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

A. CALL TO ORDER/WELCOME/FLAG SALUTE— 6:00 p.m. District Office Board Room
   Liz Alperin
   Richard Borden
   Jerry Williams
   Michael Martin
   Russ McUne

B. BOARD REORGANIZATION
   1. Action: Election of Board Chair and Vice Chair for 2014-2015

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

D. GOOD NEWS
   1. Information: Preliminary Results from State Assessment

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

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

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

H. OPERATIONS
I. HUMAN RESOURCES

J. CONSENT AGENDA

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

K. BOARD OF EDUCATION TIME/DISCUSSION

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11</td>
<td>6:00 p.m.</td>
<td>District Office Board Room</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>October 9</td>
<td>6:00 p.m.</td>
<td>District Office Board Room</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>November 13</td>
<td>6:00 p.m.</td>
<td>District Office Board Room</td>
<td>Regular Board Meeting</td>
</tr>
<tr>
<td>December 11</td>
<td>6:00 p.m.</td>
<td>District Office Board Room</td>
<td>Regular Board Meeting</td>
</tr>
</tbody>
</table>

L. BOARD COMMUNICATION

M. SUPERINTENDENT COMMUNICATION

N. ADJOURN

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

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

"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."

Advancement Via Individual Determination

Information Session

(Enclosure E-1)
AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.
What is AVID?

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

(Enclosure E-1)
What is AVID?

A non-profit, college readiness system
A support structure for typically low-income, underserved students
For elementary through postsecondary grade levels
A schoolwide approach to rigorous curriculum
Professional development for educators
Where in the world is AVID?

2011 AVID
Around the Globe

Total AVID Sites 4,854

*Numbers as of 10/1/11

(Enclosure E-1)
AVID’s Mission

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

Ethnicity

- American Indian: 1%
- Multi-Racial or Other: 5%
- Asian or Pacific Islander: 7%
- African-American: 12%
- Caucasian: 55%
- Hispanic:

Parent's Highest Level of Education

- 4-Year College/University Degree: 11%
- Graduate Degree: 9%
- 2-Year College/University Degree: 6%
- Some College/University: 28%
- Some High School: 15%
- High School Graduate: 15%
- Less Than 8th Grade: 15%
- 8th Grade Graduate: 3%

69% qualify for free and reduced-price lunch

(Enclosure E-1)
The AVID Elective student profile

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

(AVVID®
Decades of College Dreams

(Enclosure E-1)
The AVID Elective student profile

Meets one or more of the following criteria:
- First to attend college
- Historically underserved in four-year colleges
- Low income
- Special circumstances

(Enclosure E-1)
The 11 Essentials

1. AVID student selection
2. Voluntary participation
3. AVID elective class offered during the school day
4. Rigorous course of study
5. Strong, relevant writing and reading curriculum
The 11 Essentials

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

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

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

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

Organization

Tools

- Binders
- Calendars, planners, agendas
- Graphic organizers

Methods

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

(Enclosure E-1)
Reading

- SQ5R (Survey, Question, Read, Record, Recite, Review, Reflect)
- KWL (What I Know; What to Learn; Learned)
- Reciprocal teaching
- "Think-alouds"
- Text structure
- Critical reading
**A sample week in the AVID Elective**

### Daily or Block Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVID</td>
<td>AVID Curriculum</td>
<td>Tutorials</td>
<td>AVID Curriculum</td>
<td>Tutorials</td>
<td>Binder Evaluation</td>
</tr>
<tr>
<td>Curriculum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Field Trips</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Media Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Speakers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Motivational Activities</td>
</tr>
<tr>
<td></td>
<td>Combination for</td>
<td></td>
<td>Combination for</td>
<td></td>
<td>(within block)</td>
</tr>
<tr>
<td></td>
<td>Block Schedule</td>
<td></td>
<td>block schedule</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Curriculum:**
- Writing
- College and Careers
- Strategies for Success
- Critical Reading

**Tutorials:**
- Collaborative Study Groups
- Writing Groups
- Socratic Seminars

(Enclosure E-1)
What is academic rigor?

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

Source: Teaching What Matters Most; Standards and Strategies for Raising Student Achievement, by Strong, Silver and Perini, ASCD, 2001
Rigorous curriculum is a greater factor in determining college graduation rates than class standing, standardized test scores, or grade point average.

Meeting the challenge

- Develop as readers and writers
- Develop deep content knowledge
- Know content specific strategies for reading, writing, thinking, and talking
- Develop habits, skills, and behaviors to use knowledge and skills
More than 30 years of success

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

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

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

Source: AVID Center Senior Data Collection System, 2010-2011
Percentages have been rounded to the nearest whole percent
Ethnic breakdown of AP® test-takers

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

AVID Senior Data Collection 2010-2011, AVID Seniors Taking an AP Course n = 26,407
COMPARATOR College Board AP Exams National Summary Report

(Enclosure E-1)
Our AVID Data

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

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

AVID Senior Data Collection 2010-2011, AVID CA n = 15522; AVID TX n = 3923; AVID NC n = 709; AVID IL n = 1307; AVID FL n = 1117


(Enclosure E-1)
AVID closes the achievement gap

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

Seniors Completing Four-Year College Entrance Requirements

- AVID U.S. - U.S. Overall

<table>
<thead>
<tr>
<th>Race</th>
<th>AVID U.S.</th>
<th>U.S. Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaska Native</td>
<td>84%</td>
<td>93%</td>
</tr>
<tr>
<td>Asian</td>
<td>84%</td>
<td>93%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>89%</td>
<td>89%</td>
</tr>
<tr>
<td>Filipino*</td>
<td>89%</td>
<td>89%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>39%</td>
<td>36%</td>
</tr>
<tr>
<td>White (not Hispanic)</td>
<td>39%</td>
<td>36%</td>
</tr>
<tr>
<td>Total</td>
<td>90%</td>
<td>90%</td>
</tr>
</tbody>
</table>


*(Filipino and Other not classified in Manhattan Institute study.)

National data represents the most current comprehensive data available.
Almost 3 out of 4 AVID graduates were accepted to a four-year college.
Eighth graders taking algebra

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

- AVID: 58%
- National: 39%

AVID General Data Collection 2010-2011, 8th graders enrolled in AVID, n = 65,835
COMPARATOR: National Center for Educational Statistics (NCES), Early Childhood Longitudinal Study, 2007
The Lebanon Community Schools Board of Directors resolves the following for the 2014-2015 School Year:

A. Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of $100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.

B. Chief Administrative Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as Chief Administrative Officer for the 2014-2015 fiscal year.

C. Deputy Clerk: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Linda Darling as Deputy Clerk for the 2014-2015 fiscal year.

D. Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess, and Linda Darling to be the custodian of funds and further authorize facsimile signature under ORS 328.441, ORS 328.445.

E. Authorization to Sign Payroll and Monthly Disbursements: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates, Robert Hess and/or Linda Darling to sign monthly disbursements and payroll.

F. Authorization to approve and pay all accounts payable: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess and/or Linda Darling to approve and pay all accounts payable within the limits of the adopted budget document. Licensed administrators may approve up to $250 purchase orders unless revoked by the Superintendent.

G. Budget Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess as budget officer for the 2014-2015 fiscal year.

H. Official Auditors: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Accuity, LLC as the official auditor for the 2014-2015 fiscal year district books.

I. Newspaper-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald and the Lebanon Express as the district newspaper-of-record for the 2014-2015 fiscal year.

(Enclosure F-1)
J. Insurance Agent-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record for the 2014-2015 fiscal year.

K. Attorney-of-Record: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Hungerford Law Firm as attorneys-of-record for all general education related legal services and the Oregon School Boards Association for collective bargaining services the 2014-2015 fiscal year.

L. Hearing Officer: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Robert Hess to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and, further designates Robert Hess or his designee to serve as the hearing officer on student records including expulsion hearings.

M. Authorization to Participate in Federal and State Programs: BE IT RESOLVED that Superintendent Robert Hess is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, ARRA, Carl Perkins Grant, other various grants through local, Linn/Benton ESD, Misc. State Grants and Misc. Federal Grants.

