

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD AGENDA
Lebanon School District Office
485 S. 5th St. Lebanon, OR 97355
Board Meeting
June 9, 2016**

5:30 p.m. – EXECUTIVE SESSION UNDER: ORS 192.660 (2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations. Since 1997, labor negotiations between the board and union have been held in open session unless both parties agree to executive sessions.

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. **Report:** Lebanon Foundation Mini Grant/Steven Hoke
2. **Report:** Lebanon Foundation Mini Grant/Anne Williams

D. GENERAL BUSINESS

1. **Action:** Approve on 2nd Reading Policies: (Enclosure D-1)
 - GBM – Staff Complaints
 - GBMA – Whistleblower
 - IGBBA – Identification-Talented and Gifted Students
 - IGBBB – Identification-Talented and Gifted Students among Nontypical Populations
 - IGCA – Post-Graduate Scholar Program
 - IGDF – Student Fund-Raising Activities
 - IKF – Graduation Requirements
 - JFC – Student Conduct
 - JG – Student Discipline
 - JHCDA – Prescription Medication
 - EFAA-AR – Reimbursable School Meals and Milk Programs
2. **Action:** Approve Amendment to the District Calendar (Enclosure D-2)
3. **Information Only:** Revised Policy ARs (Enclosure D-3)
 - KL-AR –Public Complaint Procedure
 - DLC-AR – Employee Travel/Staff Expense Reimbursement

E. FINANCE

1. **Action:** Financial Update (Enclosure E-1)
2. **Action:** Authorizing Oregon Savings Growth Plan (Enclosure E-2)

F. OPERATIONS

1. **Action:** Approve Selling Property (Enclosure F-1)
2. **Discussion:** CEP

G. CONSENT AGENDA

1. **Action:** Approve May 26, 2016 Board Minutes (Enclosure G-1)
2. **Action:** Approve Hiring Breanna Smith, Nurse, Green Acres
3. **Action:** Approve Hiring Eric Speldrich, Elementary Teacher, Location to be Determined
4. **Action:** Approve Hiring Sage Randklev, 3rd Grade, Lacombe School
5. **Action:** Approve Hiring Leah Rainey, Physical Ed/Health, Seven Oak Middle School
6. **Action:** Approve Hiring Craig Trask, Physical Ed/Health, Seven Oak Middle School
7. **Action:** Approve Transfer Nathan Dickey, Pioneer to Seven Oak, Language Arts
8. **Action:** Approve Transfer Emily Latimer, Pioneer to Seven Oak, Science
9. **Action:** Approve Transfer Debi McIntyre, Lebanon High to Seven Oak, Spanish

H. BOARD OF EDUCATION TIME/DISCUSSION

I. BOARD COMMUNICATION

J. SUPERINTENDENT COMMUNICATION

K. 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.

Lebanon Community Schools

Code: **GBM**
Adopted: 6/15/98
Readopted: 9/16/10, 4/9/15
Orig. Code(s): GBM

Staff Complaints *

~~It is an unlawful employment practice for an employer to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment for the reason that the employee has in good faith reported information in a manner as to disclose employer violations of any federal, state law, rule or regulation, mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health and safety.~~

The superintendent or designee will develop a complaint procedure which will be available for all employees who ~~contend they have been subject to~~ believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority, or believe there is evidence that the district created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary. The district will use the complaint process in 'administrative regulation KL-AR - Public Complaints Procedure to address any alleged violations of this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 659A.199](#) to -659A.224

[OAR 581-022-1720](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).
R2/26/154/28/16 | PH

¹If the district created and has a GBM-AR - Staff Complaints, it may want to consider inserting that language here.

Lebanon Community Schools

Code: **GBMA**
Adopted:

Whistleblower *

When an employee has good faith and reasonable belief the employer has violated any federal, state or local, law, rule or regulation; has engaged in mismanagement, gross waste of funds or abuse of authority; or created a substantial and specific danger to public health and safety by its actions, and an employee then discloses or plans to disclose such information, it is an unlawful employment practice for an employer to:

1. Discharge, demote, transfer, reassign or take disciplinary action against an employee or threaten any of the previous actions.
2. Withhold work or suspend an employee.
3. Discriminate or retaliate against an employee with regard to promotion, compensation or other terms, conditions or privileges of employment.
4. Direct an employee or to discourage an employee to not disclose or to give notice to the employer prior to making any disclosure.
5. Prohibit an employee from discussing, either specifically or generally, the activities of the state or any agency of or political subdivision in the state, or any person authorized to act on behalf of the state or any agency of or political subdivision in the state, with:
 - a. Any member of the Legislative assembly;
 - b. Any Legislative committee staff acting under the direction of any member of the Legislative assembly; or
 - c. Any member of the elected governing body of a political subdivision in the state or any elected auditor of a city, county or metropolitan service district.

