in the context of the district's broader financial challenges, including balancing athletics, facility needs, and staffing. Staff noted that if reductions are not made in athletics, reductions would need to occur elsewhere or additional fund balance would need to be used.

Committee members also discuss the equity of proposed coaching reductions across sports and requested that participation data and program impacts continue to be reviewed. Several members express interest in evaluating the effects of any athletics reductions during the coming year and revisiting the issue in future budget discussions. Overall, the committee recognizes the importance of preserving student opportunities while maintaining the district's long-term financial stability.

6. ADJOURNMENT at 5:59 PM.

Signed: …….. **Date:…….**

(Board Chair)

Signed: …….. **Date:……..**

(Superintendent)

Board Meeting Minutes

May 14, 2026, 6:00PM
55 Academy St, Lebanon, OR 97355

Present:

Nichole Piland, Chair

Melissa Baurer, Vice Chair

Lorlee Engler, Member

Mike Martin, Member

Clyde Rood, Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

1. WELCOME

Livestream: https://www.youtube.com/@lcsdboardmeetingstream6568/streams

1.1. The meeting was called to order at 6:04 PM by Board Chair, Nichole Piland.

2. PUBLIC COMMENTS

No public comments were made.

3. SOCIAL SCIENCE CURRICULUM ADOPTION

Superintendent Jennifer Meckley shared that the curriculum adoption process has been underway for approximately one year and thanks district leadership, staff, and families for the many hours they dedicated to a thoughtful and thorough review process.

Questions are raised regarding the cost of the adoption. Jennifer explained that the district selected two different vendors—one for grades K–5 and another for grades 6–12—with a total adoption cost of approximately $214,000. The purchase provides curriculum materials for a seven-year adoption cycle with no ongoing costs. The Board clarifies that the full amount will be paid upfront. Funds are available in the current curriculum adoption reserve; however, no additional funds have been budgeted for curriculum adoptions in 2026–27 proposed budget. Physical Education curriculum adoption is planned for next year and is not expected to be a significant expense. Future budget planning will need to consider replenishing the reserve fund for upcoming adoptions, including Language Arts and other subject areas.

Jennifer also noted that the adoption process and recommendations are outlined in the Board packet and shared that teacher training will occur during 'Welcome Back Week' prior to the start of the school year.

In response to questions about exemptions, Jennifer stated that there is no exemption process for social studies curriculum. Discussion followed regarding the ongoing curriculum review and instructional conversations that occur at both the building and district levels.

Board members asked whether the district would be committed to the materials for the full seven-year adoption period if concerns arose. Jennifer explains that while no curriculum is perfect, the district regularly evaluates instructional materials and may supplement curriculum where gaps are identified. Any needed adjustments or supplemental resources would be addressed at the district level.

Questions were also asked regarding participation in the review process. Jennifer reports that staff and community members participated throughout the process, including additional private review opportunities. She also notes that one area identified for supplementation relates to tribal history, and the district has access to additional resources that can be used to ensure alignment with state standards.

Mike motions to approve the social science curriculum adoption. Clyde seconded the motion. The motion passes unanimously.

4. HEALTH CURRICULUM ADOPTION

Jennifer also reviews the recommended health curriculum for grades K–5, 6–8, and 9–12, noting the total district adoption cost is approximately $131,000.

The Board discussed the human sexuality components of the curriculum, and Jennifer explains that parents will have the option to exempt their students from those portions of instruction. Exemption opportunities will be available twice each year, and families will be notified in advance of the applicable instructional segments. She emphasized the district's commitment to maintaining a transparent process and providing clear communication to families.

Board member Mike thanked staff for making the curriculum materials available for review and shared positive feedback regarding the K–5 curriculum, *The Great Body Shop*, highlighting several aspects he found beneficial for students.

Mike motions to approve the health curriculum adoption. Clyde seconded the motion. The motion passes unanimously.

5. 2027-28 CERTIFIED CALENDAR

Discussion occurs regarding the impact of Wednesday early-release schedules on students and families. During the conversation, the concept of a four-day school week is briefly referenced; however, it was not discussed as a potential option or proposal for the district at this time.

Jennifer references the proposed certified calendar for the 2027-28 school year.

Clyde motions to approve the 2027-28 calendar. Mike seconded the motion. The motion passes unanimously.

6. FIRE PANEL REPLACEMENT PROJECT

Chief Operations Officer William Lewis presents information regarding the district's fire alarm panel replacement project. Four proposals were reviewed, and New Certified Systems received the highest overall evaluation score. The company previously installed the fire alarm system at Seven Oak Middle School.

William explains that maintaining functional, code-compliant fire alarm systems is a top district priority, as schools cannot operate without approved fire alarm systems. The Board discusses the estimated cost of the overall project, which is currently projected to range between approximately $1.6 million and $2.2 million. Final project costs will not be known until bidding is completed.

Discussion focuses on the scope of the work, projected costs per site, and previous approvals related to the project. Some Board members express concerns regarding the overall cost of the project, the estimated costs for individual sites, and the process for moving forward with future phases. William clarified that the action before the Board was approval of the design-build contract only and that the district is not committing to complete all phases of the project at this time. He explained that each site will be bid and priced individually, and the district retains the option to discontinue the project at any point if circumstances warrant.

Discussion takes place regarding the availability of replacement parts, the benefits of standardizing systems across district facilities, and the scoring differences between New Certified Systems and Northside Electric during the proposal evaluation process.

Melissa motions to approve the contract with New Certified Systems, and Lorlee seconded the motion. The motion passes 3–2, with Melissa, Nichole, and Lorlee voting in favor and Mike and Clyde voting opposed.

7. SEVEN OAK SEISMIC PROJECT

William Lewis presents a request for approval of an alternative contracting method for the Seven Oak Seismic Grant project. He explains that the process would allow the district to prequalify four contractors through a Request for Qualifications process. One contractor has already been identified (GBC), and the district will seek to qualify three additional contractors. Once qualified, the contractors will be invited to submit bids, with the project ultimately awarded to the lowest bidder. William clarifies that the Board's action at this time is only to approve this process.

The Board discusses the $2.49 million grant supporting the project. Jennifer notes a correction in the Board materials, indicating that the process would prequalify four contractors rather than five.

Questions were raised regarding project elements that had been removed from the base scope, including restroom and roof improvements. William explains that these items may be included as bid alternates and that the district hopes to maximize the value of the grant by exploring opportunities to complete additional facility needs if funding allows. He noted that designers and engineers will continue reviewing the project scope and value engineering options to identify potential savings.

The Board also discusses the role of HMK evaluating project alternatives and value engineering opportunities. Additional discussion focuses on the district's current budget constraints and the importance of carefully monitoring expenditures while pursuing facility improvements through grant-funded projects.

Melissa motions to approve the request for qualifications, invitation to bid. Lorlee seconded the motion. The motion passes unanimously.

8. CONSENT AGENDA

The Board requested that Policies BDD, BDDC, CEA, and IIA-AR(1) be removed from the Consent Agenda for further revision and specified changes. Mike motions to approve the Consent Agenda excluding Policies BDD, BDDC, CEA, and IIA-AR(1). Clyde seconded the motion. The motion passes unanimously.

9. DEPARTMENT REPORTS

9.1. Operations

William highlights the district's reunification drill held on April 29 and expresses appreciation to the many partners who supported the exercise, including the Lebanon Police Department, Lebanon Fire District, Linn County Sheriff's Office, Oregon Department of Education, representatives from the Salem-Keizer and Scio school districts, Warren Stroop, and LCSD staff, particularly the District Incident Command Team. He notes that the drill provided a valuable opportunity to strengthen emergency preparedness and improve student safety.

9.2. Financial

Finance Director Steven Prososki reports that the district remains on track to reach an Ending Fund Balance (EFB) of approximately $8 million. He also highlights the addition of an appropriations report on the final page of the financial report, which provides a summary of each fund and function and reflects budget shifts made to keep the district in line.

In response to a question regarding unemployment claims, Steven shared that some neighboring districts are experiencing similar challenges, while others are not. He noted that the classified union is aware of the situation and has been supportive in exploring ways they can help address the issue.

10. COMMUNICATION

10.1. Board

Mike shares a couple of recent books that he read that he enjoyed.

10.2. Student Board

Student Board Representatives Addy and Cade provided an update on activities at LHS. They share that the LHS theater program is opening its production of Tuck Everlasting this evening and reported that spring sports seasons were wrapping up, with district competitions completed for tennis and golf and track and field competitions scheduled for the following week. Baseball and softball seasons were also nearing completion. They noted that LHS Awards Night would be held on May 18 at 6:30pm, graduation was scheduled for June 2, and seniors had just eight days remaining before graduation. They also reported that AP and State testing were concluding. The Board recognized Addy on her recent commitment to continue her athletic career at Boise State University.

10.3. Superintendent

Jennifer shares that Lebanon High School Leadership students recently completed their Community 101 project in partnership with the Oregon Community Foundation. Students were entrusted with $7,500 to distribute to local nonprofits addressing child abuse prevention and food insecurity and selected several local organizations to receive funding. As part of Child Abuse Prevention Month, students also organized a community donation drive, collecting blankets and toys for children served by ABC House and Liberty House.

Jennifer also recognizes eight Lebanon High School student-athletes who recently signed to compete at the collegiate level. She congratulated the students on their accomplishments and highlighted the dedication they have demonstrated both academically and athletically, including Student Board Representative Addy Pickles.

Finally, Jennifer invites Board members and the community to two upcoming events: the Sources of Strength Wellness Fair on May 27 at Pioneer Elementary and the 2nd Annual Lebanon Powwow on May 30. She noted that both events provide valuable opportunities to support wellness, celebrate culture, and strengthen community connections.

11. PUBLIC COMMENTS

Parent and community member, Andrew Pool, spoke regarding student transportation to and from athletic events. He shares concerns after hearing that students returning from a track and field event were seated three to a seat and that one student was seated on the floor of the bus. He indicated that he raised these concerns with the athletic director, principal, district administration, and superintendent because of concerns for student safety. Andrew also references interactions with district staff regarding the matter, a public records request he had submitted, and his desire to obtain additional information related to transportation practices. He stated that he intends to continue advocating for what he views as an ongoing student safety issue.

12. ADJOURNMENT at 7:10 PM.

Signed: …….. **Date:…….**

(Board Chair)

Signed: …….. **Date:……..**

(Superintendent)

Budget Meeting Minutes

May 21, 2026, 5:00PM
55 Academy St, Lebanon, OR 97355

Present:

Nichole Piland, Chair

Melissa Baurer, Vice Chair

Lorlee Engler, Member

Mike Martin, Member

Clyde Rood, Member, via zoom

Jeff King, Budget Committee Chair

Anthony Morelos, Budget Committee Vice Chair

William Barish, Budget Committee Member

Roger Maurer, Budget Committee Member

Kelly Tucci, Budget Committee Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

1. WELCOME

Livestream: https://www.youtube.com/@lcsdboardmeetingstream6568/streams

1.1. The meeting was called to order at 5:00 PM by Budget Committee Chair, Jeff King.

2. PUBLIC COMMENTS

No public comments were made.

3. PROPOSED BUDGET QUESTIONS

Before Steven shares Q & A, Superintendent Jennifer Meckley shares a revised athletics reduction proposal based on feedback received. The proposal would reduce the planned athletics budget reduction by $30,000 by restoring one assistant coaching position (reducing the total assistant coach reductions from 10 to 9), helping provide greater equity among coaching staff, particularly for dance and cheer. The proposal would also maintain current student athletic participation fees rather than implementing the previously proposed fee increases. The revised proposal offsets approximately $30,000 in planned reductions.

Jennifer also explains that the athletics budget has historically included approximately $50,000 for contracted athletic training services, currently provided through Beaver Sports Medicine. The athletic trainer positions must first be posted as licensed positions before contracting is allowed if no qualified applicant is available, so the district plans to budget for a 1.0 FTE athletic trainer position at an estimated cost of $70,000. This adjustment increases the General Fund transfer to athletics to approximately $100,000. To offset the additional cost, the district plans to reduce one licensed position at Lebanon High School, with the reduction identified based on enrollment projections.

Board members discuss the proposed reduction of one high school position and seek clarification regarding the athletic trainer position. Jennifer explains that the athletic trainer position has a unique working calendar and schedule. Board members asked whether the district could partner with organizations such as Samaritan or Western University to provide services if the position is not filled.