N. Regular Monthly Meetings: BE IT RESOLVED that the following meeting dates and time for the 2014-2015 fiscal year:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14, 2014</td>
<td>Reorganizational Meeting</td>
<td>District Office – Board Room</td>
</tr>
<tr>
<td>September 11, 2014</td>
<td>Regular Meeting</td>
<td>District Office – Board Room</td>
</tr>
<tr>
<td>October 9, 2014</td>
<td>Regular Meeting</td>
<td>District Office - Board Room</td>
</tr>
<tr>
<td>November 13, 2014</td>
<td>Regular Meeting</td>
<td>District Office – Board Room</td>
</tr>
<tr>
<td>December 11, 2014</td>
<td>Regular Meeting</td>
<td>District Office -- Board Room</td>
</tr>
<tr>
<td>January 8, 2015</td>
<td>Regular Meeting</td>
<td>District Office – Board Room</td>
</tr>
<tr>
<td>February 12, 2015</td>
<td>Regular Meeting</td>
<td>District Office – Board Room</td>
</tr>
<tr>
<td>March 12, 2015</td>
<td>Regular Meeting</td>
<td>District Office - Board Room</td>
</tr>
<tr>
<td>April 9, 2015</td>
<td>Regular Meeting</td>
<td>District Office - Board Room</td>
</tr>
<tr>
<td>April 23, 2015</td>
<td>Regular Meeting</td>
<td>District Office – Board Room</td>
</tr>
<tr>
<td>May 14, 2015</td>
<td>Regular Meeting</td>
<td>District Office - Board Room</td>
</tr>
</tbody>
</table>

(Enclosure F-1)
* Regular Board Meetings begin at 6:00 p.m.

O. Depository-of-Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby designate all FDIC Wells Fargo, Oregon State Treasury and Local Government Investment Pool.

P. Establish the Borrowing Limit for the Custodian of Funds: BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to $5,000,000.

Q. Approves short term loans between funds: BE IT RESOLVED that Linda Darling, Deputy Clerk/Director of Business Services is authorized to do short term loans between funds in order to pay district obligations.

R. Identify Confidential Employees: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Kathy Schurr, Susie Otta and Kim Collins as confidential employees and all directors and administrators, as individuals that are excluded from the bargaining units.

S. Reaffirm Lebanon School District as its own Local Contract Review Board (LCRB)

T. Alternative Education Programs: BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, LBCC Alternative Program, Community Services Consortium (CSC) and the Oregon I School school as alternative education programs.

U. The following designation of the 2013-2014 ending fund balances and revenues for specific uses in 2014-2015:
   a. Committed Fund Balances –
      i. The ending balance of each of the following funds is “Committed” in accordance with the purposes stated for each fund or program in the FY 2014-2015 adopted budget.
   b. Restricted Fund Balances –
      i. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
      ii. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.

   (Enclosure F-1)
iii. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.

c. Debt Service Funds -
   i. Funds are “Restricted” for the accumulation of resources and payment of principal and interest related to associated debt offerings.

Passed this 14 Day of August 2014.

Board Chair

Rob Hess, Superintendent
Policy Updates  
August 14, 2014  
1st Reading

Policies BBFA, BBFB, GBC, & GBC-AR –

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

Policy EEACA

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

Policies GBNA, GBNA-AR & GBN/JBA

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

Policies IK

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

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

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

(Enclosure F-2)
Policy ING-AR

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

Policy JGAB

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

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

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

I. Conflicts of Interest

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

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

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

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

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

---

1The term spouse includes domestic partner.
No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

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

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

**Potential Conflict of Interest**

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

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

**Actual Conflict of Interest**

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

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

**Class Exception**

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

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

1. “Gift” means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

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

3. “Member of the household” means any person who resides with the Board member.

Determining the Source of Gifts

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

Determining Legislative and Administrative Interest

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

Determining the Value of Gifts

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

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

4. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity.
For example, a person with a legislative or administrative interest buys a table for a charitable dinner at $100 per person. If the cost of the meal was $25 and the amount donated to charity was $75, the benefit conferred on the Board member is $25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

5. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
   a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
   b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
   c. The source calculates the actual amount spent on the Board member.

6. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.

7. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

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

Entertainment

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

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or

2. The Board member is acting in their official capacity for a ceremonial purpose.

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

Exceptions

The following are exceptions to the ethics rules on gifts:
3. Campaign contributions are not considered gifts under the ethics rules;

4. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules;

5. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;

6. Contributions made to a legal expense trust fund if certain requirements are met;

7. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:

   a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:

      (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

         (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

            i) The giver is a unit of a:

               a) Federal, state, or local government;
               b) An Oregon or federally recognized Native American Tribe; OR
               c) Nonprofit corporation.

      (b) The Board member is representing the district:

         i) On an officially sanctioned trade-promotion or fact-finding mission; OR
         ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Board.

   (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

8. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion;

   “Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;
9. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);

10. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;

11. A gift received by the Board member as part of the usual or customary practice of the Board member's private business, employment or position as a volunteer that bears no relationship to the Board member's holding of public office.

Honoraria

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

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

END OF POLICY

Legal Reference(s):

ORS 162.015 to -162.035
ORS 162.405 to -162.425
ORS 244.010 to -244.400
ORS 332.055
OAR 199-005-0003 to -199-020-0020

38 OR. ATTY. GEN, OP. 1995 (1978)
OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.
Board Member Ethics and Nepotism

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

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244;

2. This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position);

3. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

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

1. The Board member’s spouse1, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law;


Class Exception

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

1The term spouse includes domestic partner.
for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

ORS 244.010 to -244.400
ORS 659A.309

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

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.
School Bus Driver Examination and Training (Version 1)

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

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

END OF POLICY

Legal Reference(s):

ORS 659.840  ORS 807.038  OAR 581-053-0004
ORS 659A.300  ORS 820.110  OAR 581-053-0031
ORS 659A.306  ORS 820.120  OAR 581-053-0040
ORS Chapters 801, 802, 807, 809, 811  OAR 581-053-0002  OAR 581-053-0053
ORS 813  OAR 581-053-0003  OAR 581-053-0060

Staff Ethics

I. Conflict of Interest

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

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

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

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;

2. Any device, publication or any other item developed during the employee’s paid time shall be district property;

3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;

4. No district employee may serve as a Board or budget committee member in the district.

5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position’s responsibilities; nor will an employee use any district facilities, equipment or materials in performing outside work;

6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.
In order to avoid both potential and actual conflicts of interests, district employees must abide by the following rules when an employee’s relative or member of the household is seeking and/or holds a position with the district:

1. A district employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position;

2. A district employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee;

3. More than one member of an employee’s family may be hired as a regular district employee. In accordance with Oregon law, however, the district may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family. Employees who are members of the same family may not be assigned to work in the same building except by the superintendent’s approval.

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

1. The employee’s spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law;


II. Gifts

District employees must comply with the following rules involving gifts:

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

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

---

1The term spouse includes domestic partner.
2. "Relative":
   a. The employee’s spouse1, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law;

3. "Member of the household" means any person who resides with the employee.

Determining the Source of Gifts

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

Determining Legislative and Administrative Interest

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

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

Determining the Value of Gifts

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

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

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

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

4. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee’s meal or reception will use reasonable methods to determine the per person value...
or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;

b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or

c. The source calculates the actual amount spent on the employee.

5. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.

6. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

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

Entertainment

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

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

8. The employee is acting in their official capacity for a ceremonial purpose.

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

Exceptions

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

9. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules;

10. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
11. Food, lodging, and travel generally count toward the $50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:

a. Organized Planned Events. Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:

   (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the $50 aggregate amount IF:

      (a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND

         i) The giver is a unit of a:

            a) Federal, state, or local government;
            b) An Oregon or federally recognized Native American Tribe; OR
            c) Nonprofit corporation.

      (b) The employee is representing the district:

         i) On an officially sanctioned trade-promotion or fact-finding mission; OR
         ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the superintendent.

   (2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

12. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the district.

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

13. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);

14. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement;

15. A gift received by the employee as part of the usual or customary practice of the employee’s private business, employment or position as a volunteer that bears no relationship to the employee’s district employment;

16. Reasonable expenses paid to employee for accompanying students on an educational trip.
Honoraria

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

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

END OF POLICY

Legal Reference(s):
ORS 244.010 to 244.400
ORS 332.016
ORS 659A.309
OAR 199-005-0003 to -199-020-0020
OAR 584-020-0040
OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.
Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 163.190  ORS 166.155 to -166.165  ORS 659A.030
ORS 163.197(2)  ORS 332.072
ORS 166.065  ORS 332.107

Sexual Harassment

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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;

2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.
All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student’s parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

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

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

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

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

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

END OF POLICY
Legal Reference(s):
ORS 243.706  ORS 342.865  OAR 581-021-0038
ORS 342.700  ORS 659A.850  OAR 584-020-0040
ORS 342.704  ORS 659A.006  OAR 584-020-0041
ORS 342.708  ORS 659A.029
ORS 342.850  ORS 659A.030

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

**Selection Objectives**

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

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

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

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

**Selection Criteria**

All materials selected will be consistent with the following principles:

6. Materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served;
7. Materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
8. A background of information which will enable students to make intelligent judgments in their daily lives;

9. Materials on opposing sides of controversial issues, so that young citizens may develop, under guidance, the practice of analytical reading and thinking;

10. Materials representative of the many religious, ethnic and cultural groups, showing their contributions to our heritage.