The district will use the complaint process in [¹administrative regulation KL-AR - Public Complaints Procedure] to address any alleged violations of this policy.

The district shall deliver a written or electronic copy of this policy to each staff member.

END OF POLICY

¹If the district created and has a GBM-AR - Staff Complaints, it may want to consider inserting that language here.

Legal Reference(s):

ORS 192.501 to -192.505

ORS 659A.199 to -659A.224

OAR 581-022-1720

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

R4/28/16 | PH

(Enclosure D-1)

Whistleblower * - GBMA
2-2

Lebanon Community Schools

Code: IGBBA
Adopted: 6/15/98
Readopted: 12/16/10
Orig. Code(s): IIGBBA

Identification – Talented and Gifted Students**

In order to serve academically talented and intellectually gifted students in grades K-12, the district directs the superintendent to establish a written identification process.

This process of identification shall include as a minimum:

1. Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged.
2. Behavioral, learning and/or performance information;
3. A nationally standardized mental ability test for assistance in identifying the identification of intellectually gifted students;
4. ~~The Oregon Assessment of Knowledge and Skills (OAKS) or a~~ A nationally standardized academic achievement test of reading or mathematics or a test of total English Language Arts/Literacy or total mathematics on the Smarter Balanced Assessment for assistance in identifying academically talented students or Smarter Balanced.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted may be identified.

~~The Board has established an appeals process for~~ If a parents to utilize if they are is dissatisfied with the identification process or placement of their student for the district program for talented and gifted students and wish to request reconsideration, they may appeal the decision through Board policy KL - Public Complaints. After exhausting the district's appeal procedure and receiving a final decision, a parent may appeal the decision to the State Superintendent of Public Instruction.

END OF POLICY

Legal Reference(s):

[ORS 343.395](#)
[ORS 343.407](#)
[ORS 343.411](#)

[OAR 581-021-0030](#)
[OAR 581-022-1310 to -1330](#)
[OAR 581-022-1940](#)

[OAR 581-022-1941](#)

R12/10/094/28/16 | PHSL

(Enclosure D-1)

Lebanon Community Schools

Code: **IGBBB**

Adopted: 6/15/98

Readopted: 12/16/10

~~Identification – Talented and Gifted Students among Nontypical Populations**~~

~~The district will make an effort to identify talented and gifted students from special populations such as:~~

- ~~1. Ethnic minorities;~~
- ~~2. Economically disadvantaged;~~
- ~~3. Culturally different;~~
- ~~4. Underachieving gifted;~~
- ~~5. Students with disabilities.~~

~~Careful selection of appropriate measures and a collection of behavioral or learning characteristics shall be used.~~

~~The Board has established an appeals process for parents to utilize if they are dissatisfied with the identification process of their student for the district program for talented and gifted students and wish to request reconsideration.~~

~~END OF POLICY~~

Legal Reference(s):

[ORS 343.395](#)

[ORS 343.407](#)

[ORS 343.411](#)

[OAR 581-022-1310 to 1330](#)

[OAR 581-022-1940](#)

R4/04/03 | NC

Post-Graduate Scholar Program*

The district will provide a Post-Graduate Scholar program for students in the district via the Beyond LHS program. A “post-graduate scholar” means a student who has: been in grades 9 through 12 for more than a total of four school years; and satisfied the requirements for a high school diploma as provided by law. The Post-Graduate Scholar program may allow post-graduate scholars to: enroll in courses at a community college that are part of an approved course of study in the post-graduate scholar program in the district, in order to gain a certificate or diploma; enroll in the approved program courses of study for one school year after the post-graduate scholar has satisfied the requirements for a high school diploma in the district; and have the district pay the costs for such approved course of study, including tuition, fees and books.