Steven reviewed and responded to additional questions submitted by Budget Committee members as noted below:

- What do future budget forecasts look like?
    - Steven reviews the district's low, middle, and high-case financial scenarios and indicates that he anticipates the district will likely fall between the low and middle projections. He emphasizes the importance of closely monitoring October 1 enrollment figures, as enrollment will significantly impact the district's financial outlook. He also notes that the district's budget challenges are not temporary and that the district is approaching budget planning thoughtfully and cautiously with a long-term perspective focused on maintaining financial stability.
- How many buses does the district lease and what is the remaining balance?

    - The district currently has four buses under seven year lease-to-own agreements. Annual lease payments total approximately $129,031, with $130,000 budgeted for the upcoming year. No additional bus leases or purchases are anticipated at this time. Balances are $112,000 on four buses and $168,000 on the other three.
- Is fund 270 a new fund?
    - In a sense, yes, it was budgeted and planned for summer school, though the district did not receive the grant that would reimburse, therefore it will be removed from the proposed budget.
- Is fund 277 a new fund?
    - This is the Seven Oak Seismic grant that the district was awarded.

Discussion took place regarding summer school programming. It is shared that the district does not plan to offer a general summer school program this year, aside from high school credit recovery opportunities, which are funded through the General Fund at an estimated cost of $20,000–$30,000. Board members ask about the district's unsuccessful application for the summer learning grant. It is noted that limited feedback was provided beyond the district's application scoring lower than other applicants. An article discussing concerns about the equity of the grant award process is referenced and recommended for Board review. It was also noted that the grant is awarded on a three-year cycle, making the district ineligible to reapply next year.

The proposed budget changes are reviewed and reiterated. Discussion includes questions regarding the impact of reductions to instructional assistant positions in grades K–3, with Jennifer providing an overview of the staffing changes. Questions were also raised regarding the increase in unemployment costs, and Steven confirmed that unemployment expenses have increased.

Board members express appreciation for the information provided, the collaborative approach taken, and the compromise reflected in the proposal. The Board acknowledges and appreciates the feedback received from the community and expressed hope that community members felt their voices were heard.

Melissa shares that Rob has done an excellent job communicating with the community regarding alternative football opportunities through Mid Valley Rebels, including scholarship availability and community support.

Jeff thanked staff for their engagement, responsiveness, and efficiency throughout the budget process.

Board members expressed disappointment regarding the loss of middle school football but noted their appreciation that alternative opportunities remain available for students.

William Barish expresses concern about the long-term sustainability of public education, noting that expenses continue to rise while enrollment shifts toward virtual schools. He questions whether education systems at the district and state levels are planning for how public education

may need to evolve over the next 10 years. Several committee members agreed with these concerns.

Jennifer shares that she actively participates in superintendent advocacy groups and engages in advocacy efforts whenever possible. Mike adds that strong student outcomes and results are among the most effective forms of advocacy.

William Barish also emphasized the importance of the socialization opportunities provided through public education and suggested that future planning may require different investments, such as less transportation and more technology or infrastructure. He encouraged districts to begin considering these shifts now.

Melissa noted the importance of continuing to advocate at the legislative level and ensuring policymakers understand the local impacts of proposed laws and regulations, particularly when they create additional challenges for school districts.

Clyde expresses appreciation for restoring a coaching position and for removing the proposed athletic participation fee increases as part of the budget. He also inquired about the district's bus lease obligations, and Steven provided information regarding the current lease-to-own agreements and associated annual payments.

4. 2026-27 BUDGET APPROVAL

Mike motions to approve the proposed 2026–27 budget. Melissa seconded the motion. The motion passes unanimously.

5. THANK COMMITTEE

A thank you goes out to the Budget Committee, Board Members, and district staff involved in the process of the budget.

6. ADJOURNMENT at 5:34 PM.

Signed: ..... **Date:.....**
(Board Chair)

Signed: ..... **Date:.....**
(Superintendent)

CODE	TITLE
FIRST READING	**HIGHLY RECOMMENDED**
AC	Nondiscrimination and Civil Rights
BDDC	Board Meeting Agenda - *Delete and Adopt New Version*
IIA-AR (1)	Instructional Materials

CODE	TITLE
FIRST READING	**OPTIONAL**
BDD	Board Meeting Procedures - *Delete and Adopt New Version*
CEA	Educational Equity Advisory Committee

CODE	TITLE
FIRST READING	**INFORMATIONAL**
KG-AR(1)	Community Use of District Facilities
KG_AR(2)	Administrative Rules for Use of Facilities – Schedule of Fees

Lebanon Community Schools

Code: AC
Adopted: 4/10/25
Orig. Code: AC

Nondiscrimination and Civil Rights

The district does not discriminate on any basis listed below and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race[1], color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, in employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the District's administrative office and available on the home page of the District's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Any complaint alleging discrimination may be made to any civil rights coordinator and will be processed in accordance with administrative regulation AC-AR(1) - Discrimination or Civil Rights Complaint Procedure. Depending on the nature of the complaint, additional requirements may apply.

[1] Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

The district will document and track:

1. All reports of discrimination received by the district and all responses to those reports issued by the district, including any investigations completed and remedies provided; and

2. The training completed by each civil rights coordinator.

Civil Rights Coordinator

The ~~director of communications~~ Superintendent, or designee, is the district's civil rights coordinator.

The civil rights coordinator(s) will:

1. Be knowledgeable of the requirements in OARs 581-021-0038, 581-021-0045, 581-021-0046, and 581-021-0660;

2. Have the independence and authority necessary to carry out the provisions of OAR 581-021-0660;

3. Monitor, coordinate, and oversee district compliance with state and federal laws prohibiting discrimination in education, including ensuring the availability of, and providing to students and staff:

    a. The notice of nondiscrimination[2] required by OAR 581-021-0045; and
    b. The district written complaint process for making reports of discrimination.

4. Oversee and ensure the resolution of district investigations of complaints alleging and substantiating discrimination, including the provision of remedies designed to restore or preserve equal access to an education program or activity;

5. Provide guidance to district staff on civil rights issues in the district;

6. Respond to questions and concerns about civil rights in the district;

7. Coordinate efforts to prevent civil rights violations from occurring in the district; and

8. Satisfy the training requirements in OAR 581-021-0660 (2)-(3).

    a. Upon initial designation, a civil rights coordinator must receive the following training in accordance with a schedule established by the Oregon Department of Education (ODE):

        (1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
        (2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes'

[2] The notice of nondiscrimination will include the name or title, work address, email address, and phone number of each civil rights coordinator.

implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;

(3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;
(4) Identifying discrimination and reports of discrimination;
(5) Responding to reports of discrimination;
(6) Conducting civil rights investigations, including identifying conflicts of interest, and using strategies to mitigate conflicts of interest;
(7) Preventing discrimination in public school programs and activities;
(8) Identifying retaliation taken in response to reports of discrimination, responding to reports of such retaliation, and preventing such retaliation in public school programs and activities;
(9) Tracking and documenting reports of discrimination.

b. In years subsequent to being designated a civil rights coordinator, a civil rights coordinator must annually receive the following training in accordance with a schedule established by ODE:

(1) The meaning of discrimination under state and federal nondiscrimination law, including ORS 659.850, Title VI of the Civil Rights Act of 1964 Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
(2) The duties of districts under state and federal nondiscrimination law, including ORS 342.700 to 342.708, ORS 659.850 and 659.855, Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American's with Disabilities Act of 1990, those statutes' implementing rules and regulations, and determinations made by the Oregon Department of Education and the United States Department of Education's Office for Civil Rights;
(3) The coordinators required by Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and those coordinators' duties;
(4) Reporting discrimination, and responding to reports of discrimination, including through complaint processes and investigations.[3]

END OF POLICY

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[3] Training must first be completed by June 30, 2025.

Legal Reference(s):

ORS 174.100
ORS 192.630
ORS 326.051(1)(e)
ORS 408.505
ORS 408.230
ORS 659.805
ORS 659.815
ORS 659.850 - 659.860
ORS 659.865
ORS 659A.001
ORS 659A.003
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.040
ORS 659A.103 - 659A.145
ORS 659A.230 - 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.321
ORS 659A.409
OAR 581-021-0045
OAR 581-021-0046
OAR 581-021-0047
OAR 581-021-0650-0665
OAR 581-022-2310
OAR 581-022-2370
OAR 581-075-0001-075-0005
OAR 581-075-0901
OAR 839-003

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).
Americans with Disabilities Act Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701. 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2024).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).

Cross Reference(s):

ACA - Americans with Disabilities Act
ACB - Every Student Belongs
JBB - Educational Equity
GBA - Equal Employment Opportunity
GBEA - Workplace Harassment
JB - Equal Educational Opportunity
KL - Public Complaints

Lebanon Community Schools

Code: BDDC
Adopted: 2/04/10
Orig. Code: BDDB/BDDC

Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or citizen of the district by notifying the superintendent at least five working days prior to the meeting.

Opportunities for the audience to be heard will be included in all regular Board agendas. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board. Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

A copy of the agenda will be posted in appropriate district facilities prior to the meeting. Members of the public may request a copy of the agenda at the superintendent's office.

The district will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the disabled person in the selection of appropriate auxiliary aids and services. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

DRAFT

Legal Reference(s):

ORS 192.640

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Cross Reference(s):

BDDG - Minutes of Board Meetings
BDDH - Public Comment at Board Meetings

DELETE

OSBA Model Sample Policy

Code: BDDC
Adopted:

Board Meeting Agenda

{[1]}The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least [five] working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members ~~at least [three] full working days~~ the Friday before ~~prior to~~ the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

Legal Reference(s):

ORS 192.630 ORS 192.640 OAR 199-050-0040

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

PROPOSED NEW

[1] {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

Lebanon Community Schools

Code: IIA-AR(1)
Adopted: 11/13/25

Instructional Materials

Core Instructional Materials[1]

The Board selects core instructional materials. The responsibility to ensure procedures on selection and recommendations for core instructional materials are followed rests with the superintendent. The responsibility for coordinating the distribution of core instructional materials to classes also rests with the superintendent. It is the principal's responsibility to implement and maintain the core instructional materials, and teachers are expected to use selected core instructional materials in the classroom.

The process for selecting materials will reflect respect for all individuals and groups and be free from bias or discrimination based on race, color, religion, sex, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, familial status, economic status, or veteran status.

~~Any person responsible for the adoption of textbooks may not prohibit the use of, or refuse to approve the use of, textbooks on the basis that the textbooks include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e), i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender.~~

Materials selection committees will be appointed by the administration at the time necessary adoption areas are determined. The committee will review the materials and the general criteria for materials selection and provide a recommendation to the superintendent. The superintendent may make changes to the recommendation and shall submit a recommendation(s) to the Board for adoption prior to use. The meetings of a selection committee for core instructional materials will follow Public Meetings Law.

If the district chooses to adopt core instructional materials which are not on the state-approved list, the rules outlined in OAR 581-022-2350 will apply and are represented in administrative regulation IIA-AR(6) - Independent Adoption of Core Instructional Materials.

Supplemental Instructional Materials[2]

[1] "Core instructional material," sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books, or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

[2] "Supplemental instructional materials" means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

The responsibility for evaluating and selecting supplemental instructional materials is delegated to [teachers, principals, librarians, and/or others, as determined appropriate], who may collaborate as part of the process. Other authoritative matter experts may be included when practicable, as determined by the district.

The process for selecting materials will reflect respect for all individuals and groups and be free from bias or discrimination based on race, color, religion, sex, gender identity, gender expression, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, familial status, economic status, or veteran status.

~~Anyone responsible for the approval of supplemental instructional materials may not prohibit the use of, or refuse to approve the use of, textbooks on the basis that the textbooks include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e), i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender.~~

1. Materials will contain suitable readability levels and support the district's adopted curriculum content.

2. Recommendations for selection may be solicited from staff and may include students.

3. Donated materials will be evaluated using the district's selection criteria and will be accepted or rejected based on those criteria.

4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

School Library Materials

1. When making decisions on selection or retention of materials for the school library[3] or media center, a librarian, under supervision of the principal, will evaluate the existing collection and the curriculum needs. The librarian will consult reputable, professionally prepared selection aids and other professional sources. Materials will contain suitable readability levels. The librarian or other staff may not prohibit the selection or retention of, or refusal to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability.