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

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

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

END OF POLICY

Legal Reference(s):

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

Lebanon Community Schools

Academic Achievement**

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

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

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

1. Parents and students will be informed at least annually, of their student's progress to meet or exceed grade-level toward achieving the academic content standards, including but not limited to:
   a. Information on progress in each subject area to meet or exceed the academic content standards at the student's current grade level or course content level, including major goals used to determine the information;
   b. Specific evidence of student progress on the toward mastery of a continuum of academic knowledge and skills (academic content standards) of a subject area, upon request from a parent;
   c. [Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;]
   d. Student scores on all state and local assessments indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
   e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned, demonstration of extended application and demonstration of the Essential Skills.

2. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;

3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade. Behavior performance shall be reported separately;

4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;

Academic Achievement** - IK

1-2
5. When no grades are given but the student is evaluated in terms of progress, the school staff will also provide a realistic appraisal of the student’s standing in relation to his/her peers;

6. The staff will take particular care to explain to parents the meaning of marks and symbols used to reflect student performance.

END OF POLICY

Legal Reference(s):

ORS 107.154
ORS 329.485
ORS 343.295

OAR 581-021-0022
OAR 581-022-1660
OAR 581-022-1670
Use of Restraint and Seclusion

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

Definitions

1. “Physical restraint” means the restriction of a student’s movement by one or more persons holding the student or applying physical pressure upon the student. “Physical restraint” does not include touching or holding a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity. The definition of “physical restraint” does not include the use of mechanical, chemical or prone restraint of a student as these methods are prohibited by Oregon law.

2. “Seclusion” means the involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

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

3. “Serious bodily injury” means any significant impairment of the physical condition of a person, as determined by qualified medical personnel, whether self-inflicted or inflicted by someone else.

4. “Mechanical restraint” means a device used to restrict the movement of a student or the movement or normal function of a portion of the body of a student.

   Mechanical restraint does not include:
   a. A protective or stabilizing device ordered by a licensed physician; or
   b. A vehicle safety restraint when used as intended during the transport of a student in a moving vehicle.

5. “Chemical restraint” means a drug or medication that is used on a student to control behavior or restrict freedom of movement that has not been prescribed by a licensed health professional or other qualified health care professional acting under the professional’s scope of practice.

6. “Prone restraint” means a restraint in which a student is held face down on the floor.
The use of physical restraint and/or seclusion is only permitted as a part of a behavioral support plan when other less restrictive interventions would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to the student or others.

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

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

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

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

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

16. The total number of rooms available for use by the district for seclusion of a student and a description of the dimensions and design of the rooms.

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS 161.205  OAR 581-021-0061  OAR 581-021-0563
ORS 339.250  OAR 581-021-0550  OAR 581-021-0566
ORS 339.288  OAR 581-021-0553  OAR 581-021-0568
ORS 339.291  OAR 581-021-0556  OAR 581-021-0569
                 OAR 581-021-0559  OAR 581-021-0570
Sexual Harassment

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

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

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;

2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;

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

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one’s sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.
All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. A student may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

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

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

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

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

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

END OF POLICY
Legal Reference(s):

ORS 243.706 ORS 342.865 OAR 581-021-0038
ORS 342.700 ORS 659.850 OAR 584-020-0040
ORS 342.704 ORS 659A.006 OAR 584-020-0041
ORS 342.708 ORS 659A.029
ORS 342.850 ORS 659A.030

Staff Ethics

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

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

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

2. When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night’s stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official district business can only be used for district travel. If the employee’s spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).

3. Employees may not use personal credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.

4. Employees may not use discounts offered by private companies for the employee’s personal benefit if the discount is only offered because of the employee’s official position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, they cannot use the discount to purchase personal items. Teachers may use the discount to purchase items for district use. Employees can also accept

\(^1\)The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district fax machines. If the district established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.
the discount if it is also available to a substantial segment of the population who are not public officials.

5. Employees may accept free passes to district extracurricular events if they are attending these events in their official capacity (i.e., chaperoning, ticket sales or managing concession sales). In order to promote employee participation in extracurricular activities, the district may include free passes in employees’ official compensation packages or employees may be reimbursed by the district for the cost of admission.

6. The employee’s district position is not to be used to take official action that could have a financial impact on a private business with which, the employee, or a relative or member of the employee’s household are associated. For example, if the employee’s brother owns a pest-control business which is seeking a contract with the district, the employee must declare an actual conflict of interest in writing, describing the nature of the employee’s conflict, and provide this to the employee’s supervisor.

7. Confidential information gained as a district employee is not to be used to obtain a financial benefit for the employee, a relative or member of the public official’s household or a business with which any are associated. For example, the employee should not use the information that a student in his/her class is falling behind in math to provide the parents a referral to the employees’ sister’s tutoring business.

8. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the district, which can then distribute the compensation to the teachers as an element of their official compensation package.

9. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the district employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, district employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use district facilities for this purpose only if they comply with the district’s public use of facilities policy. It is not an ethics violation to accept reasonable expenses for accompanying students on an education trip.

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

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

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

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

Definitions

1. **“Third parties”** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

2. **“District”** includes district facilities, district premises and nondistrict property if the employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips, athletic events or where the employee is engaged in district business.

3. **“Hazing”** includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored work activity, work group or work assignment, grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student/staff); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

4. **“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability or sexual orientation.

5. **“Intimidation”** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin, or sexual orientation.

6. **“Cyberbullying”** means the use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses or is otherwise intended to harms,
insults or humiliates another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity.

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

Retaliation/False Charges

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

Complaint Procedures

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

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

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

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

Step 1 Any hazing, harassment, intimidation, bullying, menacing or acts of cyberbullying information (complaints, rumors, etc.) shall be presented to [the principal or superintendent]. Complaints against the principal shall be filed with the superintendent. Information may be presented anonymously. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3  If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant’s appeal within 10 working days.

Step 4  If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

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

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

Animals in District Facilities

Please provide the following information about the assistance service animal.

1. Parent/Staff and/or emergency contact information: ________________________

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

3. Insurance company insuring the assistance animal:
   - Attached proof of insurance: □ Received □ Not Received
   - Agent name and address:
   - Phone number:

4. Proof of current and proper vaccinations: □ Received □ Not Received

5. Is the assistance service animal required due to a disability? □ Yes □ No

6. Is the student/staff able to independently care for the assistance animal’s needs (i.e., bathroom, feeding, cleaning up messes, hygiene, etc.) □ Yes □ No

7. Describe the nature of the work or task the assistance service animal is trained, or is being trained to do or perform to meet the student’s/staff’s individual needs:

   ______________________________________________________
   ______________________________________________________

6/12/14 | RS

---

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

2 The district may request this information if the nature of the work or task the assistance animal is trained, or is being trained to do or perform, is not readily apparent.
Financial Report:
The 2014-2015 Financial Board report included in this Board packet reflects all of projected revenue and expenditures for 2013-2014 along with the budgeted and spent or encumbered amounts for 2014-2015. The projected Ending Fund Balance for 2013-2014 is $3,034,650. This figure will continue to change until audit in October. The amounts in 2014-2015 salaries and benefits will continue to change as employees are hired and all employees select new benefit plans during August and September.