Program Qualifications

A post-graduate scholar qualifies to participate in the program if the post-graduate scholar:

1. Has completed and submitted the Free Application for Federal Student Aid (FAFSA);
2. Has completed and submitted the Oregon Promise Application;
3. Is not eligible for a grant under the Oregon Promise Program because of failure to earn the minimum cumulative grade point average, or submitted a complete application for a grant under the Oregon Promise program by the established deadline but did not receive a grant;
4. Is not eligible for a federal aid grant that is equal to or more than the average cost of tuition and fees at a community college, as determined by the U.S. Department of Education after Consultation with the Executive Director of the Office of Student Access and Completion; and
5. Retains a legal residence within the boundaries of the district through which the post-graduate scholar satisfied the requirements for a high school diploma.

The district establishes the following additional requirements:

6. A minimum high school GPA of 1.50;
7. An 80 percent attendance at community college courses; and
8. Regular in-person meetings with Beyond LHS staff to monitor progress held at least twice each month.

Program Goals

The goals of the program include:

9. Increasing the high school graduation rate for underserved students to 80 percent; and,
10. Increasing the percent of students from the district attending a postsecondary education institute.

The Beyond LHS program administrator will monitor program information at the end of each grading term and measure results at the end of each year. These results will be presented to the Board upon request.

11. The district approves the following courses of study for the program.

Courses that meet the requirements for;

- (1) Associate of Arts Oregon Transfer (AAOT);
- (2) Associate of Applied Science (AAS). Students must declare a program of study focus.
- (3) Associate of Science (AS) Students must declare a program of study focus.
- (4) Approved Certificate Programs.

Other District Requirements

The district has entered into a written agreement with Linn Benton Community College.

The district will provide dedicated staff via the Beyond LHS program to provide support services to post-graduate scholars, including regular in-person meetings to monitor student progress that occur at least twice each month.

The district will ensure that a majority of the students from the district who are enrolled in courses at a community college meet at least one of the following criteria:

1. Is not a post-graduate scholar;
2. Has a modified or expanded diploma or a General Educational Development (GED) certificate;
3. Was enrolled in an alternative high school program within the preceding 12 months;
4. Is, or will be, a first-generational graduate of high schools;
5. Is, or has been, a child in a foster home;
6. Is, or has been, placed in a facility or an education program by a court;
7. Is homeless;
8. Is a parent; or
9. Was identified as eligible for free or reduced price lunches within the preceding 12 months.

A district may receive or expend moneys distributed from the State School fund for post-graduate scholars who enroll in courses at a community college, only if the post-graduate scholars are enrolled in the courses as part of a program established under this section. The post-graduate scholar will not be required to accept or use any federal grant moneys to offset costs of tuition, fees or books incurred by the post-graduate scholar at the community college.

The district will provide transportation service in existing bus routes to post-graduate scholars, and is not required to alter existing bus routes to provide such transportation.

END OF POLICY

Legal Reference(s):

ORS 327.006 to -327.133
ORS 329.451

ORS 332.405
ORS 339.250

ORS 811.210
ORS 811.215

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6315, 7912.

Elementary and Secondary Education Act (ESEA) Flexibility Waiver, July 18, 2012.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431-11435 (2005).

CR4/28/16|SL

Lebanon Community Schools

Code: **IGDF**
Adopted: 8/20/01
Readopted: 12/16/10
Orig. Code(s): IGDF

Student Fund-Raising Activities (Version 2)

Students, with the permission of the principal and under the direct supervision of their advisers, may carry out fund-raising activities in which no outside fund-raising agency or contract is ~~concerned~~ utilized, with permission of the principal and under the direct supervision of the appropriate advisers. Where funds are to be raised through an outside agency or contracted activity, the activity must receive prior approval ~~by~~ from the superintendent. Activities ~~concerned with~~ that include fund raising for charitable or other causes not relating to school activities, ~~may not be carried on without~~ must obtain prior approval ~~of~~ from the principal and the superintendent.

If fund raising consists of selling food and beverage items to students during the regular or extended school day, the food and beverage items must comply with state and federal nutrition standards, rules and laws. This does not apply to food and beverage items sold at school-related or nonschool-related events for which parents and other adults are a significant part of the audience.

END OF POLICY

Legal Reference(s):

[ORS 336.423](#)
[ORS 339.880](#)

[OAR 137-025-0020 to -0530](#)
[OAR 581-022-1660\(2\)](#)

[Federal Smart Snacks in School Rules, 7 C.F.R. Part 210.11.](#)

HR8/24/014/28/16 | MWPH

Graduation Requirements (Version 2)

The Board will establish graduation requirements for the awarding of a high school diploma, a modified diploma, an extended diploma and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is given by the student's parent or guardian or by the student if ~~they are~~ **he/she is** 18 years of age or older or emancipated.

