

LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD AGENDA
Lebanon School District Office
485 S. 5th St. Lebanon, OR 97355
February 12, 2015

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. 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.

C. GOOD NEWS

1. **Recognition:** Board Appreciation/Rob Hess
2. **Report:** Cascade School Report-Good News/Tami Volz

D. PURSUING EXCELLENCE

1. **Report:** AVID/Laura Foley

E. GENERAL BUSINESS

1. **Report:** Superintendent Evaluation Summary (Enclosure E-1)
2. **Information:** Revised Policy AR (Enclosure E-2)
- CC-AR – Organization Chart
3. **Action:** Approve InterDistrict Transfers of Nonresident Students (Enclosure E-3)

F. FINANCE

1. **Information:** Financial Report (Enclosure F-1)
2. **Information:** P-Card Update (Enclosure F-2)

G. HUMAN RESOURCES

H. OPERATIONS

I. CONSENT AGENDA

1. **Action:** Approve January 8, 2015 Board Minutes (Enclosure I-1)
2. **Action:** Approve Hiring of Jeremy Gibson, Social Studies Teacher, Pioneer School, Temporary 1/15/15– 6/12/15

J. BOARD OF EDUCATION TIME/DISCUSSION

March 12, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
April 9, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
April 9, 2015	7:00 p.m./District Office Board Room	Special Board Meeting/Budget Meeting
April 23, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
April 23, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #1
May 14, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
May 14, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #2
May 28, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
May 28, 2015	7:00 p.m./District Office Board Room	Budget Committee Meeting #3
June 11, 2015	6:00 p.m./District Office Board Room	Public Hearing and Special Board Meeting

K. BOARD COMMUNICATION

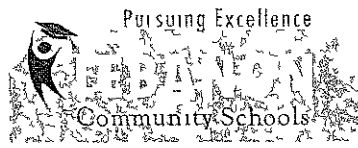
L. SUPERINTENDENT COMMUNICATION

M. ADJOURN

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

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

"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."
Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000.



Rob Hess, Superintendent

485 South 5th Street - Lebanon, OR 97355 - Phone 541 451 8458 - Fax 541 451 8517 - www.lebanon.k12.or.us

February 4, 2015

Regarding: Superintendent Evaluation

The Superintendent's Evaluation was completed by the School Board in Executive Session on January 8, 2015. The Board evaluated the Superintendent on seven standards. The score ranges from 1 to 4 with 1 being unacceptable to 4 being exemplary. Rob Hess's overall score was 3.7.

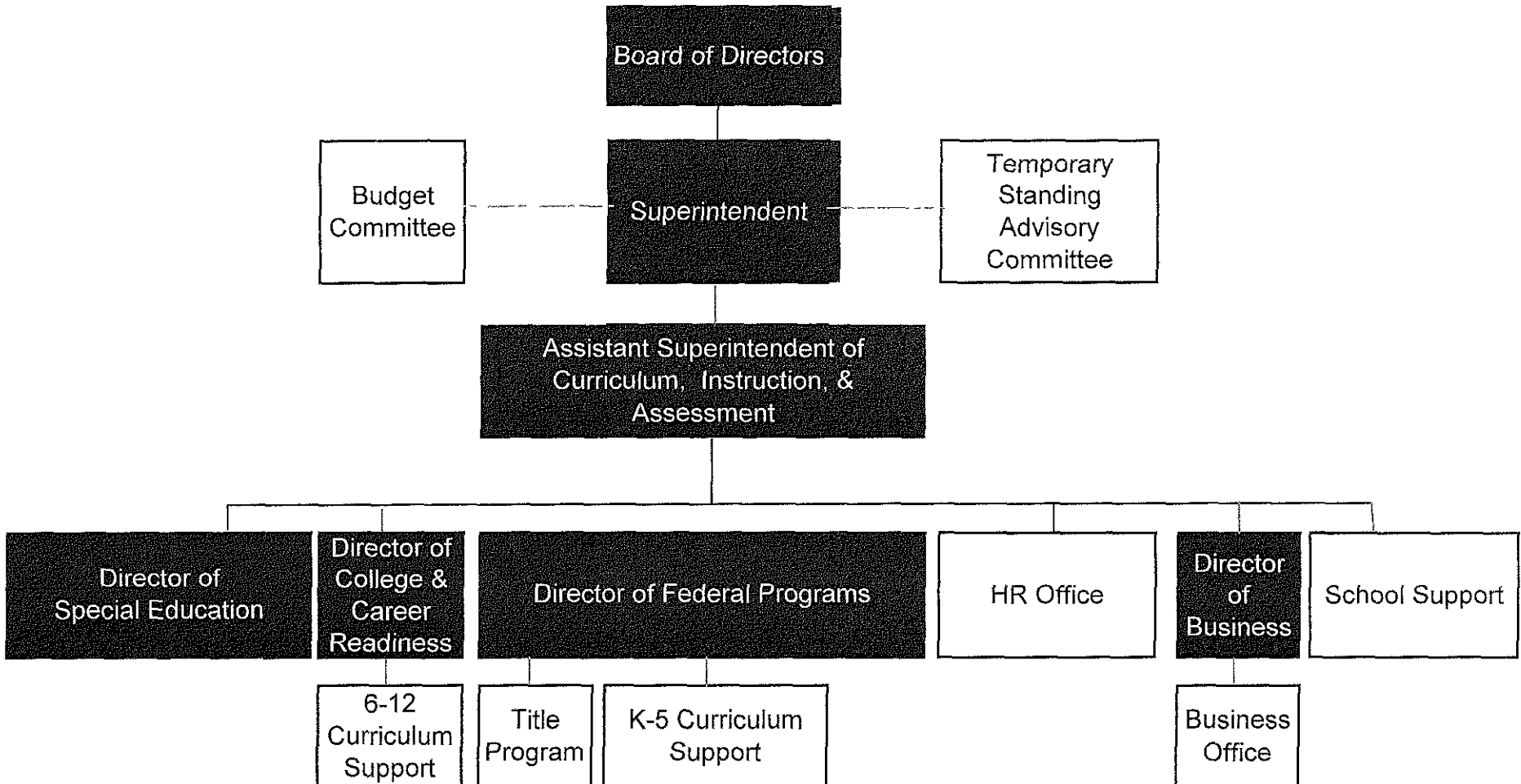
Dr. Hess is helping move the District towards a college/ready culture. His community involvement has created a climate supporting Lebanon's staff and students that is showing up in results and goals being met. He supports staff with in-services/best practices which equates to student support. Rob demonstrates great community involvement and high profile through community organizations. He has demonstrated exemplary budgeting, keeping the district in the black under very difficult economic times. Rob established an effective method "School Improvement Planning" process to help Principals with school improvement in the areas of reading, writing, math and behavior. He has established a strong mentoring and training program within the district, including future leaders in the district. Rob looks for ways to make Lebanon School District better for all students and staff.