2. Recommendations for selection may be solicited from staff and students.

3. Donated materials will be evaluated using the established selection criteria and will be accepted or rejected based on those criteria.

[3] "School library" means any collection of library materials (as defined in policy), made available to students at school, either at a central location of the school, at a common area for one or more grades of school, or through an online remove education program. The use of these materials may not be required for a particular class, but they may be selected by students to use. These materials are not adopted by the Board.

4. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria and the replacement of lost and worn materials still of educational value.

Classroom Library Materials[4]

1. When selecting or retaining materials for a classroom library, the teacher may consult staff and/or accept recommendations from staff and students. The teacher or other staff may not prohibit the selection or retention of, or refusal to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability.

2. Donated materials will be evaluated and may be accepted or rejected by the teacher.

3. Selection is an ongoing process which should include the removal of materials which no longer meet the selection criteria.

[4] "Classroom library materials" means materials that are kept in the classroom for student selection and use. The use of these materials is not required for the class, but they may be selected by students to use. These may include books, media, newspapers, magazines, videos, etc. These materials are not adopted by the Board.

Lebanon Community Schools

Code: BDD
Adopted: 2/04/10
Orig. Code: BDD

Board Meeting Procedures

Quorum

A quorum will consist of the majority of the Board members. (Three of the Board's five members must be present to constitute a quorum.)

Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

Board Member Voting

Each member's vote on all motions will be recorded in the minutes.

Abstaining from Vote

If a Board member chooses to abstain from voting, such abstention will be recorded.

Parliamentary Procedure

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in Robert's Rules of Order Newly Revised, "Procedure in Small Boards" as modified by the Board will govern the Board in its deliberation. Modifications will include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

DELETE

Legal Reference(s):

ORS 192.650
ORS 244.120(2)
38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107

OSBA Model Sample Policy

Code: BDD
Adopted:

Board Meeting Procedures

1. Quorum

~~A quorum of the Board is [three{[1]}] Board members.~~

A quorum will consist of the majority of the Board members. (Three of the Board's five members must be present to constitute a quorum.)

2. Vote Needed for Exercise of Powers

~~The affirmative vote of [three{[2]}] Board members will be necessary for exercising any of the Board's powers.~~

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

4. Abstaining from Vote

Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at properly noticed[3] meetings.

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[1] ~~{ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}~~

[2] ~~{ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}~~

[3] ~~See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}~~

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised, "Procedure in Small Boards"*[4] as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

END OF POLICY

Legal Reference(s):

ORS 192.650
ORS 244.120(2)
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.107
OAR 199-050-0005 (9)
OAR 199-050-0055

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

PROPOSED NEW

[4] See *Robert's Rules of Order*, 12th Edition, § 49:21.

Lebanon Community Schools

Code: CEA
Adopted: 12/04/25

Educational Equity Advisory Committee

The duties of the district's educational equity advisory committee shall include:

1. Advising the superintendent about the educational equity impacts of policy decisions; and

2. Informing the superintendent when a situation arises in a district school that negatively impacts underrepresented students and advising the superintendent on how best to handle that situation.

The superintendent may act within the superintendent's authority on any recommendations of the educational equity advisory committee without approval from the Board. The superintendent does not have the authority to adopt or amend policy.

The educational equity advisory committee ~~may~~ will prepare an annual report that:

1. Contains the following information:

    a. The successes and challenges the district has experienced in meeting the educational equity needs of students in the district;
    b. Recommendations the committee made to the superintendent, and the actions that were taken in response to those recommendation; and
    c. Any other information required by the State Board of Education.

2. Is shared with the Board:

    a. By the superintendent; and
    b. If requested by the Board, by the committee as a presentation by the committee at a Board meeting.

3. Is made available by being:

    a. Distributed to the parents of district students;
    b. Posted on the district's website; and
    c. Sent to the State Board of Education.

The educational equity advisory committee shall be selected and appointed by the superintendent and must be composed of parents, employees, students and community members from the district. For the purposes of selecting members, the superintendent:

1. Shall solicit names of possible members from the community;

2. Must ensure that membership is primarily representative of underserved student groups;

3. May not exclude or deny members based on language, immigration status or protected class, including age, disability, national origin, race, color, marital status, religion, sex, sexual orientation, or gender identity;

4. May not appoint a voting member of the Board or the superintendent to the educational equity advisory committee; and

5. Must ensure that the composition of an educational equity advisory committee elevates underrepresented parent, employee, student, and community member voices.

6. The district will provide sufficient support to educational equity advisory committee members to participate in meetings, including, but not limited to access to district-managed emails, translation and interpretation services, and relevant trainings.

A member of the educational equity advisory committee will also serve on the school district budget committee.[1]

END OF POLICY

Legal Reference(s):

ORS 328.542
ORS 329.711
OAR 581-022-2307
ORS 332.107
OAR 199-050-0010

~~House Bill 2453 (2025)~~
House Bill 4066 (2026)

[1] ~~The district is not required to add an educational equity advisory committee member to the budget committee until there is a non-board member vacancy on the budget committee.~~ The district is not required to include a member of the educational equity advisory committee on the budget committee if no member of the committee is willing or able to serve on the budget committee.

Lebanon Community Schools

Code: **KG-AR(1)**
Revised/Reviewed: 10/1/07; 1/20/11, 3/7/13
Orig. Code(s): KG-AR

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 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. Boys and Girls Club?~~

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 Director of Facilities or designee ~~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: District sponsored activities. Examples OSAA events, fund raisers for the district (100% of funds deposited into ASB accounts), district sponsored activities. Where applicable, salaries for custodians, 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: Nonprofit organizations. Must provide proof of not for profit status. Must provide insurance for facility use. 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: For profit organizations. Must provide insurance for facility use. 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.

4. Class IV: Club rate. Qualification will be determined by the district based on application review. Must provide proof of nonprofit status. Must provide proof of insurance for facility use. The final fee is 10% of class II rate.

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.

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 through district facilities webpage to the facilities services department not less than ten business days prior to the date of use. Applications will be accepted to the end of the school year ~~for one calendar year~~. School year is defined as July 1 through June 30. Applications could be declined for any reason (examples a school facility is already scheduled for a school event).

~~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~~ Oversight

1. The user will designate a person in charge. The person in charge is required to be on site during the event. ~~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~~ The person in charge 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~~ may 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~~ person in charge.

~~Cooks~~ District Kitchen Facility Use

1. Prior authorization to uses district kitchen is required. 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.

4. Food prepared and or served on site must have appropriate licensing through Linn County Health. Someone over the age of 18 with food handlers card must be present at all times.

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 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. Total liability coverage shall 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.

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. Total liability coverage limit shall 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.

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~~ person in charge to supervise 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~~ 48 hours 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, 07/11/24
Orig. Code(s): KG-AR

Administrative Rules for Use of Facilities – Schedule of Fees

Classification I (Use of Personnel) per hour

Supervision or Custodial Services	$ 40.00

Classification II & III (Use of District Facilities)

Club Rate IV 10% of Class II per hour rate.

	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 including Band and Choir Rooms	$ 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
Batting Facility	$ 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.~~

CODE	TITLE
SECOND READING	**REQUIRED**
CBG	Evaluation of the Superintendent
EBB	Integrated Pest Management
GBN/JBA JBA/GBN	Sexual Harassment
SECOND READING	**HIGHLY RECOMMENDED**
BD	Board Meetings, Notices and Communications - *Completely New*
BDC	Executive Sessions - *Delete and Adopt New Version*
BDDG	Recordings and Minutes of Board Meetings - *Delete and Adopt New Version*
CBA	Qualifications and Duties of the Superintendent
DBEA	Budget Committee
EBBA	Student Health Services*/**
SECOND READING	**OPTIONAL**
BBAA	Board Member's Authority and Responsibilities - *Delete and Adopt New Version*
BBE	Vacancies on the Board - *Delete and Adopt New Version*
BBE-AR	Board Vacancy Application - *Completely New*
BCB	Board Officers
BCE	Board Committees - *Delete and Adopt New Version*
BCF	Advisory Committees to the Board - *Completely Delete*
BD/BDA	Board Meetings/Regular Board Meetings - *Completely Delete*

May 2026 POLICY UPDATES – REVIEW AND RECOMMENDATIONS

Code	Title	OSBA Recommendation	DO Staff Lead(s)	Changes/DO Staff Comments	Recommend Adoption? (Yes/No)	
CBG	Evaluation of the Superintendent	Required	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.		Yes
EBB	Integrated Pest Management	Required	Jen	HB 2684 (2025) added some new requirements to law for Integrated Pest Management Plans. The policy contains the newly required language.		Yes

GBN/JBA JBA/GBN	Sexual Harassment	Required	Jen	Policy language updated to include requirements in Oregon law to provide notice to individuals involved in reports of sexual harassment.	Yes
BD	Board Meetings, Notices, and Communication	New - Highly Recommended	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	Yes
BDC	Executive Session	New - Highly Recommended to adopt and delete current policy	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission.	Yes

				IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	
BDDC	Board Meeting Agenda	New - Highly Recommended to adopt and delete current policy	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	Yes
BDDG	Recordings and Minutes of the Board	New - Highly Recommend to adopt and Delete current policy	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature	Yes

				and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	
CBA	Qualifications and Duties of the Superintendent	Highly Recommended	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	Yes
DBEA	Budget Committee	Highly Recommended	Jen	HB 4066 modified the requirement that a member of the Educational Equity Advisory Committee	Yes

				be on the Budget Committee.	
EBBA	Student Health Services	Highly Recommended	Jen	SB 2948 addd language in ORS 342.458 regarding nurse delegation. This policy reflects the updated language.	Yes
BBAA	Board Member's Authority and Responsibilities	New - Optional to adopt and delete current policy	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	Yes
BBE BBE-AR	Vacancies on the Board	Optional - Adopt new and delete old	Jen	OSBA has provided this updated policy and AR to support school boards when a vacancy occurs outside of elections.	Up to the Board

BCB	Board Officers	Optional	Jen	OSBA has provided new language to clarify replacement of a board officer, timing of actions, board chair duties, and spokesperson delegation.	Yes
BCE	Board Committees	New - Optional to adopt - and delete current policy	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	Yes
BCF	Advisory Committee to the Board	Delete	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government	Yes

				Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	
BD/BDA	Board Meetings/Regular Board Meetings	Delete	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	Yes
BDD	Board Meeting Procedures	New - Highly Recommended to adopt and delete current policy	Jen	There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the	Yes

				Oregon Legislature and rules from the Oregon Government Ethics Commission. IN 2026, the Legislature passed HB 4177, but it will not go into effect as it was vetoed by the governor. This policy includes language that matches the new laws.	
CEA	Educational Equity Advisory Committee	Optional	Jen	HB 4066 modified the requirement that a member of this committee must serve on the Budget Committee.	Yes

OREGON SCHOOL BOARDS ASSOCIATION
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Policy Update

April 2026 Vol. 72 No. 1 sch

Policy Update **webinar scheduled for Tuesday, May 12, 2026.**

Watch for information coming soon to register for the *Policy Update* webinar.

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

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If you have questions regarding this publication or OSBA, please call our offices:
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BBE – Vacancies on the Board, Optional, *New*
BBE-AR – Board Member Vacancy Application, Optional, *New*
BCB – Board Officers, Optional
BCE – Board Committees, Optional, Delete
BCE – Board Committees, Optional, *New*
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BD – Board Meetings, Notices and Communications, Highly Recommended, *New*
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CBA – Qualifications and Duties of the Superintendent, Highly Recommended
CBG – Evaluation of the Superintendent, Required
CEA – Educational Equity Advisory Committee, Optional
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EBB – Integrated Pest Management, Required
EBBA – Student Health Services */**, Highly Recommended
ECAA – Access to Buildings, Optional
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GBA – Equal Employment Opportunity, Required
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GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
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GCBDD/GDBDD – Sick Time *, Highly Recommended
JBA/GBN – Sexual Harassment, Required

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.

BOARD VACANCIES

Summary

Boards often struggle establishing a procedure when there is a vacancy on the board. Consequently, OSBA has updated this policy to incorporate legal requirements into a set of steps boards can follow in order to fill the vacancy. Additionally, an application form has been created and placed in the Administrative Regulation (AR). Both the policy and the AR are optional.