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

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

<table>
<thead>
<tr>
<th></th>
<th>10/11 Actual</th>
<th>11/12 Actual</th>
<th>12/13 Actual</th>
<th>13/14 Project</th>
<th>14/15 Budget</th>
<th>8-4-14 YTD &amp; Enc</th>
<th>8-4-14 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSF Formula</td>
<td>27,355,256</td>
<td>28,932,900</td>
<td>30,017,096</td>
<td>32,957,400</td>
<td>34,260,000</td>
<td>4,373,019</td>
<td>29,886,981</td>
</tr>
<tr>
<td>SSF Adjustment</td>
<td>(279,025)</td>
<td>784,064</td>
<td>8,476</td>
<td>354,700</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>State Fiscal Stabilization Funds</td>
<td>446,624</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Federal Ed Jobs</td>
<td>810,332</td>
<td>11,974</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>School Year SubAccount</td>
<td>106,374</td>
<td>898,088</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Loan Receipts</td>
<td>-</td>
<td>119,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>60,225</td>
<td>62,615</td>
<td>59,860</td>
<td>55,000</td>
<td>40,000</td>
<td>3,099</td>
<td>36,901</td>
</tr>
<tr>
<td>Third Party Billing</td>
<td>31,868</td>
<td>31,047</td>
<td>50,472</td>
<td>35,600</td>
<td>70,000</td>
<td>1,285</td>
<td>68,715</td>
</tr>
<tr>
<td>TMR</td>
<td>161,370</td>
<td>187,235</td>
<td>176,000</td>
<td>189,000</td>
<td>175,000</td>
<td>-</td>
<td>175,000</td>
</tr>
<tr>
<td>JROTC</td>
<td>58,194</td>
<td>61,986</td>
<td>62,358</td>
<td>44,800</td>
<td>62,000</td>
<td>5,304</td>
<td>56,696</td>
</tr>
<tr>
<td>Other</td>
<td>368,102</td>
<td>360,139</td>
<td>422,445</td>
<td>471,900</td>
<td>380,400</td>
<td>331</td>
<td>380,669</td>
</tr>
<tr>
<td>Interfund Transfer</td>
<td>15,023</td>
<td>20,123</td>
<td>60,000</td>
<td>680,000</td>
<td>60,000</td>
<td>-</td>
<td>60,000</td>
</tr>
<tr>
<td>BFB</td>
<td>5,134,115</td>
<td>3,062,267</td>
<td>2,596,141</td>
<td>1,065,300</td>
<td>2,400,000</td>
<td>-</td>
<td>2,400,000</td>
</tr>
<tr>
<td>Total</td>
<td>34,311,536</td>
<td>34,531,437</td>
<td>33,452,848</td>
<td>35,853,700</td>
<td>37,447,400</td>
<td>4,383,039</td>
<td>33,064,361</td>
</tr>
</tbody>
</table>

### General Fund - Expenses

<table>
<thead>
<tr>
<th></th>
<th>10/11</th>
<th>11/12</th>
<th>12/13</th>
<th>13/14</th>
<th>14/15</th>
<th>8-4-14</th>
<th>8-4-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>15,683,004</td>
<td>15,883,359</td>
<td>16,090,527</td>
<td>15,946,650</td>
<td>16,420,371</td>
<td>13,728,918</td>
<td>2,691,453</td>
</tr>
<tr>
<td>Benefits</td>
<td>8,821,743</td>
<td>9,459,887</td>
<td>9,386,913</td>
<td>9,770,760</td>
<td>10,633,677</td>
<td>7,854,931</td>
<td>2,778,746</td>
</tr>
<tr>
<td>P. Services</td>
<td>4,006,894</td>
<td>4,076,037</td>
<td>4,635,958</td>
<td>4,811,950</td>
<td>5,744,516</td>
<td>1,075,744</td>
<td>4,666,774</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,016,745</td>
<td>1,376,729</td>
<td>1,165,368</td>
<td>1,120,700</td>
<td>1,420,884</td>
<td>663,202</td>
<td>757,682</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>21,093</td>
<td>16,030</td>
<td>23,301</td>
<td>-</td>
<td>30,000</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td>Other Objects</td>
<td>254,791</td>
<td>260,076</td>
<td>240,048</td>
<td>263,000</td>
<td>302,950</td>
<td>242,429</td>
<td>60,521</td>
</tr>
<tr>
<td>Transfers</td>
<td>1,328,000</td>
<td>663,180</td>
<td>1,093,860</td>
<td>906,000</td>
<td>1,945,000</td>
<td>-</td>
<td>1,945,000</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>560,000</td>
<td>-</td>
<td>560,000</td>
</tr>
<tr>
<td>Total</td>
<td>31,130,269</td>
<td>31,935,297</td>
<td>32,634,975</td>
<td>32,819,050</td>
<td>37,447,400</td>
<td>23,565,223</td>
<td>13,882,177</td>
</tr>
</tbody>
</table>

Projected Ending Fund Balance: 3,034,650

---

(Enclosure G-1)
## 2014-2015 General Fund Revenue Report

<table>
<thead>
<tr>
<th></th>
<th>10/11 Actual</th>
<th>11/12 Actual</th>
<th>12/13 Actual</th>
<th>13/14 Project</th>
<th>14/15 Budget</th>
<th>8-4-14 YTD</th>
<th>8-4-14 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SSF Formula</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td>7,365,068</td>
<td>7,533,685</td>
<td>7,841,946</td>
<td>7,850,000</td>
<td>7,830,000</td>
<td></td>
<td>7,830,000</td>
</tr>
<tr>
<td>Federal Forest Fees</td>
<td>375,840</td>
<td>233,611</td>
<td>226,617</td>
<td>270,200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common School</td>
<td>310,174</td>
<td>325,406</td>
<td>346,692</td>
<td>390,700</td>
<td>370,000</td>
<td></td>
<td>370,000</td>
</tr>
<tr>
<td>State Timber</td>
<td>100,621</td>
<td>27,968</td>
<td>53,044</td>
<td>211,000</td>
<td>100,000</td>
<td></td>
<td>100,000</td>
</tr>
<tr>
<td>School Support Fund</td>
<td>19,203,553</td>
<td>20,812,230</td>
<td>21,546,797</td>
<td>24,235,500</td>
<td>25,960,000</td>
<td>4,373,019</td>
<td>21,586,981</td>
</tr>
<tr>
<td><strong>Adjustments to SSF Payments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adj for HC Disability Grant</td>
<td>(620)</td>
<td>10,520</td>
<td>8,476</td>
<td>44,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adj for 09/10 payment</td>
<td>(278,405)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adj for 10/11 payment</td>
<td>773,544</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adj for 11/12 payment</td>
<td>329,004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adj for 12/13 payment</td>
<td></td>
<td>310,100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Fiscal Stabilization Fund</td>
<td>446,624</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Ed Jobs</td>
<td>810,332</td>
<td>11,974</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Year SubAccount</td>
<td>106,374</td>
<td>898,088</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total SSF Formula</strong></td>
<td>28,439,562</td>
<td>30,627,026</td>
<td>30,354,576</td>
<td>33,312,100</td>
<td>34,260,000</td>
<td>4,373,019</td>
<td>29,886,981</td>
</tr>
<tr>
<td><strong>Loan Receipts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest of Investments</td>
<td>60,225</td>
<td>62,615</td>
<td>59,860</td>
<td>55,000</td>
<td>40,000</td>
<td>3,099</td>
<td>36,901</td>
</tr>
<tr>
<td>Third Party billing - Medicaid</td>
<td>31,966</td>
<td>31,047</td>
<td>50,472</td>
<td>35,600</td>
<td>70,000</td>
<td>1,285</td>
<td>68,715</td>
</tr>
<tr>
<td>TMR</td>
<td>161,370</td>
<td>187,235</td>
<td>176,000</td>
<td>189,000</td>
<td>175,000</td>
<td></td>
<td>175,000</td>
</tr>
<tr>
<td>JROTC reimbursement</td>
<td>56,194</td>
<td>61,985</td>
<td>62,358</td>
<td>44,800</td>
<td>52,000</td>
<td>5,304</td>
<td>56,696</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor School</td>
<td></td>
<td>2,641</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Fees</td>
<td>22,068</td>
<td>23,055</td>
<td>24,695</td>
<td>25,000</td>
<td>22,000</td>
<td>230</td>
<td>21,770</td>
</tr>
<tr>
<td>Fees Charged to Grants</td>
<td>66,021</td>
<td>36,491</td>
<td>53,440</td>
<td>5,000</td>
<td>50,000</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>217,139</td>
<td>243,065</td>
<td>278,595</td>
<td>370,000</td>
<td>233,400</td>
<td>101</td>
<td>233,299</td>
</tr>
<tr>
<td>E-Rate reimbursement</td>
<td>62,875</td>
<td>54,886</td>
<td>65,715</td>
<td>71,900</td>
<td>75,000</td>
<td></td>
<td>75,000</td>
</tr>
<tr>
<td>Interfund Transfer - Athletics</td>
<td>60,000</td>
<td>20,123</td>
<td>60,000</td>
<td>680,000</td>
<td>60,000</td>
<td></td>
<td>60,000</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>5,134,115</td>
<td>3,062,267</td>
<td>2,596,141</td>
<td>1,065,300</td>
<td>2,400,000</td>
<td></td>
<td>2,400,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>34,311,536</td>
<td>34,531,437</td>
<td>33,781,852</td>
<td>35,853,700</td>
<td>37,447,400</td>
<td>4,383,039</td>
<td>33,064,361</td>
</tr>
</tbody>
</table>