Lebanon Community School District is a leader in the State of Oregon on appropriate value systems, ethics, and moral leadership. Dr. Hess has handled and dealt with difficult decisions in a manner which is always above reproach!

(Enclosure E-1)

ORGANIZATION CHART

Code: 1-AR
Developed: 8/21/95
Redeveloped: 5/15/97, 6/15/98
10/11/07, 4/6/09, 6/2/11, 4/19/12, 2/12/15



Lebanon Community Schools

POSITION DESCRIPTION

TITLE: COLLEGE AND CAREER READINESS DIRECTOR

TYPE: Administration

REPORTS TO: Superintendent

POSITION SUMMARY:

The primary purpose of this position is to develop college and career pathways for students at the secondary level. The administrator will be responsible for secondary professional development and the implementation of district initiatives including AVID, Comprehensive Guidance and Counseling and Gear Up. The administrator will support teaching and learning district-wide by working with school administrators, departments and district and building teams. In addition, the administrator will provide oversight of career and technical education (CTE) programs throughout the district.

MINIMUM QUALIFICATIONS:

1. Master's Degree plus additional specialization in educational administration.
2. Criminal history clearance.
3. Oregon Administrative License with Administrator endorsement.
4. At least three years of successful administrator.

ESSENTIAL FUNCTIONS:

1. Coordinate all district "Professional Development" at the secondary level to ensure efficient and productive programs that are aligned with District and State standards for professional development.
2. Utilize counseling staff to provide a focus on college readiness, as part of the comprehensive school counseling model.
3. Develop career pathways for secondary students throughout the district.
4. Provide support in the implementation of district initiatives including AVID, Comprehensive Guidance and Counseling and Gear Up .
5. Support secondary school administrators, departments and district and school level teams in the implementation of best practices in curriculum, instruction and assessment.
6. Coordinate and supervise career and technical education programs district-wide.
7. Supervises and evaluates licensed and classified staff as assigned.
8. Provides leadership to designated staff as assigned.
9. Seek out and apply for grants that support learning instructional goals relative to professional development.
10. Manage all grants related to teacher education and training.
11. Manages or assists in managing the curriculum, staff development, and/or programs as assigned.
12. Organizes and leads student/staff/parent/community committees and groups as assigned.
13. Attends professional meetings and conferences as needed to maintain current knowledge.
14. Assists parents and community members as needed.
15. Assists the principals in school improvement activities.
16. Interprets and implements all legal requirements, Board policies, administrative regulations, and negotiated agreements.
17. Maintains the confidentiality of sensitive and confidential information related to district financial, collective bargaining, and legal matters.

18. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
19. Provides direction to others and makes independent judgments.
20. Operates computer and software programs as related to job responsibilities.
21. Frequent and prolonged standing, walking, sitting.
22. Frequent and prolonged talking/hearing conversations.

(Enclosure E-2)

LEBANON COMMUNITY SCHOOLS
Position Description
Federal Programs Administrator (cont'd)

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in school buildings although some outdoor supervision is required.
2. This position requires travel between school sites and the district office. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage.)
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

Current work year is approximately 225 paid days, subject to change.

Salary and benefits as determined by District Board.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I am able to fulfill the essential functions of the above position."

Employee Name (Print)

Date

Employee Signature

Date

For the February 12, 2015 Board Meeting

Language for Action of the Board for InterDistrict Transfers of nonresident and resident students.

The Board of Directors has established that all nonresident students shall receive written consent for admission under the interdistrict transfer policy for the 2015-2016 school year.

The Board of Directors has established that all resident students shall receive written consent for transfers out of the District under the interdistrict transfer policy for the 2015-2016 school year.

Business Report

By: Linda Darling, Business Director

February 12, 2015

Financial Report: (Enclosure F-1)

The 2014-2015 Financial Board report included in this Board packet, reflects final revenue and expenditures for 2013-2014 along with the budgeted, spent or encumbered, and projected amounts for 2014-2015. The projected EFB for 2014-2015 is \$2,910,000. There was a slight change from January's projected EFB of \$2,991,300 to February's \$2,910,000; the majority of the change is the increased projected amount for textbooks associated with the Beyond LHS program.

State Revenue Forecast Update:

I believe that the March State Revenue Forecast will be released on Feb. 12th. I will bring information.

Audit 2014-2015 Update:

Our auditors from Accuity, Inc. finished their spring field visit. During this visit they test our: internal controls, grant compliance, procurement process and ODE reporting. We had no findings! They had scheduled three days for testing but were here 1.5 days. They complimented our District for being efficient, compliant, and prepared.