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma or an alternative certificate at each high school. The district will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

Essential Skills

The district [will][will not] allow English Language Learner (ELL) students to demonstrate proficiency in the Essential Skills of Apply Mathematics in a variety of settings, in the student's language of origin for those **ELL** students who by the end of ~~their 11th grade year~~ **are high school**:

1. ~~Are On~~ **Are** on track to meet all other graduation requirements; and
2. ~~Are Un~~ **Are** unable to demonstrate proficiency in the Essential Skills in English.

The district will allow ELL students to demonstrate proficiency in Essential Skills other than Apply Mathematics in a variety of settings, in the student's language of origin for those **ELL** students who by the end of ~~their 11th grade year~~ **are high school**:

3. Are on track to meet all other graduation requirements;
4. Are unable to demonstrate proficiency in the Essential Skills in English;
5. Have been enrolled in a U.S. school for five years or less; and
6. ~~Receives at least a level 3 (Intermediate) on the English Language Proficiency Assessment (ELPA)~~ **Have demonstrated sufficient English language skills using the English Language Proficiency Assessment for the 21st Century (ELPA21)¹.**

¹For students seeking a diploma in 2015-2016, this criteria does not apply.

The district will develop procedures to provide assessment options as described in the *Test Administration Essential Skills and Local Performance Assessment Manual*, in the ELL student's language of origin for those ELL students who meet the criteria above, and will develop procedures to ensure that locally scored assessment options administered in an ELL student's language of origin are scored by a qualified rater.

The district may not deny a student, who has the documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers, or of a medical condition that creates a barrier to achievements, the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history.

The district may award a modified diploma or an extended diploma to a student only upon the written consent of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma or the extended diploma is awarded. A student who is emancipated or has reached the age of 18 at the time the modified diploma or the extended diploma is awarded may sign the consent.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in either four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. In order to satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

Beginning in grade five or after a documented history to qualify for an extended diploma has been established, the district will annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma, an extended diploma and an alternative certificate.

A student who receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma or an alternative certificate shall have access to individually designed instructional hours, hours of transition services and hours of other services that equals at least the total number of instructional hours that is required to be provided to students who are attending a public high school, unless reduced by the individualized education program (IEP) team.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education (FAPE) until the age of 21, even if they have earned a modified diploma, an extended diploma, an alternate certificate or completion of a General Education Development document. The continuance of services for students with

disabilities for a modified diploma, an extended diploma or an alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district will review graduation requirements biennially in conjunction with the secondary school improvement plan. Graduation requirements may be revised to address student performance.

The district may not deny a diploma to a student who has opted out of the Smarter Balanced or alternate Oregon Extended Assessment if the student is able to satisfy all other requirements for the diploma. Students who opt-out will need to meet the Essential Skills graduation requirement using another approved assessment option.

The district will issue a high school diploma, upon request, to a person who served in the Armed Forces², as specified in Oregon law, if the person was discharged or released under honorable conditions and has received either a General Educational Development, a post-secondary degree or has received a minimum score on the Armed Services Vocational Aptitude Battery.

The district shall establish conduct and discipline consequences for student-initiated test impropriety. "Student-initiated test impropriety" means student conduct that is inconsistent with the *Test Administration Manual* or accompanying guidance; or results in a score that is invalid.

END OF POLICY

²The policy applies to any person who:

1. Served in the Armed Forces of the U.S. at any time during:
 - a. World War I;
 - b. World War II;
 - c. The Korean Conflict; or
 - d. The Vietnam War;
2. Served in the Armed Forces of the U.S. and was physically present in:
 - a. Operation Urgent Fury (Grenada);
 - b. Operation Just Cause (Panama);
 - c. Operation Desert Shield/Desert Storm (Persian Gulf War);
 - d. Operation Restore Hope (Somalia);
 - e. Operation Enduring Freedom (Afghanistan); or
 - f. Operation Iraqi Freedom (Iraq);
3. Served in the Armed Forces of the U.S. in an area designated as a combat zone by the President of the U.S.