*Note: (Enclosure G-1)*
### 2014-2015 General Fund Expenditure Report

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>10/11 Actual</th>
<th>11/12 Actual</th>
<th>12/13 Actual</th>
<th>13/14 Project</th>
<th>8-4-14 Adopted</th>
<th>8-4-14 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>Certified salaries</td>
<td>9,630,593</td>
<td>9,660,974</td>
<td>9,691,110</td>
<td>9,311,000</td>
<td>8,197,386</td>
<td>1,434,762</td>
</tr>
<tr>
<td>112</td>
<td>Classified salaries</td>
<td>3,390,242</td>
<td>3,400,585</td>
<td>3,570,418</td>
<td>3,821,700</td>
<td>3,554,213</td>
<td>431,592</td>
</tr>
<tr>
<td>113</td>
<td>Administrative salaries</td>
<td>1,243,817</td>
<td>1,403,982</td>
<td>1,356,839</td>
<td>1,410,000</td>
<td>1,378,758</td>
<td>4,403</td>
</tr>
<tr>
<td>114</td>
<td>Managerial - classified</td>
<td>240,110</td>
<td>201,463</td>
<td>124,134</td>
<td>92,500</td>
<td>94,714</td>
<td>83,821</td>
</tr>
<tr>
<td>116</td>
<td>Retirement stipends</td>
<td>176,948</td>
<td>112,059</td>
<td>98,358</td>
<td>99,000</td>
<td>7,570</td>
<td>68,053 (623)</td>
</tr>
<tr>
<td>118</td>
<td>Retirement Support Program</td>
<td>-</td>
<td>159,600</td>
<td>159,600</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>119</td>
<td>Confidential salaries</td>
<td>141,433</td>
<td>144,538</td>
<td>146,195</td>
<td>126,800</td>
<td>130,223</td>
<td>5,079</td>
</tr>
<tr>
<td>121</td>
<td>Certified subs</td>
<td>344,129</td>
<td>314,409</td>
<td>337,851</td>
<td>364,600</td>
<td>329,071</td>
<td>329,071</td>
</tr>
<tr>
<td>122</td>
<td>Classified subs</td>
<td>136,414</td>
<td>100,730</td>
<td>109,047</td>
<td>147,500</td>
<td>92,000</td>
<td>92,000</td>
</tr>
<tr>
<td>123</td>
<td>Temp certified</td>
<td>61,837</td>
<td>71,639</td>
<td>51,529</td>
<td>61,600</td>
<td>57,500</td>
<td>57,500</td>
</tr>
<tr>
<td>124</td>
<td>Temp classified</td>
<td>-</td>
<td>3,800</td>
<td>-</td>
<td>-</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>127</td>
<td>Student helpers salaries</td>
<td>2,820</td>
<td>3,405</td>
<td>2,884</td>
<td>12,400</td>
<td>2,188</td>
<td>3,812</td>
</tr>
<tr>
<td>131</td>
<td>Overtime</td>
<td>18,882</td>
<td>15,248</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>133</td>
<td>Extra duty</td>
<td>124,409</td>
<td>113,359</td>
<td>174,502</td>
<td>149,500</td>
<td>207,480</td>
<td>29,667 141,529</td>
</tr>
<tr>
<td>134</td>
<td>Classified extra hrs</td>
<td>96,860</td>
<td>111,939</td>
<td>127,482</td>
<td>123,500</td>
<td>135,000</td>
<td>4,374 130,626</td>
</tr>
<tr>
<td>135</td>
<td>Vacation Payoff</td>
<td>15,667</td>
<td>18,341</td>
<td>31,234</td>
<td>17,400</td>
<td>13,400</td>
<td>-</td>
</tr>
<tr>
<td>136</td>
<td>Mentor teacher pay</td>
<td>15,374</td>
<td>3,456</td>
<td>-</td>
<td>-</td>
<td>13,400</td>
<td>13,400</td>
</tr>
<tr>
<td>137</td>
<td>Personal Leave Payout</td>
<td>24,560</td>
<td>26,297</td>
<td>25,750</td>
<td>22,100</td>
<td>25,560</td>
<td>25,485</td>
</tr>
<tr>
<td>138</td>
<td>Department Head Extra Duty</td>
<td>4,675</td>
<td>6,810</td>
<td>2,300</td>
<td>2,100</td>
<td>6,000</td>
<td>-</td>
</tr>
<tr>
<td>140</td>
<td>Salary Settlements</td>
<td>-</td>
<td>-</td>
<td>64,867</td>
<td>-</td>
<td>6,000</td>
<td>-</td>
</tr>
<tr>
<td>142</td>
<td>Taxable Meal Reimbursement</td>
<td>-</td>
<td>1,398</td>
<td>667</td>
<td>350</td>
<td>1,400</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>Total Salaries</strong></td>
<td><strong>15,683,004</strong></td>
<td><strong>15,883,359</strong></td>
<td><strong>16,090,527</strong></td>
<td><strong>15,946,850</strong></td>
<td><strong>16,420,371</strong></td>
<td><strong>13,427,593</strong></td>
</tr>
<tr>
<td>210</td>
<td>PERS</td>
<td>2,943,902</td>
<td>3,660,522</td>
<td>3,650,098</td>
<td>3,955,400</td>
<td>3,483,073</td>
<td>813,194</td>
</tr>
<tr>
<td>220</td>
<td>Social Security</td>
<td>1,114,668</td>
<td>1,162,516</td>
<td>1,144,609</td>
<td>1,183,500</td>
<td>989,698</td>
<td>232,726</td>
</tr>
<tr>
<td>231</td>
<td>Worker's Comp</td>
<td>125,923</td>
<td>115,962</td>
<td>137,247</td>
<td>140,000</td>
<td>124,038</td>
<td>22,614</td>
</tr>
<tr>
<td>241</td>
<td>Employee Ins - Admin</td>
<td>158,787</td>
<td>164,096</td>
<td>163,789</td>
<td>168,850</td>
<td>166,353</td>
<td>18,372</td>
</tr>
<tr>
<td>242</td>
<td>Employee Ins - Certified</td>
<td>2,122,439</td>
<td>2,043,638</td>
<td>2,038,405</td>
<td>2,146,000</td>
<td>2,412,541</td>
<td>1,411,732</td>
</tr>
<tr>
<td>243</td>
<td>Employee Ins - Classified</td>
<td>1,446,732</td>
<td>1,457,700</td>
<td>1,601,683</td>
<td>1,721,400</td>
<td>1,805,454</td>
<td>1,559,034</td>
</tr>
<tr>
<td>244</td>
<td>Employee Ins - Other</td>
<td>28,402</td>
<td>29,739</td>
<td>31,766</td>
<td>20,600</td>
<td>22,820</td>
<td>18,931</td>
</tr>
<tr>
<td>245</td>
<td>Employee Ins - Retired</td>
<td>653,832</td>
<td>623,207</td>
<td>472,809</td>
<td>386,200</td>
<td>340,000</td>
<td>25,786</td>
</tr>
<tr>
<td>246</td>
<td>Classified Insurance Pool</td>
<td>152,008</td>
<td>123,906</td>
<td>4,979</td>
<td>-</td>
<td>1,350</td>
<td>42,912</td>
</tr>
<tr>
<td>247</td>
<td>TSA</td>
<td>48,031</td>
<td>48,601</td>
<td>50,530</td>
<td>48,000</td>
<td>48,399</td>
<td>49,399</td>
</tr>
<tr>
<td></td>
<td><strong>Total Benefits</strong></td>
<td><strong>8,821,743</strong></td>
<td><strong>9,459,887</strong></td>
<td><strong>9,385,913</strong></td>
<td><strong>9,770,750</strong></td>
<td><strong>10,633,677</strong></td>
<td><strong>7,683,767</strong></td>
</tr>
</tbody>
</table>