P-card Update: (enclosure E-2)

The District implemented using P-Cards (Procurement Cards, like controlled credit cards) in March 2012. The program was implemented with departments coming on throughout the first six months. The report enclosed reflects expenditures that occurred during the 2013 - 2014 calendar years but are broken down by school year, fund and object (like the Board Financial Report). To be eligible for the rebate \$500,000 or more in transactions had to occur within the calendar year. The table below reflects the net amount processed through the P-card for each year, the amount that the district received back (rebate), what was the average amount per transaction, and using the average amount into the total amount reflects the potential number of checks we would have had to processed. The P-card process also saves staff time (processing checks, bank reconciliation, postage costs) it also reduces the District's liability for fraud.

P-Card History

Calendar Yr	Amount	Rebate	Avg Spend	# of Checks Potentially Processed
2012	\$512,271	\$8,812	\$328	1,562
2013	\$752,290	\$11,915	\$260	2,896
2014	\$1,156,485	\$17,697	\$301	3,846
Total	\$2,421,047	\$38,424	\$296	8,304

The following table shows the top 11 categories that we have seen significant increased usage with the P-card. The majority of these areas are utilities and/or day-to-day supplies for departments (Transportation and Facilities). We didn't increase spending in these areas but are just using this method of payment.

Top 11 Categories with Significant Increased P-Card Usage				
All Funds	2012	2013	2014	Grand Total
325 Electricity	21,524	12,835	48,229	82,588
326 Fuel	5,165	23,925	114,561	143,651
327 Water & Sewer	90,481	114,030	128,158	332,669
328 Garbage	61,429	75,170	84,582	221,181
340 Travel	54,542	71,706	134,926	261,173
355 Printing & Binding	260	331	42,980	43,571
386 Data Processing	31,768	39,750	44,580	116,099
410 Supplies & Materials	109,540	253,055	323,565	686,159
413 Vehicle Repair Parts	10,052	17,136	25,158	52,346
420 Textbooks	1,813	1,291	18,538	21,642
470 Computer Software	1,760	4,613	7,142	13,516
Grand Total	388,334	613,842	972,418	1,974,594

I believe that on a whole this program has increased our efficiencies while providing a rebate. There are some areas that need to be refined which I will be bringing to the Board in the future.

2014-2015 General Fund Summary Report

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Actual	14/15 Budget	2-2-15 YTD & Enc	2-2-15 Balance	14/15 Project 2/5/2015
General Fund - Revenue								
SSF Formula	27,355,256	28,932,900	30,017,096	33,010,958	34,260,000	24,999,934	9,260,066	34,315,000
SSF Adjustment	(279,025)	784,064	337,479	354,709	-	-	-	(250,000)
State Fiscal Stabilization Fund	446,624	-	-	-	-	-	-	-
Federal Ed Jobs	810,332	11,974	-	-	-	-	-	-
School Year SubAccount	106,374	898,088	-	-	-	-	-	-
Loan Receipts	-	119,000	-	-	-	-	-	-
Interest	60,225	62,615	59,860	55,090	40,000	25,745	14,255	60,000
Third Party Billing	31,968	31,047	50,472	35,680	70,000	2,777	67,223	20,000
TMR	161,370	187,235	176,000	189,021	175,000	-	175,000	184,000
JROTC	56,194	61,985	62,358	44,877	62,000	37,070	24,930	64,000
Other	368,102	360,139	422,445	493,650	380,400	272,928	107,472	444,000
Interfund Transfer	60,000	20,123	60,000	680,000	60,000	39,962	20,038	60,000
BFB	5,134,115	3,062,267	2,596,141	1,065,336	2,400,000	3,162,455	(762,455)	3,162,400
Total	34,311,536	34,531,437	33,781,852	35,929,322	37,447,400	28,540,871	8,906,529	38,059,400
	=====	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses								
Salaries	15,683,004	15,883,359	16,090,527	15,946,123	16,420,371	15,737,975	682,396	16,420,800
Benefits	8,821,743	9,459,887	9,467,455	9,750,259	10,633,677	9,595,287	1,038,390	9,979,300
P. Services	4,006,894	4,076,037	4,635,957	4,781,674	5,744,518	3,295,247	2,449,271	5,176,000
Supplies	1,016,745	1,376,729	1,165,368	1,123,636	1,420,884	1,138,266	282,618	1,326,200
Capital Outlay	21,093	16,030	23,301	-	30,000	-	30,000	23,300
Other Objects	254,791	260,076	240,048	262,806	302,950	271,747	31,203	278,800
Transfers	1,326,000	863,180	1,093,860	902,369	1,945,000	1,574,576	370,424	1,945,000
Contingency	-	-	-	-	950,000	-	950,000	-
Total	31,130,269	31,935,297	32,716,516	32,766,866	37,447,400	31,613,098	5,834,302	35,149,400
	=====	=====	=====	=====	=====	=====	=====	=====
						<i>Projected Ending Fund Balance</i>		<i>2,910,000</i>