Collective Bargaining Impact

None

Local District Responsibility

Review the board's policy manual for the identified policies and make updates as suggested. Policies should be submitted to the board for readoption. Consider implementing new AR.

Policy(ies) and ARs Impacted by these Revisions

BBE – Vacancies on the Board, (Version 1) Optional, Delete
BBE – Vacancies on the Board, Optional, *New*
BBE-AR – Board Member Vacancy Application, Optional, *New*

BOARD OFFICERS

Summary

Language has been updated to clarify replacement of a board officer, timing of actions, board chair duties and spokesperson delegation.

Collective Bargaining Impact

None.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

BCB – Board Officers, Optional

INTEGRATED PEST MANAGEMENT PLANS

Summary

House Bill 2684 (2025) added some new requirements to law for Integrated Pest Management Plan requirements. The first requires posting the Integrated Pest Management Plan and list of low-impact pesticides to the website (can be included in the Healthy and Safe Schools Plan); the second requires a review of a IPM plan every five years to identify updates, if any, and readoption.

Collective Bargaining Impact

None

Local District Responsibility

Review the recommended updates to policy EBB - Integrated Pest Management, and readopt to implement the new requirements. Notify appropriate staff.

Policy(ies) and ARs Impacted by these Revisions

EBB – Integrated Pest Management, Required

NURSE DELEGATION

Summary

Senate Bill 2948 (2025, now in ORS 342.458) added language regarding nurse delegation. This update reflects the new language.

Collective Bargaining Impact

Review collective bargaining to see if any language is impacted.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

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

PANIC ALARM SYSTEMS

Summary

The Oregon Legislature passed House Bill 3083 (2025), which amends ORS339.408 requiring schools to have emergency safeguards to protect students and staff, including "policies and procedures relating to school building security."

HB 3083 also requires the Board to consider the installation of a panic alarm when reviewing policies and procedures relating to school building security. Language reminding the district of this requirement has been added to Board policy ECAA – Access to Buildings.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policy and update with new language.

Policy(ies) and ARs Impacted by these Revisions

ECAA – Access to Buildings, Optional

EDUCATIONAL EQUITY ADVISORY COMMITTEES

Summary

The Oregon Legislature passed House Bill 4066, modifying the requirement requiring a member of the educational equity advisory committee serve on the district's budget committee. The amendment clarifies that this requirement does not apply if no member of the educational equity advisory committee is willing or eligible to serve on the budget committee.

Collective Bargaining Impact

None.

Local District Responsibility

Review the board's policy manual for this policy. If present, update policy to present for readoption.

Policy(ies) and ARs Impacted by these Revisions

CEA – Educational Equity Advisory Committee, Optional
DBEA – Budget Committee (version 1 or version 2), Highly Recommended

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ETHICS

Summary

House Bill 4161 (2026, effective on passage) added new provisions to Oregon ethics laws. Under the new law, public officials are permitted to receive food and beverage provided during meetings or official events, and up to $100 of merchandise in a calendar year.

OSBA will be updating sample policies and including them in a future update.

PERSONNEL DEFINITIONS

Summary

Sample policy GAA – Personnel Definitions * has been reviewed recently and the recommendation is to delete this policy from the board's policy manual, if present. This policy is largely definitions already found in statute under ORS Chapter 342 and/or outlined in an agreement.

A recent change to ORS 342.815 includes a modification to the definition of "contract teacher"; the change is reflected in House Bill 2900 (2025) and is effective January 1, 2026. The most noticeable change adds an additional category to the definition of "contract teacher" to include "any teacher who has been regularly employed by a fair dismissal district for two successive years, who has already satisfied the initial three-year probationary term in another Oregon school district, and who has been retained for the next succeeding school year."

Collective Bargaining Impact

Review the definition change and any applicable bargaining agreement and update as appropriate.

Local District Responsibility

If the district has this optional policy in its board policy manual, consider rescinding policy.

Policy(ies) and ARs Impacted by these Revisions

GAA – Personnel Definitions *, Optional, Delete

PUBLIC MEETINGS

Summary

There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws.

Collective Bargaining Impact

None

Local District Responsibility

Review the policies listed below. If the policy is marked for deletion, delete that policy and adopt the new version of the policy, if included. If the policy includes updates, consider applying the updates to the district's current policies and adopting the updated policies.

Policy(ies) and ARs Impacted by these Revisions

BBAA – Individual Board Member's Authority and Responsibilities, Optional, Delete
BBAA – Board Member's Authority and Responsibilities, Highly Recommended, *New*
BCE – Board Committees, Optional, Delete
BCE – Board Committees, Optional, *New*
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BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, *New*
CBA – Qualifications and Duties of the Superintendent, Highly Recommended
CBG – Evaluation of the Superintendent, Required

VETERAN OR STATE SERVICEMEMBER PREFERENCE

Summary

Senate Bill 808 (2025) amended ORS 408.225, 408.230 and 408.235, which discusses issuing preferences to veterans and disabled veterans during a hiring or promotion process, and defined and added state servicemembers and former state servicemembers. These are servicemembers who are current servicemembers of the Oregon National Guard or former servicemembers of the Oregon National Guard, and who meet the new provisions.

As a result, board policy GBA – Equal Employment Opportunity and administrative regulation GBA-AR – Veteran and State Servicemember Preference has been updated to reflect SB 808 and to account for the four different employment preferences now allowed under Oregon law effective January 1, 2026.

Additionally, OAR 581-022-2405 requires districts have policies regarding equal employment opportunities and affirmative action. Language has been added to more clearly meet these requirements.

After adoption, notify appropriate staff and other parties in accordance with policy BFD – Board Policy Implementation and/or BFCA – Administrative Regulations.

Collective Bargaining Impact

Review the policy changes to determine whether additional review of an applicable agreement is needed for alignment.

Local District Responsibility

Review the board's policy manual for this policy and administrative regulation (AR). If present, update policy to present for readoption and update the AR to provide as an information to the board for their review.

Policy(ies) and ARs Impacted by these Revisions

GBA – Equal Employment Opportunity, Required
GBA-AR – Veteran and State Servicemember Preference, Highly Recommended

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SEXUAL HARASSMENT

Summary

Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policy and update with new language.

Policy(ies) and ARs Impacted by these Revisions

GBN/JBA – Sexual Harassment, Required
JBA/GBN – Sexual Harassment, Required

OREGON LEAVE LAWS

Summary

Many changes have been made to leave laws over the last few years. This update reflects those changes.

Collective Bargaining Impact

None

Local District Responsibility

Review the changes and apply to existing administrative regulations as needed. Administrative regulations (AR) can be issued to the board for review as an information item unless existing board policy provides other procedures for processing ARs.

Policy(ies) and ARs Impacted by these Revisions

GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
Or
GCBDA/GDBDA-AR(1) – Family Leave *(Version 2 - OFLA), Highly Recommended

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OREGON SICK TIME

Summary

The change from Senate Bill 1108 (2025) added another allowable use for earned sick time: to donate blood in connection with a voluntary program that is approved or accredited by the American Association of Blood Banks or the American Red Cross.

Collective Bargaining Impact

Review an applicable agreement to determine if other language needs to be updated.

Local District Responsibility

Review the district's existing policy and apply the recommended edits, then present to the board for readoption.

Policy(ies) and ARs Impacted by these Revisions

GCBDD/GDBDD – Sick Time *, Highly Recommended

IMMIGRATION ENFORCEMENT

Summary

Three laws regarding immigration enforcement policies were passed by the Oregon Legislature in 2026:

- Senate Bill 1538 (2026, effective July 1, 2026). This law requires the Attorney General's office to publish model policies regarding federal immigration law enforcement and requires school districts to provide all employees applicable model

policies published by the Attorney General. Additionally, this law adds "immigration or citizenship status" to the list of protected classes in ORS 659.850.

- Senate Bill 1594 (2026, relevant portion effective July 1, 2026). This law duplicates portions of Senate Bill 1538, requiring Attorney General model policies be provided to employees.
- House Bill 4079 (effective September 30, 2026). This law requires school district boards to adopt a policy for "providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement." This policy must be consistent with model policies published by the Attorney General and requires the policy be included in the student handbook and on the district's website.

OSBA will release updated samples prior to the July 1, 2026 effective date, but is waiting for updates to the model policies from the Attorney General's office. Current versions of the Attorney General's model policies can be found here.

WEBSITE ACCESSIBILITY

Summary

The American with Disabilities Act prohibits discrimination on the basis of disability. Included in this prohibition is a requirement that websites be accessible to those with disabilities. In order to meet this requirement, district websites must be compliant with Web Content Accessibility Guidelines (WCAG) 2.1, Level AA by April 24, 2026 (districts with a population of 50,000 or more) or April 24, 2027 (districts with a population of less than 50,000).

OSBA has been working on an updated policy hosting site for a few years to meet these requirements and provide additional functionality for districts. OSBA anticipates this will be available for use soon.

Additionally, OSBA is looking at potential updates to various policies to remind districts of this requirement. Edits may be included in the next policy update.

Collective Bargaining Impact

None at this time.

Local District Responsibility

Review website and other materials to ensure compliance.

Policy(ies) and ARs Impacted by these Revisions

None at this time.

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.

Lebanon Community Schools

Code: CBG
Adopted: 6/06/24
Orig. Code: CBG

Evaluation of the Superintendent

The superintendent's job performance will be evaluated at least once during the course of each fiscal year. The evaluation will be based on any applicable standards of performance and progress in attaining any goals for the year established by the superintendent and the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation and the superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conference with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session[1]. However, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract and state law and rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

ORS 192.660(2), (8)
ORS 332.107
OAR 199-040-0027
OAR 199-040-0030
ORS 332.505
OAR 581-022-2405

[1] Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the Board;
b. The time, date and location of the meeting;
c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
d. Information on how the superintendent may make a request for an open hearing.

Hanson v. Culver Sch. Dist. (FDAB 1975)

Cross Reference(s):

BDC - Executive Sessions
CB - Superintendent
CBA - Qualifications and Duties of the Superintendent

Lebanon Community Schools

Code: EBB
Adopted: 12/18/14

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the ~~district~~ Board shall adopt an integrated pest management plan (IPM)[1] which emphasizes the least possible risk to students, staff and community members and shall adopt a list[2] of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website[3].

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

    a. Protect the health and safety of students and staff;
    b. Protect the integrity of district buildings and grounds;
    c. Maintain a productive learning environment; and
    d. Protect local ecosystem health.

2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

5. Evaluates the need for pest control by identifying acceptable pest population density levels;

6. Monitors and evaluates the effectiveness of pest control measures;

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

8. Excludes the application of pesticides for purely aesthetic purposes;

---

[1]See Model Integrated Pest Management Plan for Oregon Schools at http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html

[2] See ORS 634.705(5).

[3] Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The Director of Facilities ~~district shall designate the Assistant Superintendent of Operations~~ is designated as the Integrated Pest Management Plan Coordinator ~~give them~~ and has the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;

2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;

3. Oversee pest prevention efforts;

4. Ensure identification and evaluation of pest situation;

5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;

6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;

7. Evaluate pest management results; and

8. Keep for at least four years following the application date, records of applied pesticides that include:

    a. A copy of the label;
    b. A copy of the Safety Data Sheet (SDS);
    c. The brand name and USEPA[4] registration number of the product;
    d. The pest condition that prompted the application;
    e. The approximate amount and concentration of pesticide applied;
    f. The location and description of the area where the pesticide was applied;
    g. The type of application and whether the application was effective;
    h. The name(s) of the person(s) applying the pesticide;
    i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;

[4]U.S. Environmental Protection Agency

j. The dates and times for the placement and removal of warning signs; and
k. Copies of all required notices given, including the dates the IPM Coordinator[s] gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and

10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan[5]. The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

ORS 634.116
ORS 634.700 to-750

Cross Reference(s):

EB - Safety Program
GBE - Staff Healthy and Safety

[5] For IPMs adopted prior to January 1, 2026, the Board shall review, updated and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

Lebanon Community Schools

Code: GBN/JBA
Adopted: 6/06/24

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (see JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties1 shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;
    b. Interferes with a school or district staff member's ability to perform their job; or
    c. Creates an intimidating, offensive or hostile environment.