(Enclosure G-1)
## 2014-2015 General Fund Expenditure Report

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>10/11 Actual</th>
<th>11/12 Actual</th>
<th>12/13 Actual</th>
<th>13/14 Project</th>
<th>Adopted</th>
<th>8-4-14 Budget</th>
<th>8-4-14 YTD</th>
<th>8-4-14 Encumb</th>
<th>8-4-14 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>311</td>
<td>Instructional Services</td>
<td>2,375</td>
<td>466</td>
<td>300</td>
<td>70,000</td>
<td>800</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>800</td>
</tr>
<tr>
<td>312</td>
<td>Instr Prag Improve Service</td>
<td>10,335</td>
<td>329</td>
<td>8,800</td>
<td>20,000</td>
<td>32,000</td>
<td>9,200</td>
<td>-</td>
<td>-</td>
<td>22,800</td>
</tr>
<tr>
<td>319</td>
<td>Other Instr-Prof-Tech SVCS</td>
<td>2,952</td>
<td>4,988</td>
<td>20,884</td>
<td>15,000</td>
<td>16,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>16,500</td>
</tr>
<tr>
<td>322</td>
<td>Repairs &amp; Maintenance</td>
<td>113,533</td>
<td>101,144</td>
<td>87,245</td>
<td>110,000</td>
<td>98,250</td>
<td>13,257</td>
<td>52,728</td>
<td>32,265</td>
<td></td>
</tr>
<tr>
<td>323</td>
<td>Radio Service</td>
<td>5,202</td>
<td>2,441</td>
<td>1,188</td>
<td>2,000</td>
<td>2,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,500</td>
</tr>
<tr>
<td>324</td>
<td>Rentals</td>
<td>119,548</td>
<td>94,807</td>
<td>137,321</td>
<td>132,000</td>
<td>150,650</td>
<td>16,648</td>
<td>106,002</td>
<td>28,000</td>
<td></td>
</tr>
<tr>
<td>325</td>
<td>Electricity</td>
<td>368,160</td>
<td>403,126</td>
<td>414,837</td>
<td>450,000</td>
<td>455,980</td>
<td>29,141</td>
<td>-</td>
<td>-</td>
<td>426,839</td>
</tr>
<tr>
<td>326</td>
<td>Fuel</td>
<td>208,808</td>
<td>198,605</td>
<td>159,642</td>
<td>200,000</td>
<td>226,000</td>
<td>2,608</td>
<td>-</td>
<td>-</td>
<td>223,392</td>
</tr>
<tr>
<td>327</td>
<td>Water &amp; Sewer</td>
<td>94,849</td>
<td>101,759</td>
<td>130,496</td>
<td>115,000</td>
<td>94,800</td>
<td>202</td>
<td>-</td>
<td>-</td>
<td>145,300</td>
</tr>
<tr>
<td>328</td>
<td>Garbage</td>
<td>82,994</td>
<td>81,112</td>
<td>82,910</td>
<td>78,000</td>
<td>94,600</td>
<td>5,500</td>
<td>-</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>329</td>
<td>Other Property Services</td>
<td>5,823</td>
<td>4,124</td>
<td>675</td>
<td>700</td>
<td>5,500</td>
<td>2,500</td>
<td>2,500</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>330</td>
<td>Reimb. Student Transportation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>340</td>
<td>Travel</td>
<td>67,079</td>
<td>75,073</td>
<td>62,436</td>
<td>65,300</td>
<td>166,350</td>
<td>6,480</td>
<td>3,540</td>
<td>156,330</td>
<td></td>
</tr>
<tr>
<td>343</td>
<td>Travel - Student - Out of Dist.</td>
<td>-</td>
<td>-</td>
<td>101</td>
<td>1,700</td>
<td>1,500</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td>346</td>
<td>Meals/Transportation</td>
<td>1,819</td>
<td>285</td>
<td>228</td>
<td>150</td>
<td>500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500</td>
</tr>
<tr>
<td>348</td>
<td>Staff Tuition</td>
<td>14,452</td>
<td>9,821</td>
<td>15,033</td>
<td>30,000</td>
<td>28,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>28,000</td>
</tr>
<tr>
<td>351</td>
<td>Telephone</td>
<td>51,898</td>
<td>54,376</td>
<td>66,659</td>
<td>67,100</td>
<td>75,500</td>
<td>874</td>
<td>-</td>
<td>-</td>
<td>74,826</td>
</tr>
<tr>
<td>353</td>
<td>Postage</td>
<td>24,416</td>
<td>20,143</td>
<td>17,610</td>
<td>26,000</td>
<td>28,450</td>
<td>3,545</td>
<td>-</td>
<td>-</td>
<td>24,905</td>
</tr>
<tr>
<td>354</td>
<td>Advertising</td>
<td>6,763</td>
<td>2,147</td>
<td>1,316</td>
<td>1,900</td>
<td>2,800</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,800</td>
</tr>
<tr>
<td>355</td>
<td>Printing &amp; Binding</td>
<td>24,823</td>
<td>22,633</td>
<td>14,735</td>
<td>14,000</td>
<td>30,838</td>
<td>-</td>
<td>5,878</td>
<td>24,861</td>
<td></td>
</tr>
<tr>
<td>360</td>
<td>Charter School Payments</td>
<td>1,421,285</td>
<td>1,666,152</td>
<td>1,800,976</td>
<td>1,985,000</td>
<td>2,304,000</td>
<td>387,046</td>
<td>-</td>
<td>1,916,954</td>
<td>-</td>
</tr>
<tr>
<td>362</td>
<td>Insurance Reimbursement</td>
<td>87</td>
<td>386</td>
<td>643</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>371</td>
<td>Tuitions Payments to Other Dist.</td>
<td>16,345</td>
<td>-</td>
<td>32,878</td>
<td>38,000</td>
<td>175,000</td>
<td>-</td>
<td>-</td>
<td>175,000</td>
<td>-</td>
</tr>
<tr>
<td>373</td>
<td>Tuition Pay Private School</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>374</td>
<td>Other Tuition</td>
<td>611,940</td>
<td>471,836</td>
<td>906,502</td>
<td>755,000</td>
<td>865,000</td>
<td>-</td>
<td>44,000</td>
<td>821,000</td>
<td></td>
</tr>
<tr>
<td>381</td>
<td>Audit Services</td>
<td>30,140</td>
<td>25,800</td>
<td>21,950</td>
<td>27,200</td>
<td>35,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>35,000</td>
</tr>
<tr>
<td>382</td>
<td>Legal Services</td>
<td>9,295</td>
<td>6,265</td>
<td>6,776</td>
<td>10,000</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>24,824</td>
</tr>
<tr>
<td>384</td>
<td>Negotiation Services</td>
<td>-</td>
<td>2,444</td>
<td>5,449</td>
<td>14,400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>385</td>
<td>Management Services</td>
<td>9,038</td>
<td>3,700</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>386</td>
<td>Data Processing SVCS</td>
<td>88,244</td>
<td>122,699</td>
<td>53,576</td>
<td>60,000</td>
<td>100,500</td>
<td>4,581</td>
<td>6,120</td>
<td>89,799</td>
<td></td>
</tr>
<tr>
<td>387</td>
<td>Statistical Services</td>
<td>-</td>
<td>6,300</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>388</td>
<td>Election Services</td>
<td>7,014</td>
<td>-</td>
<td>6,410</td>
<td>-</td>
<td>10,000</td>
<td>-</td>
<td>-</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>389</td>
<td>Other Non_instr Pro/Tech</td>
<td>572,801</td>
<td>571,302</td>
<td>543,914</td>
<td>515,000</td>
<td>517,300</td>
<td>7,851</td>
<td>373,366</td>
<td>236,083</td>
<td></td>
</tr>
<tr>
<td>391</td>
<td>Physical Exams - Drivers</td>
<td>2,510</td>
<td>2,530</td>
<td>2,540</td>
<td>2,200</td>
<td>3,700</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,700</td>
</tr>
<tr>
<td>392</td>
<td>Drug Tests Drivers</td>
<td>2,345</td>
<td>2,576</td>
<td>1,535</td>
<td>1,200</td>
<td>3,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>393</td>
<td>Child Care Services</td>
<td>21,000</td>
<td>18,900</td>
<td>22,000</td>
<td>22,000</td>
<td>25,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>25,000</td>
</tr>
<tr>
<td>394</td>
<td>Sub calling service</td>
<td>6,383</td>
<td>5,132</td>
<td>5,464</td>
<td>5,500</td>
<td>6,400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,400</td>
</tr>
<tr>
<td>396</td>
<td>Criminal History checks</td>
<td>110</td>
<td>181</td>
<td>1,440</td>
<td>3,200</td>
<td>2,000</td>
<td>-</td>
<td>-</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>398</td>
<td>Fingerprinting</td>
<td>1,823</td>
<td>986</td>
<td>400</td>
<td>200</td>
<td>3,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,000</td>
</tr>
</tbody>
</table>

Total P. Services | 4,006,894 | 4,076,037 | 4,635,958 | 4,811,950 | 5,744,518 | 481,434 | 594,310 | 4,668,774 |