2014-2015 General Fund Summary Report

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Actual	14/15 Budget	2-2-15 YTD	2-2-15 Balance	14/15 Project 2/5/2015
SSF Formula								
Taxes	7,365,068	7,533,685	7,841,946	7,903,432	7,830,000	7,517,585	312,416	8,000,000
Federal Forest Fees	375,840	233,611	226,617	270,219	-	-	-	-
Common School	310,174	325,406	348,692	390,784	370,000	-	370,000	410,000
County School		-	-	-			-	
State Timber	100,621	27,968	53,044	210,996	100,000	81,257	18,743	200,000
School Support Fund	19,203,553	20,812,230	21,546,797	24,235,526	25,960,000	17,401,092	8,558,908	25,705,000
SSF Transportation								
Adjustments to SSF Payments								
Adj for 05/06 payments								
Adj for HC Disability Grant	(620)	10,520	8,476	44,585	-	-	-	-
Adj for 09/10 payment	(278,405)							
Adj for 10/11 payment		773,544						
Adj for 11/12 payment			329,004					
Adj for 12/13 payment				310,123				
Adj for 13/14 payment								(250,000)
State Fiscal Stabilization Fund	446,624							
Federal Ed Jobs	810,332	11,974						
School Year SubAccount	106,374	898,088						
Total SSF Formula	28,439,562	30,627,026	30,354,576	33,365,667	34,260,000	24,999,934	9,260,066	34,065,000
Loan Receipts		119,000	-	-	-	-	-	-
Interest of Investments	60,225	62,615	59,860	55,090	40,000	25,745	14,255	60,000
Third Party billing - Medicaid	31,968	31,047	50,472	35,680	70,000	2,777	67,223	20,000
TMR	161,370	187,235	176,000	189,021	175,000	-	175,000	184,000
JROTC reimbursement	56,194	61,985	62,358	44,877	62,000	37,070	24,930	64,000
Other								
Outdoor School	-	2,641	-	-	-	-	-	-
Rental Fees	22,068	23,055	24,695	24,989	22,000	9,841	12,160	25,000
Fees Charged to Grants	66,021	36,491	53,440	-	50,000	-	50,000	-
Miscellaneous	217,139	243,065	278,595	396,771	233,400	194,367	39,033	350,000
E-Rate reimbursement	62,875	54,886	65,715	71,891	75,000	68,721	6,279	69,000
Interfund Transfer - Athletics	60,000	20,123	60,000	680,000	60,000	39,962	20,038	60,000
Beginning Fund Balance	5,134,115	3,062,267	2,596,141	1,065,336	2,400,000	3,162,455	(762,455)	3,162,400
Total	34,311,536	34,531,437	33,781,852	35,929,322	37,447,400	28,540,871	8,906,529	38,059,400
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2014-2015 General Fund Summary Report

Obj	Description	10/11	11/12	12/13	13/14	14/15	2-2-15	2-2-15	2-2-15	2/5/2015
		Actual	Actual	Actual	Actual	Adopted Budget	YTD	Encumb	Balance	14/15 Project
111	Certified salaries	9,630,593	9,660,974	9,691,110	9,312,212	9,649,762	3,947,225	5,419,896	282,641	9,425,000
112	Classified salaries	3,390,242	3,400,585	3,570,418	3,821,771	4,076,721	1,981,524	2,180,760	(85,563)	4,252,000
113	Administrative salaries	1,243,817	1,403,982	1,356,839	1,409,054	1,505,040	849,852	609,730	45,458	1,460,000
114	Managerial - classified	240,110	201,463	124,134	92,856	94,714	55,250	39,464	-	94,700
116	Retirement stipends	176,948	112,059	98,858	99,065	75,000	50,270	25,354	(623)	76,000
118	Retirement Support Program	-	158,650	159,600	159,600	-	-	-	-	-
119	Confidential salaries	141,433	144,538	146,195	125,872	130,223	75,101	53,543	1,579	128,700
121	Certified subs	344,129	314,409	337,851	364,590	329,071	114,412	-	214,659	367,000
122	Classified subs	136,414	100,730	109,047	147,575	92,000	59,956	-	32,044	148,000
123	Temp certified	61,837	71,639	51,529	61,461	57,500	13,535	-	43,965	65,000
124	Temp classified	-	-	-	3,775	500	982	-	(482)	3,800
127	Student helpers salaries	2,820	3,405	2,884	12,466	6,000	8,459	-	(2,459)	18,000
131	Overtime	18,862	15,248	-	-	-	-	-	-	-
132	Compensation time	14,254	14,077	12,822	19,026	15,000	2,305	-	12,695	19,000
133	Extra duty	124,409	113,359	174,502	149,434	207,480	145,589	31,774	30,117	210,000
134	Classified extra hrs	96,860	111,939	127,482	123,909	135,000	71,504	-	63,496	127,500
135	Vacation Payoff	15,667	18,341	31,234	17,384	13,400	-	-	13,400	20,000
136	Mentor teacher pay	15,374	3,456	2,438	1,568	-	378	-	(378)	2,500
137	Personal Leave Payout	24,560	26,297	25,750	22,057	25,560	75	-	25,485	100
138	Department Head Extra Duty	4,675	6,810	2,300	2,122	6,000	906	-	5,094	2,500
140	Salary Settlements	-	-	64,867	-	-	-	-	-	-
142	Taxable Meal Reimbursement	-	1,398	667	328	1,400	132	-	1,268	1,000
	Total Salaries	15,683,004	15,883,359	16,090,527	15,946,123	16,420,371	7,377,453	8,360,522	682,396	16,420,800
210	PERS	2,943,902	3,690,522	3,708,868	3,955,693	4,371,213	1,737,686	1,989,036	644,491	3,855,400
220	Social Security	1,143,688	1,162,516	1,173,990	1,183,575	1,245,038	547,592	616,173	81,273	1,216,000
231	Worker's Comp	125,923	115,962	130,637	119,163	188,497	55,741	75,437	57,319	135,600
241	Employee Ins - Admin	158,787	164,096	163,789	168,641	198,715	102,948	74,999	20,767	178,000
242	Employee Ins - Certified	2,122,439	2,043,638	2,038,405	2,146,033	2,412,541	958,984	1,328,108	125,449	2,330,000
243	Employee Ins - Classified	1,446,732	1,457,700	1,691,683	1,721,374	1,805,454	850,558	1,021,189	(66,293)	1,920,000
244	Employee Ins - Other	28,402	29,739	31,766	20,636	22,820	12,071	8,629	2,120	20,700
245	Employee Ins - Retired	653,832	623,207	472,809	389,149	340,000	173,224	-	166,776	280,000
246	Classified Insurance Pool	152,008	123,906	4,979	-	-	-	-	-	-
247	TSA	46,031	48,601	50,530	45,996	49,399	21,269	21,643	6,487	43,600
	Total Benefits	8,821,743	9,459,887	9,467,455	9,750,259	10,633,677	4,460,073	5,135,214	1,038,390	9,979,300