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.451](#)
[ORS 329.479](#)
[ORS 332.107](#)
[ORS 332.114](#)
[ORS 338.115](#)
[ORS 339.115](#)
[ORS 339.505](#)

[ORS 343.295](#)
[OAR 581-022-0615](#)
[OAR 581-022-0617](#)
[OAR 581-022-1130](#)
[OAR 581-022-1131](#)
[OAR 581-022-1133](#)
[OAR 581-022-1134](#)

[OAR 581-022-1135](#)
[OAR 581-022-1210](#)
[OAR 581-022-1215](#)
[OAR 581-022-1350](#)

HB-2655 (2015)

TEST ADMINISTRATION MANUAL, APPENDIX L-REQUIREMENTS FOR ASSESSMENT OF ESSENTIAL SKILLS PUBLISHED BY THE OREGON DEPARTMENT OF EDUCATION (FEBRUARY 4, 2016).
ESSENTIAL SKILLS AND PERFORMANCE ASSESSMENT MANUAL, PUBLISHED BY THE OREGON DEPARTMENT OF EDUCATION (MARCH 17, 2016).

R1/14/164/28/16 | PHRS

Lebanon Community Schools

Code: **JFC**
Adopted: 3/17/11

Student Conduct (Version 1)**

The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff and conduct themselves in an orderly manner at school during the school day or during district-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and to maintain a productive learning environment. All staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere.

A student handbook, code of conduct or other document shall be developed by district administration[, in cooperation with staff,] and will be made available and distributed to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the No Child Left Behind Act of 2001 (NCLBA). In addition, each school in the district shall publish a student/parent handbook detailing additional rules specific to that school.[All rules applying to student conduct shall be posted in a prominent place in each school building.]

Students in violation of Board policy, administrative regulation and/or code of conduct provisions will be subject to discipline up to and including expulsion. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others. Students may be denied participation in extracurricular activities. Titles and/or privileges available to or granted to students may also be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, senior trip, prom, etc.). A referral to law enforcement may also be made.

The district will annually record and report expulsion data for conduct violations as required by the Oregon Department of Education.

END OF POLICY

Legal Reference(s):

ORS 339.240
ORS 339.250

ORS 659.850

OAR 581-021-0050 to -0075

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).
Hazelwood Sch. District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).
Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).
Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).
No Child Left Behind Act of 2001, 20 U.S.C. § 7912 (2006).
Morse v. Frederick, 551 U.S. 393, 127 S. Ct. 2618 (2007).
C.R. v. Eugene S.D, 4J, No. 12-1042, U.S. District Court of OR (2013).

Student Discipline**

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school-sponsored events, while at other schools in the district and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of rights of others.

The major objectives of the district discipline program are to teach the following fundamental concepts for living:

1. Understanding and respect for individual rights, dignity and safety;
2. Understanding and respect for the law, Board policies, administrative regulations and school rules;
3. Understanding of and respect for public and private property rights.

The Board seeks to ensure a school climate which is appropriate for learning and which assures the safety and welfare of personnel and students. The superintendent will develop administrative regulations whereby those students who disrupt the educational setting or who endanger the safety of others, will be offered corrective counseling and be subject to disciplinary sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective to correct behavioral problems, while supporting a students' attendance to school and classes. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in cocurricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). The district shall consider the age of the student and the student's past pattern of behavior prior to suspension or expulsion of the student.

The district shall enforce consistently, fairly and without bias all student conduct policies, administrative regulations and school rules.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy; or c) when required by law. The district shall consider the age of the student and the student's past pattern of

behavior prior to imposing the suspension or expulsion. The district will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

The use of out-of-school suspension or expulsion for discipline of a student in the fifth grade or below, is limited to:

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

When an out-of-school suspension is imposed on a student **in the fifth grade or lower**, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension, and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

Parents, students and employees shall be notified by handbook, code of conduct or other document of acceptable behavior, behavior subject to discipline and the procedures to address behavior ~~and the consequences of that behavior~~. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 332.061](#)
[ORS 332.072](#)

[ORS 332.107](#)
[ORS 339.115](#)
[ORS 339.240 to -339.280](#)
[ORS 659.850](#)

[OAR 581-021-0045](#)
[OAR 581-021-0050 to -0075](#)

Tinker v. Des Moines Sch. Dist., 393 U.S. 503 (1969).

Shorb v. Grotting and Powers Sch. Dist., Case No. 00CV-0255 (Coos County Circuit Ct.) (2000).