(Enclosure G-1)
## 2014-2015 General Fund Expenditure Report

<table>
<thead>
<tr>
<th>Obj</th>
<th>Description</th>
<th>10/11 Actual</th>
<th>11/12 Actual</th>
<th>12/13 Actual</th>
<th>13/14 Project</th>
<th>14/15 Adopted</th>
<th>8-4-14 Budget</th>
<th>YTD</th>
<th>Encumb</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>406</td>
<td>Gas Oil &amp; Lubricants</td>
<td>171,711</td>
<td>196,328</td>
<td>202,584</td>
<td>190,000</td>
<td>237,400</td>
<td>100</td>
<td>207,400</td>
<td></td>
<td>29,900</td>
</tr>
<tr>
<td>410</td>
<td>Supplies &amp; Materials</td>
<td>376,582</td>
<td>314,876</td>
<td>359,680</td>
<td>350,000</td>
<td>409,460</td>
<td>7,720</td>
<td>15,291</td>
<td></td>
<td>386,479</td>
</tr>
<tr>
<td>413</td>
<td>Vehicle repair parts</td>
<td>37,483</td>
<td>47,675</td>
<td>41,968</td>
<td>54,900</td>
<td>60,500</td>
<td>1,508</td>
<td>33,500</td>
<td></td>
<td>25,492</td>
</tr>
<tr>
<td>414</td>
<td>Transportation operations</td>
<td>11,055</td>
<td>5,025</td>
<td>4,379</td>
<td>5,300</td>
<td>5,000</td>
<td>193</td>
<td>4,000</td>
<td></td>
<td>807</td>
</tr>
<tr>
<td>420</td>
<td>Textbooks</td>
<td>88,883</td>
<td>240,848</td>
<td>120,737</td>
<td>174,000</td>
<td>138,000</td>
<td>14,323</td>
<td>58,452</td>
<td></td>
<td>65,225</td>
</tr>
<tr>
<td>430</td>
<td>Library Books</td>
<td>11,442</td>
<td>11,506</td>
<td>10,819</td>
<td>6,700</td>
<td>12,700</td>
<td>-</td>
<td>-</td>
<td></td>
<td>12,700</td>
</tr>
<tr>
<td>440</td>
<td>Periodicals</td>
<td>4,649</td>
<td>2,964</td>
<td>4,440</td>
<td>3,800</td>
<td>5,230</td>
<td>24</td>
<td>733</td>
<td></td>
<td>4,473</td>
</tr>
<tr>
<td>460</td>
<td>Equipment under 5K</td>
<td>87,600</td>
<td>187,151</td>
<td>141,047</td>
<td>123,000</td>
<td>198,280</td>
<td>8,907</td>
<td>5,391</td>
<td></td>
<td>183,992</td>
</tr>
<tr>
<td>470</td>
<td>Computer software</td>
<td>99,921</td>
<td>143,181</td>
<td>118,839</td>
<td>140,000</td>
<td>184,602</td>
<td>77,580</td>
<td>19,778</td>
<td></td>
<td>87,244</td>
</tr>
<tr>
<td>480</td>
<td>Computer hardware</td>
<td>117,621</td>
<td>247,175</td>
<td>160,675</td>
<td>73,000</td>
<td>169,672</td>
<td>161,803</td>
<td>46,499</td>
<td>(38,630)</td>
<td></td>
</tr>
</tbody>
</table>

### Total Supplies & Materials
- 1,016,745
- 1,376,729
- 1,166,368
- 1,120,700
- 1,420,884
- 272,157
- 391,044
- 757,682

| 540 | Equipment                        | 21,093      | 16,030      | 23,301      | -            | 30,000       | -            | 30,000 | 30,000 |

### Total Capital Outlay
- 21,093
- 16,030
- 23,301
- 0
- 30,000
- 0
- 30,000

| 621 | Regular Interest                | -           | -           | -           | -            | 500          | -            | -     | 500    |
| 640 | Dues & Fees                     | 60,148      | 73,723      | 50,998      | 52,000       | 68,850       | 9,284        | 15,932 | 43,634 |
| 650 | Insurance & Judgments           | 189,443     | 171,353     | 189,050     | 211,000      | 233,600      | 217,213      | -     | 16,367 |
| 659 | Settlements                     | 5,200       | 10,000      | -           | -            | -            | -            | -     | -      |

### Total Other Objects
- 254,791
- 260,076
- 240,048
- 263,000
- 302,950
- 226,497
- 15,932
- 60,521

| 710 | Transfer - Technology           | 80,000      | 50,000      | 50,000      | 50,000       | 175,000      | -            | -     | 175,000| |
| 711 | Transfer - Classroom Furniture  | -           | -           | -           | -            | 50,000       | -            | 50,000 | -      |
| 712 | Transfer - Textbook Adoption    | 120,000     | 128,000     | 200,000     | 50,000       | 350,000      | -            | -     | 350,000| |
| 713 | Transfer - Capital Improvement  | 300,000     | -           | 200,000     | 150,000      | 225,000      | -            | -     | 225,000| |
| 714 | Transfer - Track and Turf Fund  | -           | 100,000     | 100,000     | 100,000      | 110,000      | -            | -     | 110,000| |
| 715 | Transfer - Athletic Fund        | 320,000     | 336,000     | 336,000     | 336,000      | 365,000      | -            | -     | 365,000| |
| 716 | Transfer - Bus Replacement      | 108,000     | 150,000     | 150,000     | 150,000      | 250,000      | -            | -     | 250,000| |
| 717 | Transfer - Unemploy Ins         | 100,000     | 20,000      | -           | 50,000       | 25,000       | -            | -     | 25,000 |
| 718 | Transfer - OHC Fund             | -           | -           | -           | -            | -            | -            | -     | -      |
| 719 | Transfer - Food Service         | 18,000      | 17,180      | 17,860      | 20,000       | 236,000      | -            | -     | 236,000| |
| 730 | Transfer - Debt Service         | -           | 56,000      | 30,000      | -            | -            | -            | -     | -      |
| 731 | Transfer - Academic Achiever    | -           | 10,000      | -           | -            | 10,000       | -            | -     | 10,000 |

### Total Transfers
- 1,326,000
- 863,180
- 1,093,860
- 906,000
- 1,945,000
- -
- 1,945,000

| 810 | Reserve/Contingency             | -           | -           | -           | -            | 950,000      | -            | -     | 950,000| |

### Grand Total
- 31,130,268
- 31,935,297
- 32,634,975
- 32,819,050
- 37,447,400
- 1,452,577
- 22,112,646
- 13,882,177

---

(Enclosure G-1)
## All Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>10/11 Actual</th>
<th>11/12 Actual</th>
<th>12/13 Actual</th>
<th>13/14 Project</th>
<th>13/14 Project EFB</th>
<th>14/15 Adopted Budget</th>
<th>8-4-14 Y-T-D</th>
<th>8-4-14 Encumb</th>
<th>8-4-14 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>General Fund</td>
<td>31,130,269</td>
<td>31,935,297</td>
<td>32,634,975</td>
<td>32,819,050</td>
<td>3,034,650</td>
<td>37,447,400</td>
<td>1,452,577</td>
<td>22,112,646</td>
<td>13,882,177</td>
</tr>
<tr>
<td>200</td>
<td>Grant Funds</td>
<td>3,082,381</td>
<td>2,692,584</td>
<td>3,903,906</td>
<td>2,675,000</td>
<td>167,000</td>
<td>5,200,000</td>
<td>59,304</td>
<td>1,685,011</td>
<td>3,455,085</td>
</tr>
<tr>
<td>205</td>
<td>Senate Bill 1149</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>117,980</td>
<td>185,000</td>
<td>-</td>
<td>-</td>
<td>185,000</td>
</tr>
<tr>
<td>212</td>
<td>Academic Achievement</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,500</td>
<td>8,650</td>
<td>30,150</td>
<td>-</td>
<td>-</td>
<td>30,150</td>
</tr>
<tr>
<td>230</td>
<td>Bus Replacement</td>
<td>-</td>
<td>-</td>
<td>452,440</td>
<td>-</td>
<td>155,820</td>
<td>423,620</td>
<td>-</td>
<td>-</td>
<td>423,620</td>
</tr>
<tr>
<td>232</td>
<td>Classroom Furniture</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>53,000</td>
<td>1,429</td>
<td>51,571</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>240</td>
<td>Textbook Adoption</td>
<td>123,755</td>
<td>58,948</td>
<td>180,885</td>
<td>107,420</td>
<td>79,090</td>
<td>404,110</td>
<td>-</td>
<td>-</td>
<td>404,110</td>
</tr>
<tr>
<td>272</td>
<td>Capital Improvements</td>
<td>75,154</td>
<td>473,040</td>
<td>1,164,624</td>
<td>320,000</td>
<td>59,540</td>
<td>325,000</td>
<td>131,235</td>
<td>96,641</td>
<td>97,124</td>
</tr>
<tr>
<td>274</td>
<td>Technology</td>
<td>80,000</td>
<td>-</td>
<td>76,157</td>
<td>52,800</td>
<td>20,950</td>
<td>217,000</td>
<td>-</td>
<td>-</td>
<td>217,000</td>
</tr>
<tr>
<td>277</td>
<td>Track and Turf Replacement</td>
<td>90,986</td>
<td>564,979</td>
<td>-</td>
<td>100,000</td>
<td>27,360</td>
<td>180,000</td>
<td>-</td>
<td>-</td>
<td>180,000</td>
</tr>
<tr>
<td>279</td>
<td>Student Activity</td>
<td>520,623</td>
<td>503,023</td>
<td>550,340</td>
<td>600,000</td>
<td>435,000</td>
<td>1,100,000</td>
<td>8,966</td>
<td>26,144</td>
<td>1,064,890</td>
</tr>
<tr>
<td>288</td>
<td>High School Athletics</td>
<td>452,947</td>
<td>409,536</td>
<td>439,681</td>
<td>455,500</td>
<td>60,000</td>
<td>517,000</td>
<td>10,756</td>
<td>41,202</td>
<td>465,042</td>
</tr>
<tr>
<td>296</td>
<td>Nutrition Services</td>
<td>1,721,064</td>
<td>1,828,382</td>
<td>1,948,080</td>
<td>1,595,000</td>
<td>160,000</td>
<td>1,918,300</td>
<td>31,191</td>
<td>876,821</td>
<td>1,010,288</td>
</tr>
<tr>
<td>299</td>
<td>PERS Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>630,000</td>
<td>-</td>
<td>150,000</td>
<td>-</td>
<td>-</td>
<td>150,000</td>
</tr>
<tr>
<td>300</td>
<td>Debt Service</td>
<td>32,109,239</td>
<td>3,314,370</td>
<td>3,276,831</td>
<td>3,359,330</td>
<td>109,000</td>
<td>3,442,482</td>
<td>-</td>
<td>-</td>
<td>3,442,482</td>
</tr>
<tr>
<td>310</td>
<td>Debt Service / SB 1149</td>
<td>61,016</td>
<td>61,016</td>
<td>-</td>
<td>5,150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>601</td>
<td>Unemployment</td>
<td>55,462</td>
<td>36,285</td>
<td>47,106</td>
<td>37,200</td>
<td>100,000</td>
<td>125,000</td>
<td>350</td>
<td>-</td>
<td>124,650</td>
</tr>
</tbody>
</table>