2014-2015 General and Summary Report

Obj	Description	10/11	11/12	12/13	13/14	14/15	2-2-15	2-2-15	2-2-15	2/5/2015
		Actual	Actual	Actual	Actual	Adopted Budget	YTD	Encumb	Balance	14/15 Project
311	Instructional Services	2,375	466	300	69,272	800	36,678	28,076	(63,955)	170,000
312	Instr Prog Improve Service	10,335	329	8,800	18,733	32,000	24,373	6,095	1,533	35,000
319	Other Instr-Prof-Tech SVCS	2,952	4,498	20,884	14,977	16,500	10,710	-	5,790	20,900
322	Repairs & Maintenance	113,533	101,144	87,245	101,489	98,250	88,786	19,500	(10,036)	108,000
323	Radio Service	5,202	2,441	1,188	-	2,500	-	-	2,500	2,400
324	Rentals	119,548	94,807	137,321	121,204	150,650	84,421	53,100	13,129	137,300
325	Electricity	368,160	403,126	414,837	440,338	455,980	254,943	-	201,037	444,700
326	Fuel	209,808	198,605	159,642	187,486	226,000	62,649	-	163,351	173,600
327	Water & Sewer	94,849	101,759	130,496	112,986	145,300	83,473	-	61,827	115,100
328	Garbage	82,994	81,112	82,910	77,676	94,600	42,727	-	51,873	82,900
329	Other Property Services	5,623	4,124	675	420	5,500	8,159	164	(2,823)	8,400
330	Reimb. Student Transportation	-	-	-	4,204	2,600	4,721	521	(2,642)	10,000
340	Travel	67,079	75,073	62,436	65,317	166,350	57,178	6,303	102,869	87,500
343	Travel - Student - Out of Dist.	-	-	191	1,665	1,500	-	-	1,500	500
346	Meals/Transportation	1,819	265	228	148	500	65	-	435	300
348	Staff Tuition	14,452	9,821	15,033	30,645	28,000	18,826	465	8,709	30,600
351	Telephone	51,698	54,376	66,659	67,513	75,500	36,362	7,424	31,714	68,900
353	Postage	24,418	20,143	17,610	25,894	28,450	10,909	-	17,541	25,900
354	Advertising	6,763	2,147	1,316	1,874	2,800	2,922	348	(470)	4,000
355	Printing & Binding	24,823	22,633	14,735	13,897	30,838	49,362	1,500	(20,024)	74,800
360	Charter School Payments	1,421,285	1,658,152	1,800,976	1,954,971	2,304,000	1,437,297	-	866,703	2,048,000
362	Insurance Reimbursement	87	366	643	-	-	-	-	-	-
371	Tuitions Payments to Other Dist.	16,345	-	32,878	37,250	175,000	40,570	-	134,430	40,600
373	Tuition Pay Private School	-	-	-	-	5,000	-	-	5,000	-
374	Other Tuition	611,940	471,836	906,502	782,257	865,000	271,588	46,517	546,895	766,900
381	Audit Services	30,140	25,800	21,950	27,150	35,000	20,150	-	14,850	30,100
382	Legal Services	9,295	6,265	6,776	9,011	25,000	1,342	-	23,658	9,300
384	Negotiation Services	-	2,444	5,449	14,344	-	-	-	-	7,400
385	Management Services	9,038	3,700	-	-	-	-	-	-	-
386	Data Processing SVCS	88,244	122,699	53,576	57,261	100,500	41,679	928	57,893	80,400
387	Statistical Services	-	6,300	1,000	-	-	-	-	-	-
388	Election Services	7,014	-	6,410	-	10,000	-	-	10,000	7,000
389	Other Non_instr Pro/Tech	572,801	571,302	543,914	510,398	617,300	199,226	202,002	216,072	549,600
391	Physical Exams - Drivers	2,510	2,530	2,540	2,175	3,700	750	1,750	1,200	2,500
392	Drug Tests Drivers	2,345	2,576	1,535	1,110	3,000	730	1,270	1,000	2,600
393	Child Care Services	21,000	18,900	22,000	22,000	25,000	11,000	11,000	3,000	22,000
394	Sub calling service	6,383	5,132	5,464	5,536	6,400	5,559	-	841	5,600
396	Criminal History checks	110	181	1,440	2,332	2,000	1,130	-	870	2,300
398	Fingerprinting	1,923	986	400	138	3,000	-	-	3,000	900
	Total P. Services	4,006,894	4,076,037	4,635,957	4,781,674	5,744,518	2,908,284	386,962	2,449,271	5,176,000