3. Assault when sexual contact occurs without consent2.

[1] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

[2] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

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

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Kim Grousbeck	Director of HR	541-259-8948	kim.grousbeck@lebanon.k12.or.us
Jennifer Meckley	Superintendent	541-451-8511	jennifer.meckley@lebanon.k12.or.us

These individual(s) are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person[3] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[4]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.

[3] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

[4] Remember confidentiality laws when providing any information.

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.~~

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

Federal Definition and Procedures

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity5;

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

[5] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

Kim Grousbeck is designated as the Title IX Coordinator and can be contacted at 541-259-8948. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[6] The district shall treat complainants and respondents equitably by providing supportive measures[7] to the complainant and by following a grievance procedure[8] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[9]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[10] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

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[6] (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[7] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.[7] The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[8] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[9] The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

[10] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator.

No Retaliation

Neither the district or any person may retaliate[11] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

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[11] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Legal Reference(s):

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030

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

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Cross Reference(s):

AC - Nondiscrimination and Civil Rights
ACB - Every Student Belongs
GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying - Staff
GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements
GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements
JBA/GBN - Sexual Harassment
JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Teen Dating Violence, or Domestic Violence - Student
JFE - Pregnant and Parenting Student
JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements

Lebanon Community Schools

Code: JBA/GBN
Adopted: 6/06/24

Sexual Harassment

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Oregon Definition

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    b. Interferes with a school or district staff member's ability to perform their job; or
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3. Assault when sexual contact occurs without consent2.

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[2] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

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Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
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Jennifer Meckley	Superintendent	541-451-8511	jennifer.meckley@lebanon.k12.or.us

These individual(s) are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

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1. Student is protected and to promote a nonhostile learning environment;

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3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

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All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

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4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

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1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

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When a person[3] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[4]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.

[3] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

[4] Remember confidentiality laws when providing any information.

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

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Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

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Federal Definition and Procedures

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2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[5];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

[5] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

Kim Grousbeck is designated as the Title IX Coordinator and can be contacted at 541-259-8948. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[6] The district shall treat complainants and respondents equitably by providing supportive measures[7] to the complainant and by following a grievance procedure[8] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[9]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[10] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

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[6] (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[7] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.[7] The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[8] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[9] The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

[10] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator.

No Retaliation

Neither the district or any person may retaliate[11] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any student, parent of a student, school or district staff member, or third party upon request.

END OF POLICY

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[11] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Legal Reference(s):

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030

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

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Cross Reference(s):

GBN/JBA - Sexual Harassment
GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing or Cyberbullying - Staff
GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements
GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements
JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Teen Dating Violence, or Domestic Violence - Student
JFE - Pregnant and Parenting Student
JHFE/GBNAB - Suspected Abuse of a Child Reporting Requirements
JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements

OSBA Model Sample Policy

Code: BD
Adopted:

Board Meetings, Notices and Communications

Definitions

"Communication" means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

"Convening" means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

"Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board[1] is required, at any meeting at which a quorum is present.

"Decision-making process" means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

"Deliberation" means discussion or communication that is part of a decision-making process.

"Executive session" means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

"Intermediary" means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term "intermediary" can include a member of the Board.

"Meeting" means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

"Public Meetings Law" means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

PROPOSED NEW

[1] This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

"Quorum" means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is [three{[2]}] Board members.

"Work session" or "workshop" means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

Board Authority at Meetings

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of [three{[3]}] members of the Board is required to transact any business.

Types of Meetings

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

1. Regular Meetings

   The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

2. Special Meetings

   A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

   Emergency meetings may be called in the case of an actual emergency upon appropriate notice under the circumstances. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

4. Work Sessions

   The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will

PROPOSED NEW

[2] {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

[3] {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

   Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC – Executive Sessions).

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board's decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

E-mails sent to other Board members are encouraged to have the following notice:

Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.

PROPOSED NEW

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

Meeting Location, Public Accommodations and Logistical Requirements

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[4]. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

[If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.{[5]}]

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

PROPOSED

[4] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

[5] {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

[The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.{[6]}]

Public Notice Requirements

The district posts public notice{[7]} of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;

2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and

3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

PROPOSED NEW

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[6] {ORS 166.670(1)(a) prohibits the possession of firearms or "any other instrument used as a dangerous weapon" on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons "licensed under ORS 166.291 and 166.292 to carry a concealed handgun." ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply "on the grounds of the schools controlled by the board." Some districts have adopted policy KGBB to do so.}

[7] {The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

> "The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

Complaints

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

[{[8]}Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member's Authority and Responsibilities.]

END OF POLICY

Legal Reference(s):

ORS Chapter 192
ORS 332.040 - 332.061
ORS 332.107
ORS 433.835 - 433.875
OAR 199-050-0005 – 199-050-0085

OR. ATTY. GEN. *Public Records and Meetings Manual*.

PROPOSED NEW

[8] {Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.}

Lebanon Community Schools

Code: BDC
Adopted: 11/09/23
Orig. Code: BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent[1]. (ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[2], employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

DELETE

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[1] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

a. The vacancy has been advertised;

b. Regular hiring procedures have been adopted;

c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and

If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[2] To determine whether the individual involved is considered a public officer, consult with legal counsel.

5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f)

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and pf public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats, (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigations.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

DELETE

Legal Reference(s):

ORS 192.660
ORS 332.045
ORS 332.061

House Bill 2514 (2019)

Cross Reference(s):

BD/BDA - Board Meetings/Regular Board Meetings
BDDG - Minutes of Board Meetings
CBG - Evaluation of the Superintendent

DELETE

OSBA Model Sample Policy

Code: BDC
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

> "The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

Prior to or at the beginning of the executive session, the Board chair may read the following[1]:

> "Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room."

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).[2]

[1] This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:
a. The vacancy has been advertised;
b. Regular hiring procedures have been adopted;
c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and

PROPOSED NEW

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[3], employee, staff member or individual agent who does not request an open hearing[4]; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection.[5] (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.[6] (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing[7]; may not include a discussion or negotiation of compensation (including salaries and benefits or a general

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d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[3] To determine whether the individual involved is considered a public officer, consult with legal counsel.

[4] Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

[5] Consider including a reference to the law that exempts the information or records from public inspection in the notice.

[6] Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

[7] Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

PROPOSED NEW

evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.
(ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

Content discussed in executive sessions and recordings or minutes for executive sessions are confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

PROPOSED NEW

Legal Reference(s):

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050
OAR 199-050-0060

OR. ATTY. GEN. *Public Records and Meetings Manual*.
OREGON GOVERNMENT ETHICS COMMISSION, Staff Advisory Opinion No. 22-106S

Lebanon Community Schools

Code: BDDG
Adopted: 3/12/20
Orig. Code: BDDG/BDDK

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;

2. All motions, proposals, resolutions, orders, and measures proposed and their disposition;

3. The results of all votes and the vote of each member by name;

4. The substance of any discussion on any matter;

5. Any other information required by law.

All minutes shall be available to the public within a reasonable time after the meeting. The public and patrons of the district may receive, upon request, copies of minutes from the administration office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy[1] of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of details as for public sessions. If discloser if material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, then material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential records; the discussion; and each Board member's vote on the issue.

END OF POLICY

DELETE

Legal Reference(s):

ORS 192.610 - 192.710
ORS 332.061
House Bill 2514 (2019)
Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970)

[1] Oregon Administrative Rule 166-400-0010(9)

OSBA Model Sample Policy

Code: BDDG
Adopted:

Recordings and Minutes of Board Meetings

[{[1]}The Board will ensure a [{[2]}video] recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.]

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format[3]. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form[4].

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken[5];
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time{[6]} after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

PROPOSED NEW

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[1] {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

[2] {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

[3] Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

[4] Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

[5] If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

[6] {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

Recordings or minutes[7] of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information[8] will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.061

OAR 166-017-0005 - 0095
OAR 166-400-0010(9)

OAR 199-050-0060

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

PROPOSED NEW

[7] "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

[8] ORS 332.061 prohibits the disclosure of:
1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

Lebanon Community Schools

Code: CBA
Adopted: 5/16/13
Orig. Code: CBA

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;

2. Successful experience as an educational leader and administrator;

3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;

4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;

2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;

3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;

4. Support the Board with scheduling meeting places, providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and for all committee meetings authorized by the Board, as appropriate;

5. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; places before the Board necessary and helpful facts, comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;

6. Implements and interprets Board policies;

7. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;

8. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable and with such recommendations reported to the Board for approval.

9. Appoints, assigns, and transfers, classified and non-represented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable.

10. Promotes, demotes or discharges classified and non-represented employees with such recommendations reported to the Board for approval.

11. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs other duties as the Board determines;

12. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;

13. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;

14. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing budget period, and submits this estimate to the Board in accordance with law;

15. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;

16. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;

17. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;

18. Keeps the public informed about current educational practices, educational trends and issues confronting the district.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

ORS 327.133
ORS 332.075
ORS 332.515
ORS 342.125
ORS 342.140
ORS 342.143
ORS 342.173
ORS 342.175
ORS 342.200

OAR 581-022-0102 to -1940
OAR 581-023-0006 to -0050
OAR 584-020-0000 to -0045
OAR 584-036-0035(1)
OAR 584-046-0003 to -0024
OAR 584-048-0085 to -0095
OAR 584-080-0151
OAR 584-080-0152
OAR 584-080-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent

Lebanon Community Schools

Code: DBEA
Adopted: 12/04/25
Orig. Code: DBEA

Budget Committee

Organization, Membership and Terms of Office

The district budget committee will consist of the five members of the Board and five electors appointed by the Board as required by law. The budget committee may be constituted of less than 10 members if positions remain unfilled. Terms of the appointed members of a budget committee in a district that prepares an annual budget will be three years each with appointments made so that, as nearly as practicable, the terms of one-third of the members expire each year. Appointive members of a budget committee in a district that prepares a biennial budget shall be appointed for four-year terms. The term shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members end each year. At least one member of the budget committee must be a member of the district's educational equity advisory committee[1]. The Board will establish appropriate timelines and procedures for appointment of budget committee members.

A majority of the constituted committee Board, is required for passing an action item. Majority for a 10-member budget committee is six. Therefore, if only six members are present, a unanimous vote is needed for passing an action item.

Presiding Officer and Orientation of Budget Committee

1. Organization: The budget committee will hold its first regular organizational meeting on a day set by the Board. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.

2. Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the Board's educational plan, and other pertinent material bearing on the preparation of a school budget.

Meetings of the Budget Committee

The budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all such meetings, as provided by law. All meetings of the budget committee are open to the public.

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[1] ~~Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025. The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.~~ The district is not required to include a member of the educational equity advisory committee on a budget committee if no member of the committee is willing or able to serve on the budget committee.

Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the Board. No new program should be considered for the budget estimate that has not previously been submitted to the Board and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

Final Action

The budget committee will approve an estimated budget document for submission to the Board.

END OF POLICY

Legal Reference(s):

ORS 174.130
ORS 192.610 - 192.710
ORS 294.305 - 294.565
ORS 328.542
ORS 329.711
ORS 433.835-433.875
OAR 581.-022-2307

House Bill 4066 (2026)

Cross Reference(s):

DBG - Budget Hearing

Lebanon Community Schools

Code: EBBA
Adopted: 6/06/24

Student Health Services*/**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will[1]:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;

2. Refer to available communicable disease prevention and management plan that includes school-level protocols2;

3. Outline a district-to-school communication plan3;

4. Provide information about health screenings, including immunizations and TB certificate requirements;

5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed4;

6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;

7. Describe how hearing, vision and dental screenings are managed and/or verified for required students5;

8. Include a process to assess and determine a student's health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new

[1] For exact language and complete requirement, see OAR 581-022-2220(1).

[2] For specific protocol content requirements, see OAR 581-022-2220(1)(b).

[3] For requirements of this plan see OAR 581-022-2220(1)(c).

[4] For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

[5] For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

medical diagnose(s) impacting a student's access to education, and implement a student's individual health plan prior to attending school6;

9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids7;

10. Refer to adopted policy and procedures for medications in accordance with Oregon law8;

11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities9

12. List the positions in the district which shall be required to obtain and maintain a first-aid/CPR/AED card in accordance with OAR 581-022-2220(3); and.