Grand Total 69,584,378 | 42,050,400 | 44,896,571 | 42,951,600 | 4,555,740 | 52,101,277 | 1,695,809 | 24,890,636 | 25,514,832

(Enclosure G-1)
August 14, 2014  

TO: Lebanon Community School District Board of Directors  
FROM: Linda Darling, Business Director  
RE: Employee Reimbursement Rates  

The Lebanon Community School District’s Administrative Rules on employee travel state that the Board will annually approve the maximum meal and lodging rates used to reimburse individuals on District business. 

The District will pay the exact cost, including taxes of a room that does not exceed the approved rate. If a room is shared the maximum amount to be reimbursed will be 50% of the room cost for each eligible person not to exceed the approved rate. Up to 15% gratuity is allowable per meal in addition to the rate listed below. District policy prohibits reimbursement for any alcohol. Receipts with detailed information are required for meal and lodging reimbursement.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast - meal rate</td>
<td>$11.00</td>
<td>$11.00</td>
<td>Federal Rate by location and meal, US General Services Admin, Per Diem Rates / M&amp;IE</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Lunch - meal rate</td>
<td>$11.00</td>
<td>$11.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dinner - meal rate</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$26.00</td>
<td>$26.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>Total Per Day</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$49.00</td>
<td>$49.00</td>
<td>$49.00</td>
</tr>
<tr>
<td>Lodging Maximum* (including taxes)</td>
<td>$115.00</td>
<td>$125.00</td>
<td>$135.00</td>
<td>$135.00</td>
<td></td>
</tr>
<tr>
<td>Brown Bag</td>
<td>$5.00</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.50</td>
<td>$6.50</td>
</tr>
<tr>
<td>Mileage**</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July – December</td>
<td>50.0</td>
<td>55.5</td>
<td>55.5</td>
<td>56.5</td>
<td>56.0</td>
</tr>
<tr>
<td>January – June</td>
<td>51.0</td>
<td>55.5</td>
<td>56.5</td>
<td>56.0</td>
<td>56.0</td>
</tr>
</tbody>
</table>

* Except Conference Events  
** IRS rate – IRS rate is set on a calendar year basis

ORS 244.040 Prohibited use of official position or office; exceptions; other prohibited actions

When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night’s stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official business can only be used for district travel. Employees may not use personal credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.
A Regular Meeting of the Board of Directors was held in the Board Room at the District Office on June 19, 2014. Chairman Russ McUne called the meeting to order at 6:00 p.m. Those present included:

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

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

GOOD NEWS

1. Report: Green Acres/Sabrina Alexander

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

2. Information: Mascot Bill/State Representative Sherrie Sprenger

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

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

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

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

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

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

(Enclosure J-1)
3. **Information:**  China Education Exchange (Enclosure C-2)

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

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

**PURSUING EXCELLENCE**

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

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

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

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

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

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

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

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

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

Brad Shreve shared a Power Point Presentation sharing information on the following points:
1) 11th grade Enrollment data for AP
2) Where did we start?
3) What we did together
4) What you did!
5) 12th grade AP participation
Board Meeting
June 19, 2014

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

GENERAL BUSINESS

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

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

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

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

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

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

FINANCE

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

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

OPERATIONS

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

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

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

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

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

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

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

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

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

The Board discussed the language.

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

CONSENT AGENDA

1. Action: Approve May 15, 2014 Board Minutes (Enclosure I-1)
2. Action: Approve Hiring of Madison Amo, Counselor, Lebanon High School
3. Action: Approve Hiring Emma Bieser, Elementary Teacher, Lacomb
4. Action: Approve Hiring Erik Broderick, Language Arts, Seven Oak
5. Action: Approve Hiring Melissa Dunn, Elementary Teacher, Cascades
6. Action: Approve Hiring Logan Grasseth, Special Education Teacher, Seven Oak
8. Action: Approve Hiring Ky Hale, Advanced Mathematics Teacher, Lebanon High
9. Action: Approve Hiring Emily Helpenstell, Elementary Teacher, Green Acres
10. Action: Approve Hiring Gabrielle Hommes, Language Arts, Seven Oak
11. Action: Approve Hiring Jordan Jacobo, Language Arts, Lebanon High
12. Action: Approve Hiring Stephanie Lawson Johnson, Elementary Teacher, Hamilton Creek
15. Action: Approve Hiring Lindsey Lloyd, Language Arts, Lebanon High
17. Action: Approve Hiring Ryan Luebke, Elementary Teacher, Hamilton Creek
18. Action: Approve Hiring Jennifer Marchant, Physical Education, Riverview
19. Action: Approve Hiring Aaron Mason, Physical Education, Seven Oak
20. Action: Approve Hiring Hannah Mason, Elementary Teacher, Lacomb
21. Action: Approve Hiring Cassie Medina, Language Arts, Seven Oak
22. Action: Approve Hiring Nikki Mondazze, Special Education Teacher, Lacomb/Sand Ridge
25. Action: Approve Hiring DeLane Overton, Counselor, Lebanon High
27. Action: Approve Hiring Lauren Reed, Elementary Teacher, Pioneer
28. Action: Approve Hiring Grace Rieke, Elementary Teacher, Pioneer
29. Action: Approve Hiring Carmen Ryan, Counselor, Green Acres/Cascades
30. Action: Approve Hiring Amanda Sater, 6th Grade, Seven Oak
31. Action: Approve Hiring Katie Smart, Elementary Teacher, Riverview
32. Action: Approve Hiring Steven Twomey, Language Arts/Social Studies, Lebanon High School
33. Action: Approve Hiring Brandon Weist, Elementary Teacher, Lacomb
34. Action: Approve Hiring Heather Pedgo, Special Education Teacher, Seven Oak
35. Action: Approve Hiring Catherine Kissner, Science/Math, Seven Oak
36. Action: Approve Hiring Patricia Matthews, Speech Language Pathologist
Richard Borden made a motion to approve the Consent Agenda as presented. Mike Martin seconded. The motion carried by majority.

**BOARD OF EDUCATION TIME/DISCUSSION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14, 2014</td>
<td>6:00 p.m.</td>
<td>District Office Board Room</td>
<td>Reorganizational Board Meeting</td>
</tr>
<tr>
<td>September 11, 2014</td>
<td>6:00 p.m.</td>
<td>District Office Board Room</td>
<td>Regular Board Meeting</td>
</tr>
</tbody>
</table>

**BOARD COMMUNICATION**

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

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

**SUPERINTENDENT COMMUNICATION**

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

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

**ADJOURN**

The meeting Adjourned at 7:57 p.m.

(Recorded by Kathy Schurr)

Rob Hess, Superintendent

Russ McUne, Board Chair