2014-2015 General Fund Summary Report

Obj	Description	10/11	11/12	12/13	13/14	14/15	2-2-15	2-2-15	2-2-15	2/5/2015
		Actual	Actual	Actual	Actual	Adopted Budget	YTD	Encumb	Balance	14/15 Project
406	Gas Oil & Lubricants	171,711	196,328	202,584	189,904	237,400	77,395	142,882	17,124	190,100
410	Supplies & Materials	376,582	314,876	359,880	356,317	409,490	254,832	23,267	131,391	360,000
413	Vehicle repair parts	37,483	47,675	41,968	54,783	60,500	26,963	21,830	11,708	54,800
414	Transportation operations	11,055	5,025	4,379	5,262	5,000	3,436	2,351	(788)	5,300
420	Textbooks	98,683	240,848	120,737	173,653	138,000	171,705	86	(33,791)	236,000
430	Library Books	11,442	11,506	10,819	6,636	12,700	3,470	4,790	4,440	10,100
440	Periodicals	4,649	2,964	4,440	3,753	5,230	4,591	307	332	5,000
460	Equipment under 5K	87,600	167,151	141,047	122,132	198,290	75,864	1,132	121,294	129,500
470	Computer software	99,921	143,181	118,839	139,153	184,602	146,142	275	38,185	150,400
480	Computer hardware	117,621	247,175	160,675	72,041	169,672	176,949	-	(7,277)	185,000
	Total Supplies & Materials	1,016,745	1,376,729	1,165,368	1,123,636	1,420,884	941,347	196,919	282,618	1,326,200
540	Equipment	21,093	16,030	23,301	-	30,000	-	-	30,000	23,300
564	Bus Replacement	-	-	-	-	-	-	-	-	-
	Total Capital Outlay	21,093	16,030	23,301	0	30,000	0	0	30,000	23,300
621	Regular Interest	-	-	-	-	500	-	-	500	-
640	Dues & Fees	60,148	78,723	50,998	51,933	68,850	53,851	634	14,365	60,500
650	Insurance & Judgments	189,443	171,353	189,050	210,873	233,600	217,262	-	16,338	218,300
659	Settlements	5,200	10,000	-	-	-	-	-	-	-
	Total Other Objects	254,791	260,076	240,048	262,806	302,950	271,113	634	31,203	278,800
707	Transfer - Capital Project	-	-	-	-	-	-	-	-	-
710	Transfer - Technology	80,000	50,000	50,000	50,000	175,000	175,000	-	-	175,000
711	Transfer - Classroom Furniture	-	-	-	-	50,000	50,000	-	-	50,000
712	Transfer - Textbook Adoption	120,000	128,000	200,000	50,000	350,000	350,000	-	-	350,000
713	Transfer - Capital Improvement	300,000	-	200,000	150,000	225,000	225,000	-	-	225,000
714	Transfer - Track and Turf Fund	-	100,000	100,000	100,000	110,000	110,000	-	-	110,000
715	Transfer - Athletic Fund	320,000	336,000	336,000	336,000	365,000	365,000	-	-	365,000
716	Transfer - Bus Replacement	108,000	156,000	150,000	150,000	250,000	250,000	-	-	250,000
717	Transfer - Unemploy Ins	100,000	20,000	-	50,000	25,000	25,000	-	-	25,000
	Transfer - OHC Fund	-	-	-	-	-	-	-	-	-
718	PERS Reserve	280,000	-	-	-	150,000	-	-	150,000	150,000
719	Transfer - Food Service	18,000	17,180	17,860	16,369	235,000	14,576	-	220,424	235,000
730	Transfer - Debt Service	-	56,000	30,000	-	-	-	-	-	-
731	Transfer - Academic Achievemer	-	-	10,000	-	10,000	10,000	-	-	10,000
	Total Transfers	1,326,000	863,180	1,093,860	902,369	1,945,000	1,574,576	-	370,424	1,945,000
810	Reserve/Contingency	-	-	-	-	950,000	-	-	950,000	-
	Grand Total	31,130,269	31,935,297	32,716,516	32,766,866	37,447,400	17,532,846	14,080,252	5,834,302	35,149,400

2014-2015 General Fund Summary Report

All Funds

Fund	Description	10/11	11/12	12/13	13/14	13/14	14/15	2-2-15	2-2-15	2-2-15	2/5/2015
		Actual	Actual	Actual	Actual	EFB	Adopted Budget	Y-T-D	Encumb	Balance	14/15 Proj EFB
100	General Fund	31,130,269	31,935,297	32,716,516	32,766,866	3,162,455	37,447,400	17,532,846	14,080,252	5,834,302	2,910,000
200	Grant Funds	3,082,381	2,692,584	3,903,906	2,663,753	1,765	5,200,000	1,290,978	1,003,509	2,905,513	1,800
205	Senate Bill 1149	-	-	-	-	117,971	185,000	185,000	-	-	7,000
212	Academic Achievement	-	-	-	1,500	8,650	30,150	-	-	30,150	14,000
230	Bus Replacement	-	-	452,440	-	155,617	423,620	-	100,995	322,625	300,000
233	Athletic Facility Fund	-	-	-	-	-	-	-	-	-	-
232	Classroom Furniture	-	-	-	-	-	53,000	48,945	-	4,055	-
240	Textbook Adoption	123,755	58,948	180,885	107,421	79,087	404,110	18,535	-	385,575	410,000
272	Capital Improvments	75,154	473,040	1,164,624	319,070	59,536	325,000	284,536	-	40,464	-
274	Technology	80,000	-	76,157	52,899	20,944	217,000	124,500	-	92,500	50,000
277	Track and Turf Replacement	90,986	564,979	-	100,000	27,354	180,000	100,000	-	80,000	55,000
279	Student Activity	520,623	503,023	550,340	593,221	437,050	1,100,000	276,606	48,985	774,409	440,000
286	High School Athletics	452,947	409,536	439,681	445,218	61,442	517,000	263,697	54,242	199,061	60,000
296	Nutrition Services	1,721,064	1,826,382	1,946,080	1,683,116	169,759	1,918,300	722,239	554,656	641,405	200,000
299	PERS Reserve	-	-	-	630,000	-	150,000	-	-	150,000	150,000
300	Debt Service	32,109,239	3,314,370	3,276,831	3,359,330	128,655	3,442,482	1,051,241	-	2,391,241	80,000
310	Debt Service / SB 1149	61,016	61,016	-	5,151	-	-	-	-	-	-
311	2011 Non-Bonded Debt	-	174,940	223,547	223,547	924	383,215	48,607	-	334,608	152,500
400	Capital Projects	81,481	-	-	-	-	-	-	-	-	-
601	Unemployment	55,462	36,285	47,106	37,166	103,815	125,000	10,574	-	114,426	83,000
	Grand Total	69,584,378	42,050,400	44,978,112	42,988,258	4,535,024	52,101,277	21,958,303	15,842,639	14,300,335	4,913,300
		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