Ferguson v. Phoenix Talent Sch. Dist. #4, 172 Or. App. 389 (2001).

Lebanon Community Schools

Code: JHCDA

Adopted: 8/4/08

Readopted: 1/20/11, 12/5/13, 12/18/14,
3/12/15, 09/10/15

Prescription Medication**/*

The district recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school, and recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing a severe life-threatening allergic reaction or adrenal crisis¹, or have a need to manage hypoglycemia, asthma or diabetes. When a licensed health care professional is not immediately available, a designated trained staff member may administer to a student, epinephrine, glucagon or other medications as prescribed and allowed by Oregon law.

When directed prescribed by a physician² or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law, and subject to age-appropriate guidelines. A written treatment plan for a student who self administers medication will be developed and signed by a physician or other Oregon licensed health care professional and kept on file. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

The superintendent will require that an individualized health care plan is developed for every student with a known life-threatening allergy and for every student for whom the district has been given proper notice of a diagnoses of adrenal insufficiency. Such a plan will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

A request for the district to administer prescription medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant or nurse practitioner. A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order.

The district reserves the right to reject a request to administer or allow self administration of a medication when such medication is not necessary for the student to remain in school.

¹Under proper notice given to the district.

²Added to Oregon Revised Statute 678.010 to 678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). (This is to allow time for new students to find an Oregon-licensed physician.)

A premeasured dose of epinephrine may be administered by designated, trained district staff to any student or other individual on school premises who the personnel believe, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A process shall be established by which, upon parent written request, a backup prescribed autoinjectable epinephrine is kept at a reasonable, secured location in the student's classroom as provided by state law.

Training shall be provided to designated staff as required by law in accordance with approved protocols as established by the Oregon Health Authority. Staff designated to receive training shall also receive bloodborne pathogens training. Current first-aid and CPR cards are strongly encouraged for designated staff.

Prescription medication will be handled, stored, monitored, disposed of and records maintained in accordance with established district regulations governing administering noninjectable or injectable, or prescription or nonprescription medicines to students including procedures for the disposal of sharps and glass.

The superintendent will ensure student health management plans are developed as required by training protocols, maintained on file and pertinent health information is provided to district staff as appropriate. Such plans will include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property and in transit to or from school or school-sponsored activities.

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy and procedures.

END OF POLICY

Legal Reference(s):

[ORS 109.640](#)
[ORS 339.866 to -339.871](#)
[ORS 433.800 to -433.830](#)
[ORS 475.005 to -475.285](#)

[OAR 166-400-0010\(17\)](#)
[OAR 166-400-0060\(29\)](#)
[OAR 333-055-0000 to -0035](#)
[OAR 581-021-0037](#)

[OAR 581-022-0705](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)

Lebanon Community Schools

Code: **EFAA-AR**

Adopted: 5/6/10

Readopted: 6/16/11, 1/17/13, 11/13/14,
12/10/15

Reimbursable School Meals and Milk Programs (National School Lunch Program, School Breakfast Program, Special Milk Program)

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals will be priced as a unit.
3. Reimbursable meals will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals.
4. Annually, the district will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the district in compliance with state and federal laws.¹
5. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.²
6. The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction: Pioneer, Lacombe Hamilton Creek, Riverview, Seven Oak & Lebanon High School for breakfast only.
7. The district will implement claiming alternative Community Eligibility at the following schools under its jurisdiction: Green Acres and Cascades for lunch and breakfast.

¹The new requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

²According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R Part 245 (2011).

Application Procedures

8. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals for the students listed on the official document. Districts must access this document at least three times per year.
9. Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the district annually.
10. On a case-by-case basis, when a student is known to be eligible for free or reduced price meal benefits and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
11. Students who do not qualify for free or reduced price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged "paid" meal prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district's NSLP and SBP.
12. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
13. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.³
4. District nutrition and food services revenues will not be used to purchase land or buildings.

³For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP and SBP costs as described in 2 C.F.R. 200.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products that are produced in the United States, whenever possible.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, sex, sexual orientation, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's ~~civil rights coordinator~~ **director of Child Nutrition Programs** within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information on the confidential application for free and reduced price meals, including students' eligibility for free or reduced price meals and all household information. The district's NSLP and SBP operators are not required to release any information from a student's confidential application for free or reduced price meals. No information may be released from a student's confidential application for free or reduced price meals

without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

- a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program;
- b. Any other confidential information contained in the confidential application for free and reduced price meals (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and snacks served for reimbursement will meet the recommendations of the most current *Dietary Guidelines for Americans*.
2. Meals and snacks served for reimbursement will meet at least the minimum NSLP and SBP requirements for food items and quantities.
3. Meals served for reimbursement will:
 - a. Meet all calorie range requirements by grade level;
 - b. Meet the maximum standards set for saturated fat;
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.
7. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.