13. This policy is not in reference to a school-based health center.

Any nurse(s) employed by the district and providing services to students on behalf of the district shall be licensed in Oregon to practice as a registered nurse or nurse practitioner or be a licensed practical nurse (LPN) in alignment with LPN supervision requirements of OAR 851-045-0050 – 0060.

A nurse employed by the district shall follow all applicable requirements of ORS Chapter 678 and OAR Chapter 851. This includes, but is not limited to, delegation in accordance with OAR 851-047, which includes performing a nursing assessment of a student prior to delegation, providing adequate supervision during the delegation, and evaluating the skills, ability and willingness of the delegee.[10]

An administrator or other staff who is not a nurse may supervise, evaluate or direct a school nurse or registered nurse for purposes related to the nurse's role as a school employee, including but not limited to assigning the nurse's work hours, locations and workload and other matters addressed through a collective bargaining agreement. An administrator may not direct the school nurse or registered nurse in the practice of nursing.

A nurse employed by the district will function as an integral member of the instructional staff, serving as a resource person to teachers in securing appropriate information and materials on health-related topics.]

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[6] For definitions for this policy see ORS 336.201.

[7] OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

[8] Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

[9] For guideline requirements see OAR 581-022-2220(1)(k).

[10] For additional delegation requirements see OAR 851-047-0030.

14. The district provides a menstrual product dispenser with a variety of products in every student bathroom[11] which meets the requirements of law.

END OF POLICY

Legal Reference(s):

ORS 329.025
ORS 332.107
ORS 336.201
ORS 336.204
ORS 336.211 – 336.214
ORS 342.458
OAR 581-021-0017
OAR 581-021-0031
OAR 581-021-0587
OAR 581-021-0590
OAR 581-022-2050
OAR 581-022-2220
OAR 581-022-2515

Every Student Succeeds Act, 20 U.S.C. § 7928 (~~2018~~2024).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (~~2018~~2024).

Cross Reference(s):

GBE - Staff Healthy and Safety
GBEBC/JHCCC/EBBAA - Infection Control - HIV, AIDS, HBV
JHCCC/EBBAA/GBEBC - Infection Control - HIV, AIDS, HBV

[11] "Student bathroom" means a bathroom that is accessible by students, including a gender-neutral bathroom, a bathroom designated for females, and a bathroom designated for males. (OAR 581-021-0587)

Lebanon Community Schools

Code: BBAA
Adopted: 4/14/22
Orig. Code: BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

   Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional expense to the district must be submitted to the Board for consideration.

2. Requests for Legal Opinions

   Requests for legal advice or opinions by a Board member must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

   When Board members receive complaints or requests for action from staff, students or members of the public, such information is to be conveyed to the superintendent for action.

DELETE

4. Board Member's Relationship to Administration

   Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

   Contracts or agreements made by individual Board members without the Board's authority are invalid.

END OF POLICY

Legal Reference(s):

ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement
DFEA - Admissions to District Events

DELETE

OSBA Model Sample Policy

Code: BBAA
Adopted:

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

   Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions{[1]}

   Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to a Board Member

   When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public

[1] {Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?}

PROPOSED NEW

complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law[, including participating in an approved[2] training at least once during each term of office{[3]}].

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services[4] or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

PROPOSED NEW

[2] Approved by the Oregon Government Ethics Commission.

[3] {Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.}

[4] (855) 503-SAFE (7233)

END OF POLICY

Legal Reference(s):

ORS 192.311 – 192.478
ORS 192.610 – 192.705
ORS Chapter 244
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075
ORS 332.107
ORS 419B.010

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

PROPOSED NEW

Lebanon Community Schools

Code: BBE
Adopted: 2/04/10
Orig. Code: BBE

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment and a resident of the zone from which the vacancy has occurred. If the vacancy occurs in a zone, the Board shall advertise for a 20-day period to find an eligible resident from the same zone. If an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district.

Board elections are held every odd-numbered year which for the purposes of this policy are termed "election" years. The appointee:

1. Will serve until June 30 following the next "election," at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or, if applicable, serve a full four year term; or

2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the directors of the Linn-Benton-Lincoln Education Service District shall appoint persons to fill the vacancies from qualified district voters.

END OF POLICY

DELETE

Legal Reference(s):

ORS 249.865 - 249.877
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

Cross Reference(s):

BBBA - Board Member Qualifications
BBC - Board Member Resignation
BBD - Board Member Removal from Office

OSBA Model Sample Policy

Code: BBE
Adopted:

Vacancies on the Board

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy[1];

2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;

3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:

   a. Be an elector of the district.[2] This requires being registered to vote within the district;
   b. Have resided in the district for a period of one year immediately preceding the appointment;
   c. [Be a resident of the zone of the vacant position, if the position is zoned;]
   d. Not be an employee of the district or a charter school located within the district[{[3]}, except as a substitute bus driver in accordance with ORS 332.016].

4. The Board will review applicant materials in an open Board meeting;

5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;

6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes[4], the Board may re-vote or vote to re-open the application period;

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[1] In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:
1. The death or resignation of any Board member;
2. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district [or zone from which nominated (see exception for board members who move out of the zone, but remain residents of the district in ORS 332.030(2) - (3))];
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

[2] ORS 254.005(4) provides "'Elector' means an individual qualified to vote under section 2, Article II, Oregon Constitution." District staff may verify this with local elections officials.

[3] {Include this bracketed language only if the district has an ADM or 50 or fewer.}

[4] ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently [three] votes are necessary to appoint a board member, regardless of how many vacancies exist.

PROPOSED NEW

7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

[If the vacancy occurs in a zone and an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.]

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the [ ] Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

PROPOSED NEW

OSBA Model Sample Administrative Regulation

Code: BBE-AR
Revised/Reviewed:

Board Member Vacancy Application

When a Board vacancy is declared, the Board will appoint a qualified person in accordance with Board policy BBE – Vacancies on the Board. To be considered for appointment, this form must be submitted to the district office by the deadline communicated by the district. Submitted applications become public records and may be disclosable upon request.

Name: _____

Motivation and Experience

Why do you want to serve on the Board?

_____

_____

_____

_____

Which experiences or perspectives will help you represent and serve all students and families?

_____

_____

_____

_____

How will you help advance the district's mission and goals?

_____

_____

_____

_____

How will you engage respectfully with individuals whose viewpoints differ from your own?

_____

_____

_____

Knowledge, Time Commitment and Governance

Availability: Board meetings, work sessions, and committee service often occur in the evenings and occasionally during the daytime. How will you balance Board obligations with other commitments?

_____

Laws applying to public entities: Briefly share any familiarity you have with Oregon public meetings and public records laws: _____

_____

_____

PROPOSED NEW

Policy and Budget: What experience do you have with policy development, budgets, or strategic planning?

Student-Centered Decision-Making: How will you ensure decisions reflect student outcomes, safety, and well-being?

PROPOSED NEW

This page is intended for internal and verification purposes. It is not intended to be provided to the Board or discussed at a Board meeting. Once submitted, it is a public record and may be subject to disclosure.

Contact and Personal Information

Name (as it appears on voter registration): _____

Preferred name (if different): _____

Position applying for: _____

Note: Your address is used only to verify residency within the district/zone, as required by Oregon law. Verification may be required.

Home street address (as it appears on voter registration):

_____

City: _____ State: OR

Primary phone: _____ Alternative phone: _____

Email: _____

Best way to contact you? ☐ Phone ☐ Email ☐ Text

Accessibility and Accommodations

We welcome applicants with disabilities. Do you need an accommodation to participate in interviews or meetings (e.g., ASL interpreter, materials in alternative formats, physical access, assistive technology)?

☐ No ☐ Yes (please describe): _____

Attestations (Required)

- ☐ The information I have provided is true and complete to the best of my knowledge.
- ☐ I meet the statutory eligibility for appointment: registered elector and one-year residency (ORS 332.018).
- ☐ [I reside in the zone corresponding to this vacancy (ORS 332.030 and ORS 332.122).]
- ☐ I am not disqualified by employee status (ORS 332.016).
- ☐ I understand the appointment duration (through June 30 after the next regular district election) (ORS 332.030(4)).

Signature: _____ Date: _____

PROPOSED NEW

Lebanon Community Schools

Code: BCB
Adopted: 2/04/10
Orig. Code: BCB

Board Officers

~~At~~ No later than the next regular ~~its first scheduled~~ meeting after July 1, ~~but not later than July 31 in odd numbered years,~~ the Board will elect one of its members to serve as chair and one to serve as vice chair. In an election year, this meeting must occur no later than the last day of July. No member of the Board may serve as chair more than four years in succession. ~~If a Board member is unable to continue to serve as an officer during the year, a replacement will be elected immediately. The replacement officer will serve the remainder of the term until the following July.~~

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;

2. Call special meetings when required;

3. Preside at ~~all~~ meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is part of a meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings;

4. Sign ~~the minutes and other~~ official documents that require the signature of the chair;

5. Represent the district and the Board at official functions, unless this duty is delegated by the chair or the Board to another Board member;

6. Appoint ~~all~~ Board members to committees unless otherwise ordered by the Board;

7. Have the right to discuss issues and vote on any issue; and

8. Perform such other duties as may be prescribed by law or by action of the Board.

In the absence~~, incapacitation or death~~ of the chair, the vice chair will perform the duties of the chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

If a Board member is unable to continue to serve as an officer, a replacement will be elected. The replacement officer will serve the remainder of the officer's term, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair.

The Board secretary will:

1. Record the disposition of all matters on which the Board considered action;

2. Prepare, check and distribute minutes in advance for approval at the next Board meeting;

3. Maintain properly authenticated official copies of the minutes;

4. Maintain the official record of Board policies.

Board ~~or District~~ Spokesperson

The Board may designate the chair, vice chair or another Board member as the Board's spokesperson. ~~The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the Board.~~ A Board member speaks on behalf of the Board only when specifically authorized by the Board. Official Board statements will be made using official district or Board communication channels, websites or social media accounts, or at official district events. When a Board member expresses personal opinions in public, the Board member is encouraged to clearly identify the opinions as personal. Comments made by Board members when not authorized by the Board are considered personal comments of the Board member.

END OF POLICY

Legal Reference(s):

ORS 255.335
ORS 332.040
ORS 332.045
ORS 332.057
OAR 166
OAR 199-050-0050

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting

Lebanon Community Schools

Code: BCE
Adopted: 2/04/10
Orig. Code: BCE

Board Ad Hoc Study Committees

In an effort to increase communications with the public and to provide for citizen involvement, the Board may appoint ad hoc study committees to advise the Board on matters of interest. Ad hoc Board study committees will be appointed for temporary examination of a particular area. The budget committee and advisory (standing) committees are not addressed in this policy.

Committee Direction

The Board shall give clear directions to any committee it appoints. The Board chair will give a succinct summary committee direction statement to the appointed committee, which shall be recorded in the official Board minutes.

Committee Member Selection

The Board shall determine a minimum and maximum number of members. The desire of the Board to determine the composition of the committee with regard to representation from different district groups should be determined at the Board meeting at the time the committee is established. All committees of the Board will have a district administrator as a member of that committee to act as an advisor in their duties. Board representation on the committee is required, but shall not involve more than two members.

Committee Time Line

The Board, at the time of creation, will establish a timeline for the newly created committee. No study committee shall continue functioning beyond twelve months from the date of creation without the Board's reconfirmation at an official Board meeting.

Parameters of the Committee

The Board, at the meeting which the committee is created, will establish guidelines appropriate for the newly created committee. Guidelines should speak to the ability of the committee to expend district funds, to use district staff time to assist in their performance and other appropriate limits.

Committee Officers

The committee will select a chair and recorder.

Meeting Schedule Announcement

Meetings of a committee shall be open to the public and notice of meetings shall be provided to the news media and posted at least twenty-four hours in advance of any meeting.

DELETE

Meeting Minutes

Committees shall record minutes of all meetings with distribution to all Board members and requesting members of the community.