P-card Program Expenditures Rebate
2012, 2013, 2014 Calendar Year Transactions

P-Card Expenditures Rebate of \$11,915 (Increased Rebate amount of \$3,103)			
Year 2013	Funds	Object	Total
2012-2013	100 General Fund	322 Repairs & Maintenance	\$8,295
		324 Rentals	\$113
		325 Electricity	\$1,033
		326 Fuel	\$9,317
		327 Water & Sewer	\$54,699
		328 Garbage	\$40,473
		340 Travel	\$11,712
		351 Telephone	\$25,912
		353 Postage	\$498
		355 Printing & Binding	\$327
		374 Other Tuition	\$62
		386 Data Processing	\$18,751
		389 Contracted Services	\$4,340
		410 Supplies & Materials	\$88,003
		413 Vehicle Repair Parts	\$10,578
		414 Transportation Operations	\$275
		420 Textbooks	\$105
		440 Periodicals	\$12
		460 Equipment	\$19,063
		470 Computer Software	\$945
		480 Computer Hardware	\$2,734
		640 Dues & Fees	\$258
			200 Special Revenue Funds
2012-2013 Total			\$348,767
2013-2014	100 General Fund	322 Repairs & Maintenance	\$9,040
		325 Electricity	\$11,802
		326 Fuel	\$14,607
		327 Water & Sewer	\$59,331
		328 Garbage	\$34,696
		329 Other Property Services	\$536
		340 Travel	\$13,728
		351 Telephone	\$25,409
		353 Postage	\$621
		354 Advertising	\$51
		355 Printing & Binding	\$3
		374 Other Tuition	\$310
		386 Data Processing	\$20,999
		389 Contracted Services	\$620
		410 Supplies & Materials	\$109,406
		413 Vehicle Repair Parts	\$5,935
		414 Transportation Operations	\$1,334
		420 Textbooks	\$545
		430 Library Books	\$194
		440 Periodicals	\$230
		460 Equipment	\$13,475
		470 Computer Software	\$859
		480 Computer Hardware	\$1,220
640 Dues & Fees	\$519		
	200 Special Revenue Funds		\$78,061
2013-2014 Total			\$403,533
Grand Total			\$752,290

(Increased expenditures of \$240,019 from 2012)

P-Card Expenditures Rebate of \$17,697 (Increased Rebate amount of \$5,782)					
Year 2014	Funds	Object	Total		
2013-2014	100 General Fund	322 Repairs & Maintenance	\$7,732		
		325 Electricity	\$26,936		
		326 Fuel	\$97,614		
		327 Water & Sewer	\$53,655		
		328 Garbage	\$42,749		
		340 Travel	\$11,438		
		351 Telephone	\$21,191		
		353 Postage	\$1,117		
		355 Printing & Binding	\$177		
		374 Other Tuition	\$304		
		386 Data Processing	\$18,823		
		389 Contracted Services	\$681		
		410 Supplies & Materials	\$99,276		
		413 Vehicle Repair Parts	\$12,898		
		414 Transportation Operations	\$610		
		420 Textbooks	\$663		
		430 Library Books	\$476		
		460 Equipment	\$10,499		
		470 Computer Software	\$755		
		480 Computer Hardware	\$3,395		
		640 Dues & Fees	\$1,387		
			200 Special Revenue Funds		\$103,328
		2013-2014 Total			\$418,702
2014-2016	100 General Fund	322 Repairs & Maintenance	\$6,455		
		324 Rentals	\$795		
		325 Electricity	\$21,293		
		326 Fuel	\$16,947		
		327 Water & Sewer	\$74,503		
		328 Garbage	\$41,833		
		329 Other Property Services	\$700		
		340 Travel	\$20,574		
		351 Telephone	\$26,699		
		353 Postage	\$1,200		
		355 Printing & Binding	\$42,803		
		386 Data Processing	\$25,757		
		389 Contracted Services	\$152		
		410 Supplies & Materials	\$137,284		
		413 Vehicle Repair Parts	\$12,260		
		414 Transportation Operations	\$1,162		
		420 Textbooks	\$14,084		
		430 Library Books	\$2,940		
		440 Periodicals	\$90		
		460 Equipment	\$16,706		
		470 Computer Software	\$5,392		
		480 Computer Hardware	\$670		
		640 Dues & Fees	\$1,297		
	200 Special Revenue Funds		\$169,188		
2014-2016 Total			\$540,733		
Grand Total			\$1,156,485		

(Increased expenditures of \$644,214 from 2012)

(Increased expenditures of \$404,195 from 2013)

LEBANON COMMUNITY SCHOOLS
Lebanon, Linn County, Oregon
January 8, 2015

A Regular Meeting of the Board of Directors was held in the District Office Board Room. Chairman Richard Borden called the meeting to order at 6:01 p.m. Those present included:

Russ McUne	Director	Rob Hess	Superintendent
Richard Borden	Director	Ryan Noss	Assistant Superintendent
Liz Alperin	Director	Bo Yates	Assistant Superintendent Operations
Jerry Williams	Director	Linda Darling	Business Director
Mike Martin	Director		

GOOD NEWS

- 1. Report:** Lebanon High (Enclosure C-1)

Rob Hess shared a news article from the Albany Democrat Herald which reported that Advanced Placement classes at Lebanon High School had doubled this year. Rob explained that the next goal will be to increase the rigor in the AP classes so that students will be able to pass the tests.