Scope of Responsibility

The Board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an ad hoc study committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.690
ORS 332.045
ORS 332.105

Cross Reference(s):

BCF - Advisory Committees to the Board

DELETE

OSBA Model Sample Policy

Code: BCE
Adopted:

Board Committees

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;

2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law[1], including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.[2]

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;

2. The task of the committee;

3. What resources are needed and will be provided to the committee;

PROPOSED NEW

[1] OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

[2] OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

4. The length of time the committee will exist[3];

5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

Legal Reference(s):

ORS 192.610 - 192.705
ORS 332.045
ORS 332.105
OAR 199-040
OAR 199-050

PROPOSED NEW

[3] The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

Lebanon Community Schools

Code: BCF
Adopted: 2/04/10
Orig. Code: BCF

Advisory Committees to the Board

To increase communications with the public and to provide for citizen involvement, the Board may appoint advisory committees to advise them on specific matters. Board advisory committees will be standing committees with continuing existence unless terminated by the Board. The budget committee and Board AD HOC Study committees are not addressed in this policy.

Committee Direction

The Board shall provide clear directions to any advisory committee at the time of creation. The Board chair will give a succinct summary committee direction statement for the appointed committee, which shall be recorded in the official Board minutes.

Committee Member Selection

The Board shall determine a minimum and maximum number of members. The desire of the Board to determine the composition of the committee with regard to representation from different groups should be determined at the Board meeting at the time the committee is established. All committees of the Board will have a district administrator as a member of that committee to act as an advisor in their duties. Board representation on the committee is not required.

At the time of the original Board appointment, membership will be equally distributed to one, two and three year terms. Annually, after July 1 of each year, appointment to open positions will be confirmed by the Board.

Committee Timeline

The Board, at the time of creation, will establish guidelines for committee meeting frequency and direction for Board reports.

Parameters of the Committee

The Board, at the meeting which the committee is created, will establish guidelines appropriate for the newly created committee. Guidelines should speak to the ability of the committee to expend district funds, to use district staff time to assist in their performance and other appropriate limits.

Committee Officers

The committee members shall annually select a chairman and recorder from the membership.

DELETE

Meeting Schedule Announcement

Meetings of a committee shall be open to the public and notice of meetings shall be provided to the news media and posted at least 24 hours in advance of any meeting.

Meeting Minutes

Committees shall record minutes of all meetings with distribution to all Board members and requesting members of the community.

Scope of Responsibility

The Board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

ORS 192.610
ORS 192.630
ORS 294.336
ORS 329.704
ORS 332.107

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL (2003).

DELETE

Lebanon Community Schools

Code: BD/BDA
Adopted: 11/09/23
Orig. Code: BD/BDA

Board Meetings/Regular Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening[1] of a quorum of the Board as the district's governing body to make a decision[2] or to deliberate[3] toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as a basis for a subsequent decision or recommendation by the Board, i.e. a work session. "Meeting" does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special, and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in the Board policy BDDH – Public Comment at Board Meetings and/or posted on the district's website.

All Board meetings, including Board retreats and work sessions, will be held within the boundaries, except as allowed by law[4]. The Board may attend training sessions outside of the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

DELETE

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[1] "Convening" means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d)Using an intermediary to communicate among participants.

[2] "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

[3] "Deliberation" means discussion or communication that is part of a decision-making process.

[4] ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside of the jurisdiction of no deliberations toward a decision are involved.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make reasonable effort to provide translation services.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may be scheduled if less than a quorum is present at a meeting, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

a. Communications to, between or among members of a governing body that are:

(1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);

DRAFT

(2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
(3) No substantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to Board members will have the following notice:

> *Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public records law.*

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meeting law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. See Board policy BDC - Executive Sessions.

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law[5].

Mandatory Training

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member's term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

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[5] See House Bill 2805 (2023) Section 5(2) for requirements of the response.

DELETE

Legal Reference(s):

ORS 255.335
ORS Chapter 192
ORS 332.04 - 332
ORS 433.835 - 433.875
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020). Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018). OR. ATTY. GEN. Public Records and Meetings Manual. House Bill 2805 (2023).

Cross Reference(s):

ACA - Americans with Disabilities Act
BDB - Special and Emergency Board Meetings
BDC - Executive Sessions

DELETE

BOARD MEMORANDUM

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

From: William H. Lewis III, Chief Operation Officer

Date: June 5, 2026 **Meeting Date:** June 11, 2026

Re: Operations Report

Operations Report

Retirements

Several staff members from our operations departments are retiring. We are grateful for their years of dedicated service to our students and community. Thank you, Oz, Nanette, Catherine, and Colleen, for all you have done to support our students and help our school district grow.

Oz Martinez, Maintenance Department
Nanette Pratt, Nutrition Services
Catherine Moe, Nutrition Services
Colleen Puderbaugh, Nutrition Services

District Phone System Replacement Project.

Reasons for the update:

The district's current phone system faces several challenges:

- Existing phones are outdated and refurbished, and are nearing end-of-life.
- Core infrastructure built on VMware is no longer supported.
- Annual VMware costs have increased from $3,000 to $20,000.
- System upgrades are no longer feasible with the current configuration.
- Updates to the current system would require:
    - A server replacement (~$80,000)
    - Ongoing high licensing and maintenance costs
- We have lost our primary contact for system maintenance and troubleshooting.

- The current system does not provide modern communication tools needed for efficient operations and emergency response.

Cost of the Update:

- A one-time cost of $2,500 covers initial implementation and shipping.
- Staff labor hours will be required to distribute phones.
- Subscription and licensing fees for the new cloud system, amortized over five years, will be less than current system costs.
- Support and maintenance are included.

Project Implementation Timelines:

- Vendor selection and contract approval: mid-May
- System configuration and setup: end of July
- Phone distribution to schools: mid-August
- Staff training: prior to school start-up
- Full system launch: before school start-up

UPS (Uninterrupted Power Supply) or Battery Backup Equipment Replacement and Upgrade Project.

Reasons for the update:

The district's current UPS equipment faces several challenges and needs:

- Current equipment is reaching end-of-life (installed during our previous network upgrade in 2017).
- Batteries are failing. Replacing batteries in current UPS units costs approximately $150 to $275 per unit. This process is time-consuming and not supported by the manufacturer, though it has been done previously to keep some units operational. New batteries would still have a limited 3 to 5-year lifecycle.
- Currently, UPS units only protect the core switches at each school. While this keeps devices connected to core switches operational, much of the schools remain unprotected, especially larger buildings such as LHS and SOK.
- Current systems use older battery technology with a 3 to 5-year lifecycle and are more susceptible to heat-related failure and degradation in non-air-conditioned network closets.
- As more devices rely on our network equipment, maintaining their operation during power interruptions is increasingly important. Devices dependent on our network equipment include:
    - Computer Internet/Network access
    - Wifi Access Points
    - Security Cameras

- New paging and intercom equipment (loss of power would prevent emergency notifications and announcements).

Cost of the Update:

$126,650 E-Rate reimbursable
$48,350 in additional and non-E-Rate reimbursable expenses

Implementation Timelines:

- Equipment purchase: May
- Equipment deployment: Summer 2026

Summer Food Service: As the nutrition services department concludes another successful year, preparations are underway for the summer food service program. See detail below.





Upcoming Summer Facilities Projects:

- Additional security fencing will be installed at LHS. The update is a significant win for school security at all levels. The new fencing will require anyone entering the campus to use one set of doors.
- A large classroom space at Riverview will be divided into two classrooms.
- A covered play area will be added for the Green Acres preschool.
- Fire panel project district office (See additional communication in the June board packet)
- Fencing will be installed for the preschool area at Lacomb.
- Pea gravel will be removed from the play area at Lacomb.

BOARD MEMORANDUM

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

Date: June 5, 2026 **Meeting Date:** June 11, 2026

Re: Fire Alarm System Upgrade Update

The District had originally planned to complete fire alarm system upgrades at two schools during the summer of 2026. However, after meeting with our contractor, New Certified Systems, we learned that timeline is not achievable due to the late start of the planning, design, and procurement process.

As a result, the project schedule has been adjusted to ensure the work can be completed efficiently while minimizing disruption to students and staff.

Updated Project Timeline

Summer/Fall 2026

- Complete the District Office fire alarm system upgrade.
- This project can be completed without impacting classroom instruction or school operations.
- The upgrade will also provide access to replacement parts that may be used to support other aging fire alarm systems throughout the district if failures occur.

Winter/Spring 2027

- Begin planning and design work for fire alarm upgrades at Pioneer School and either Hamilton Creek School or Lacomb School.

Summer 2027

- Complete fire alarm system upgrades at Pioneer School and either Hamilton Creek School or Lacomb School.

Prior to committing to upgrades at two schools in summer 2027, staff will review the District's financial position and facility priorities. This assessment will help determine whether the District can move forward with both projects as planned or if adjustments to the scope or timeline are necessary.

This update is provided for the Board's information and to keep the Board informed regarding the status of the District's ongoing facility needs.

BOARD MEMORANDUM

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

From: Steven Prososki, Director of Financial Services

Date: June 04, 2026 **Meeting Date:** June 11, 2026

Re: Financial Report and Fiscal Updates

Financial Report

The 2025-2026 Financial Board Report included in this packet reflects all General Fund revenues and expenditures for 2024-2025, the budgeted YTD expenditures, and encumbered amounts for 2025-2026 as of 06/04/2026.

Resolution #26-0611A

This resolution is to adopt and make appropriations for the 2026-2027 budget committee-approved budget.

Resolution #26-0611B

This resolution imposes and categorizes taxes for the school district's debt service for tax year 2026-2027.

Lebanon Community School District

General Fund: Statement of Revenues Budget Vs. Actual For the Fiscal Year 2025-26

Source	2025-26 Budget	Actual YTD Rev. 6/4/2026	Projected through 6/30/2026	Total Estimated 2025-26	(Over)/Under Budget	2024-25 Budget	Actual YTD Rev. 6/30/2025
SSF Funding							
1111 Current Year Property Taxes	13,349,416	**12,718,132**	432,971	13,151,104	198,312	**12,956,010**	12,909,584
1112 Prior Year Property Taxes	201,478	**165,948**	39,953	205,901	(4,423)	**240,000**	182,760
1190 Penalties & Interest on Taxes	1,000	**1,360**	0	1,360	(360)	**1,000**	42,870
3101 State School Funds	38,732,367	**38,429,000**	-	38,429,000	303,367	**37,367,780**	36,834,753
3103 Common School Fund	500,000	**279,045**	279,045	558,091	(58,091)	**500,000**	557,895
3104 State Managed County Timber	150,000	**53,399**	72,253	125,652	24,348	**150,000**	109,299
Total SSF Funding	52,934,261	**51,646,884**	751,970	52,345,455	438,806	51,214,790	50,637,160
Total SSF Revenue	**$ 52,934,261**	**$ 51,646,884**	**$ 751,970**	**$ 52,345,455**	**$ 438,806**	**$ 51,214,790**	**50,637,160**
Non State School Support Formula Sources							
Local Sources							
1312 Tuition From Other Districts Within the State	-	**34,485**	21,000	55,485	(55,485)	**-**	20,000
1411 Transportation Fees	10,000	**10,639**	0	10,639	(639)	**10,000**	5,678
1510 Earnings on Investments	800,000	**961,542**	87,413	1,048,955	(248,955)	**675,000**	1,264,177
1530 Gain or Loss on Sale of Investment (FMV)	-	**-**	-	-	-	**-**	-
1910 Facility Use Rentals	1,000	**4,352**	-	4,352	(3,352)	**1,000**	2,275
1960 Recovery of Prior Years' Expenditure	-	**3,686**	-	3,686	(3,686)	**-**	-
1980 Fees Charged to Grants	325,000	**27,902**	297,098	325,000	-	**325,000**	374,500
1990 Miscellaneous Local Revenue	50,000	**136,445**	166,807	303,252	(253,252)	**230,000**	72,525
1991 Student Transportation - Reimbursed	100,000	**144,123**	(0)	144,123	(44,123)	**100,000**	105,755
1995 MAC Study	500,000	**670,073**	271,623	941,696	(441,696)	**-**	1,060,333
Total Non Formula Local Sources	1,786,000	**1,993,247**	822,941	2,781,703	(995,703)	1,341,000	2,905,243
							-
Intermediate Sources							
2101 - County School Funds	20,000	**37,302**	-	37,302	(17,302)	**20,000**	36,720
2210 - TMR Reimbursement	175,000	**179,310**	-	179,310	(4,310)	**200,000**	189,730
Total Intermediate Sources	195,000	**216,613**	-	216,613	(21,613)	220,000	226,450
State/Federal Sources							
3199 Other Unrestricted Grants-In-Aid	275,000	**205,127**	(0)	205,127	69,873	**275,000**	189,089
4202 Medicaid Reimbursement	-	**97,002**	20,000	117,002			105,127
4300 Restricted Federal Rev	70,000	**48,265**	21,735	70,000	-	**70,000**	85,440
4801 Federal Forest	130,000	**578,434**	(0)	578,434	(448,434)	**130,000**	33,717
Total State/Federal Sources	475,000	**928,829**	41,734	970,563	(378,561)	475,000	413,373
Other Sources		**-**					-
5300 Sale/Loss of Fixed Assets	2,000	**69,253**	-	69,253	(67,253)	**2,000**	-
5400 Beginning Fund Balance	8,500,000	**9,824,631**	-	9,824,631	(1,324,631)	**7,000,000**	9,287,166
Total Other Sources	8,502,000	**9,893,884**	-	9,893,884	(1,391,884)	7,002,000	9,287,166
							-
Total Non SSF Revenue	**$ 10,958,000**	**$ 13,032,572**	**$ 864,676**	**$ 13,862,763**	**$ (2,787,761)**	**$ 9,038,000**	**$ 12,832,231**
Total Resources	**$ 63,892,261**	**$ 64,679,456**	**$ 1,616,645**	**$ 66,208,217**	**$ (2,348,954)**	**$ 60,252,790**	**$ 63,469,391**
			Less Estimated Requirements	**$ 58,517,623**			
			Estimated Ending Fund Balance	***$ 7,690,594***			

Lebanon Community School District

General Fund: Statement of Expenditures Budget Vs. Actual For the Fiscal Year 2025-26

	2025-26 Budget	Actual YTD EXP 6/4/2026	Projected through 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	2024-25 Budget	Actual YTD Exp. 6/30/2025
Instruction								
1111 Elementary, K-5 or K-6	10,310,076	**7,612,350**	2,443,472	10,055,822	254,254	97.53%	10,586,787	**9,561,671**
1113 Elementary Extracurricular	5,616	**28,253**	-	28,253	(22,637)	503.09%	5,616	**42,365**
1121 Middle/Junior High Programs	4,597,566	**3,432,998**	1,164,074	4,597,073	493	99.99%	4,170,438	**4,169,990**
1122 Middle/Junior High School Extracurricular	39,022	**41,553**	3,690	45,244	(6,222)	115.94%	39,021	**55,510**
1131 High School Programs	6,038,293	**4,480,458**	1,450,703	5,931,161	107,132	98.23%	6,072,856	**5,889,729**
1132 High School Extracurricular	86,068	**95,381**	8,599	103,981	(17,913)	120.81%	86,066	**113,451**
1140 Pre Kindergarten Programs	0	**9,946**	696	10,642	(10,642)	500.00%	236,870	**70**
1210 Programs for the Talented and Gifted	61,705	**10,898**	7,802	18,699	43,006	30.30%	94,195	**28,545**
1220 Restrictive Pgms for Students w/Disabilities	3,247,824	**2,469,644**	772,895	3,242,539	5,285	99.84%	3,144,309	**2,842,738**
1250 Programs for Students w/Severe Disabilities	4,211,573	**3,010,353**	1,007,062	4,017,415	194,158	95.39%	3,735,302	**3,793,628**
1272 GF Title I Support	143,968	**157,346**	39,770	197,117	(53,149)	136.92%	45,337	**102,481**
1280 Alternative Education	1,481,326	**956,308**	258,379	1,214,687	266,639	82.00%	906,261	**810,270**
1281 Alternative Education	0	**-**	-	-	0	0.00%	10,000	**-**
1288 Charter School - Sand Ridge	3,608,458	**3,656,696**	-	3,656,696	(48,238)	101.34%	2,900,000	**3,229,842**
1288 Charter School - Evergreen	-	**154,525**	160,000	314,525	(314,525)	500.00%	-	**-**
1291 English Second Language Programs	466,190	**365,753**	110,462	476,215	(10,025)	102.15%	495,964	**421,233**
1300 Adult/Continuing Education Programs	0	**-**	-	-	0	0.00%	26,317	**-**
1400 Summer School Programs	24,460	**60,871**	-	60,871	(36,411)	248.86%	26,191	**18,455**
Total Instruction	**$ 34,322,145**	**$ 26,543,334**	**$ 7,427,605**	**$ 33,970,939**	**$ 351,206**		**$ 32,581,530**	**$ 31,079,980**

Lebanon Community School District
General Fund: Statement of Expenditures Budget Vs. Actual For the Fiscal Year 2025-26

	2025-26 Budget	Actual YTD EXP 6/4/2026	Projected through 6/30/2026	Total Estimated 2025-26	(Over)/ Under Budget	% Committed	2024-25 Budget	Actual YTD Exp. 6/30/2025
Support Services								
2110 Attendance and Social Work Services	270,969	**258,146**	22,791	280,937	(9,968)	103.68%	227,581	**111,417**
2114 Student Accounting Services	281,217	**252,881**	34,097	286,978	(5,761)		269,325	**268,103**
2115 Student Safety	518,602	**352,405**	55,399	407,803	110,799	78.64%	527,042	**310,410**
2120 Guidance Services	1,501,591	**1,120,488**	373,893	1,494,381	7,210	99.52%	1,280,507	**1,208,154**
2130 Health Services	547,223	**403,259**	120,354	523,613	23,610	95.69%	343,129	**475,161**
2135 Health	132,020	**114,593**	23,225	137,818	(5,798)	104.39%	126,242	**131,786**
2140 Psychological Services	250	**-**	-	-	250	0.00%	250	**-**
2150 Speech Pathology and Audiology Services	492,611	**506,934**	83,831	590,766	(98,155)	119.93%	683,130	**412,137**
2190 Service Directions, Student Support Svcs	553,622	**428,943**	85,926	514,868	38,754	93.00%	476,332	**475,317**
2210 Improvement of Instruction Services	448,164	**227,332**	19,776	247,108	201,056	55.14%	513,007	**318,858**
2220 Library/Media Center	507,531	**384,643**	114,627	499,270	8,261	98.37%	475,366	**463,707**
2230 Assessment and Testing	55,000	**27,637**	-	27,637	27,363	50.25%	65,000	**7,228**
2240 Staff Development	93,915	**74,578**	-	74,578	19,337	79.41%	101,469	**69,244**
2310 Board of Education	151,070	**92,357**	4,788	97,145	53,925	64.30%	133,000	**120,354**
2321 Office of the Superintendent Services	842,693	**737,009**	101,000	838,009	4,684	99.44%	790,144	**785,753**
2410 Office of the Principal Services	4,251,489	**3,686,098**	535,236	4,221,334	30,155	99.29%	3,970,133	**3,934,551**
2520 Fiscal Services	952,118	**843,140**	72,719	915,859	36,259	96.19%	967,643	**930,793**
2540 Insurance & Judgements	688,174	**667,769**	2,760	670,529	17,645	97.44%	440,000	**489,486**
2542 Care and Upkeep of Buildings Services	3,271,363	**2,950,836**	291,085	3,241,921	29,442	99.10%	3,182,957	**3,110,449**
2543 Care and Upkeep of Grounds Services	183,068	**245,391**	15,843	261,233	(78,165)	142.70%	176,043	**211,147**
2544 Maintenance	1,980,223	**2,010,975**	125,293	2,136,268	(156,045)	107.88%	1,472,909	**1,938,602**
2548 Land Lab	8,499	**3,390**	-	3,390	5,109	39.88%	61,931	**7,878**
2550 Student Transportation Services	2,742,366	**2,686,235**	333,746	3,019,981	(277,615)	110.12%	2,204,733	**2,566,022**
2573 Warehousing and Distributing Services	28,550	**25,833**	2,717	28,550	-	100.00%	27,130	**27,955**
2630 Information Services	241,805	**231,678**	17,273	248,951	(7,146)	102.96%	238,991	**235,089**
2640 Staff Services	775,424	**675,133**	55,050	730,183	45,241	94.17%	730,995	**792,024**
2660 Technology Services	893,861	**800,641**	63,714	864,355	29,506	96.70%	899,550	**869,856**
2680 Interpretation & Translation Services	6,316	**2,609**	1,565	4,174	2,142	66.09%	6,316	**4,174**
2700 Supplemental Retirement	500	**(14)**	58	44	456	8.74%	500	**44**
Total Support Services	**$ 22,420,234**	**$ 19,810,920**	**$ 2,556,764**	**$ 22,367,684**	**$ 52,550**		**$ 20,391,355**	**$ 20,275,697**
		-				-		
Community Services								
3100 Food Services	40,691	**2,023**	19,631	21,653		53.21%	16,727	**8,901**
3300 Community Services	-	**359**	-	359		0.00%	0	**182**
Total Community Services	**$ 40,691**	**$ 2,382**	**$ 19,631**	**$ 22,013**	**$ -**	**$ 1**	**$ 16,727**	**$ 9,083**
Other Requirements								
5200 Transfers of Funds	2,179,000	**2,149,349**	29,651	2,179,000	-	100.00%	2,280,000	**2,280,000**
6110 Contingency	930,191	**-**	-	-	930,191	100.00%	1,983,178	**-**
7000 Unappropriated Ending Fund Balance	4,000,000	**-**	-	-	4,000,000	100.00%	3,000,000	**-**
Total Other Requirements	**$ 7,109,191**	**$ 2,149,349**	**$ 29,651**	**$ 2,179,000**	**$ 4,930,191**		**$ 7,263,178**	**$ 2,280,000**
Total Requirements	**$ 63,892,261**	**$ 48,505,985**	**$ 10,033,651**	**$ 58,517,623**	**$ 5,333,947**		**$ 60,252,790**	**$ 53,644,760**

RESOLUTION #26-0611A MAKING APPROPRIATION FOR THE 2026-2027 BUDGET

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2026, and for the purposes shown below are hereby appropriated, as presented below with a total adopted budget amount of $99,101,936.

General Fund (100)		
Instruction……	$	35,593,332
Support Services……..	$	23,104,361
Enterprise & Community..	$	10,773
Other:		
Interest…….	$	-
Transfers…….	$	1,614,000
Contingency……..	$	1,620,604
Unappropriated Ending Fund Balance	$	3,260,162
Total…….	$	65,203,232
Special Revenue Funds (200's)		
Instruction……..	$	9,449,611
Support Services……..	$	4,382,909
Enterprise & Community..	$	4,264,284
Facilities Acquist./Const..	$	4,675,400
Transfers……	$	-
Contingency……..	$	4,631,500
Total…….	$	27,403,704
Debt Service (300's)		
Debt Service……..	$	4,480,505
Contingency……	$	374,495
Total……..	$	4,855,000
Capital Projects (400's)		
Facilities Acquist./Const..	$	-
Enterprise Fund (500's)		
Support Services……..	$	53,358
Facilities Acquist./Const..	$	1,000,000
Contingency……..	$	296,642
Total…….	$	1,350,000
Internal Service (600's)		
Support Services……..	$	250,000
Contingency……..	$	40,000
Total…….	$	290,000
Trust and Agency (700's)		
Support Services……..	$	-
Total…….	$	-
Total Budget	**$**	**99,101,936**

Date: 6/11/2026

Nichole Piland
Chair, Board of Directors

Jennifer Meckley
Superintendent

RESOLUTION #26-0611B IMPOSING & CATEGORIZING TAX

IMPOSING THE TAX RATE

BE IT RESOLVED that the Board of Directors of the Lebanon Community School District #9 hereby imposes the taxes provided for in the adopted budget at the rate of 4.9925 per $1,000 of assessed valued for operations in the amount of $4,716,321 for bonds; and that these taxes are hereby imposed and categorized for tax year 2026-2027 upon the assessed value of all taxable property within the district.

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI Section 11b as:

	Education Limitations	**Excluded from Limitations**
Permanent Rate Tax…….	4.9925 / $1,000	
Debt Service Levy…….		$4,716,321

The above resolution statements were approved and declared adopted on the 11th day of June 2026.

Date: June 11, 2026

Nichole Piland
Chair, Board of Directors

Jennifer Meckley
Superintendent