GENERAL BUSINESS

- 1. Action:** Approve Open Enrollment of Non-Resident Students (Enclosure E-1)

Russ made a motion that the Board of Directors has established that all nonresident students shall receive written consent for admission under ORS 339.133(5) (b) for the 2015-2016 school year. Mike Martin seconded. The motion carried unanimously.

- 2. Action:** Division 22 (Enclosure E-2)

Ryan Noss reminded the Board that Division 22 Assurances come before the Board each year. He pointed out that the format this year is different from previous years, in that there are only five priorities and the schools have input.

Russ McUne made a motion to approve the Division 22 Assurances as presented. Mike Martin seconded. The motion carried unanimously.

- 3. Action:** Approve 2015-2016 Resolution for Linn Benton Lincoln Education Service District Service Plan (Enclosure E-3)

Ryan Noss shared that the Local Service Plan comes to the Board annually for approval. The plan allows the District to purchase services through Tier II funds.

Liz Alperin questioned if the District was not to bring information on outsourcing some services before this vote for the 2015-2016 school year. She would like to table it until the Board receives outsourcing information.

Bo Yates pointed out that he had done some research into outsourcing some services, but had found that it was not cost effective.

Rob Hess said that his recollection was that the Board voted not to outsource. The District felt that the best direction was to move forward with the ESD, so administration did not push to outsource.

Jerry Williams and Russ McUne both voiced their opinion that the ESD services were cost effective.

Russ McUne made a motion to approve the 2015-2016 Resolution for Linn Benton Lincoln Education Service District Service Plan 1415-03 as presented. Jerry Williams seconded. Mike Martin, Jerry Williams, 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 reported that the projected Ending Fund Balance has not much had changed from last month, however there is opportunity for a lot of change and unforeseen activity before June that can impact the Ending Fund Balance

2. Report: Audit Report/Auditors (Enclosure F-2)

Linda Darling introduced Auditors Kori Sarrett and Glen Kearns from Accurity, LLC who had come to share the audit report to the Board.

Glen Kearns reported that the District has an unmodified (clean) opinion and no reason to modify the opinion. There was one minor "non-compliance" which was a carryover around public procurement. He shared that staff did a good job in fixing issues from previous years. The District made great strides in financial position this year with the General Fund balance increasing significantly. Glen explained that there are new accounting standards coming into play this fiscal year. He added that the effects of the PERS liabilities being added to the district's net position which will result in a large negative number on our financials for next audit year.

Kori Sarrett pointed out that the negative impact could affect the District's ability to borrow monies if needed. Kori shared that the federal compliance audit tested the District's Nutritional program. There were no "non-compliance" issues with the nutritional program. Food service staff did a great job of documenting the program and following the guidelines and laws. No issues with the National Food Service Program.

Russ McUne asked what percentage the auditors would recommend for an ending fund balance.

Glen Kearns pointed out that it varies for each entity. The ideal would be six months of operating costs, but that can be challenging. Three months of operating costs should be the minimum, but that can also be challenging with changes in Federal and State mandates that affect District spending.

3. Action: Appoint One Budget Committee Member (Enclosure F-3)

Linda introduced Budget Committee Member Applicant John Snyder to the Board.

Richard Borden thanked John for applying. He asked if John did any type of work that takes him out of town during budget season.

John Snyder explained that he is retired and has no travel plans so meeting dates should not be an issue.

Russ McUne asked John Snyder to share information about himself to the Board.

John Snyder spoke to his educational and work background.

Liz Alperin questioned his feeling on every student being college and career ready by the time they leave high school. She also asked if he was comfortable with funding programs such as AVID and Advance

Board Meeting
January 8, 2015
- 3 -
Placement

John Snyder shared his belief that not every student will want to go to college, but he feels that they should be prepared to go to college if they choose to do so. He feels that high school should offer other educational experiences that allow students the chance to go other directions as well, such as military, etc. John shared that he is in favor of the programs that the District has been implementing.

Jerry commended him in being willing to put his expertise toward helping the community.

Russ McUne made a motion to approve appointing John Snyder to the open position on the Budget Committee. Jerry Williams seconded. The motion carried unanimously.

CONSENT AGENDA

1. **Action:** Approve December 18, 2014 Board Minutes (Enclosure I-1)
2. **Action:** Approve Hiring Laura Kingzett, Science Teacher, Lebanon High School, TEMP 1/28/15 – 6/12/15

Mike Martin made a motion to approve the Consent Agenda. Russ McUne seconded. The motion carried unanimously.

BOARD OF EDUCATION TIME/DISCUSSION

February 12, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
March 12, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
April 9, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting
April 23, 2015	6:00 p.m./District Office Board Room	Regular Board Meeting

Mike Martin shared his opposition to rescheduling Board meetings that the Board set in July. He referred to the rescheduling of the December Board meeting, which was changed. He feels that the Board in the future should keep the meeting schedule as voted on.

SUPERINTENDENT COMMUNICATION

Rob Hess reported that on January 21, 2015 the group from the China Exchange will be in the District for about 90 minutes beginning at 9:00 a.m. Rob invited the Board to attend. Lebanon High School will be the first high school they visit upon arriving in America.

ADJOURN INTO EXECUTIVE SESSION UNDER ORS 192.660(2)(i): *To review and evaluate the performance of the chief executive officer or any other public officer, employee or staff members, unless the person whose performance is being reviewed and evaluated requests an open hearing.*

The Board adjourned at 6:45 p.m. into Executive Session. The Board will not return.

(Recorded by Kathy Schurr)

Richard Borden, Board Chair