Use and Control of Commodity Foods

8. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch and breakfast program.
9. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
10. The value of commodity foods used for any food production other than NSLP, SBP or snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals served to eligible children.
2. All meals claimed for reimbursement will be counted at each dining site at a "point of service" where it can be accurately determined that the meal meets NSLP and SBP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals will be trained to recognize a reimbursable meal under the menu planning approach used at the school.
4. The district official signing the claim for reimbursement will review and analyze monthly meal counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

6. The district will maintain necessary facilities for storing, preparing and serving food and milk.
7. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department or Oregon Department of Human Resources for each school or dining site under its jurisdiction.
8. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.

3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.⁴
7. The district's meal charging requirements are as follows:

An account for students paying full or reduced price for meals may be established with the district. Students may charge no more than two meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district's charge limit. Students or parents of students may prepay meal costs.
8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.

Record Keeping

The following document will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits has been completed:

1. All currently approved and denied confidential application for free and reduced price meals and all current direct certification documents;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all competitive foods available for sale to students at a school campus;

⁴New requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.

4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity; and
7. Records to document compliance with Revenue from Non-program Foods.

R10/08/15 | PH

(Enclosure D-2)

Reimbursable School Meals and Milk Programs - EFAA-AR

7-7

REVISED

Lebanon Community Schools 2016-2017 Calendar

D=Staff Development
P=Preparation
Shaded = Non Contract
H=Holiday
C=Parent Conferences
S=Semester
Q=Quarter

Aug. 2016

| S | M | T | W | H | F | S |
|----|-----|-----|-----|-----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23D | 24P | 25P | 26 | 27 |
| 28 | 29* | 30 | 31 | | | |

Class: 3
Other: D=1, P=2

Sept. 2016

| S | M | T | W | H | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5H | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Class: 21
Other: H=1

Oct. 2016

| S | M | T | W | H | F | S |
|----|-----|----|----|----|-----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28Q | 29 |
| 30 | 31P | | | | | |

Class: 20
Other: P=1

Nov. 2016

| S | M | T | W | H | F | S |
|----|----|----|----|-----|-----|----|
| | | 1C | 2C | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11H | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24H | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Class: 16
Other: C=2, H=2

Dec. 2016

| S | M | T | W | H | F | S |
|----|-----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26H | 27 | 28 | 29 | 30 | 31 |

Class: 12
Other: H=1

Jan. 2017

| S | M | T | W | H | F | S |
|----|-----|----|-----|-----|-----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16H | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25S | 26P | 27P | 28 |
| 29 | 30 | 31 | | | | |

Class: 18
Other: P=2, H=1

Feb. 2017

| S | M | T | W | H | F | S |
|----|-----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20H | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

Class: 19
Other: H=1

Mar. 2017

| S | M | T | W | H | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

Class: 18
Other:

Apr. 2017

| S | M | T | W | H | F | S |
|----|-----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6Q | 7P | 8 |
| 9 | 10C | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Class: 18
Other: P=1, C=1

May. 2017

| S | M | T | W | H | F | S |
|----|-----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29H | 30 | 31 | | | |

Class: 22
Other: H=1

June. 2017

| S | M | T | W | H | F | S |
|----|----|----|----|-----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8S* | 9P | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

Class: 6
Other: P=1

| Qtr. | Class | Parent Conf. | Prep | Staff Day | Holi-day | Contact |
|----------------|-------|--------------|------|-----------|----------|---------|
| 1st Aug-Sept | | | | | | |
| | 24 | | 2 | 1 | 1 | 28 |
| 2nd Oct.-Dec. | | | | | | |
| | 48 | 2 | 1 | | 3 | 54 |
| 3rd Jan.-March | | | | | | |
| | 55 | | 2 | | 2 | 59 |
| 4th April-June | | | | | | |
| | 46 | 1 | 2 | | 1 | 50 |
| Total | 173 | 3 | 7 | 1 | 7 | 191 |

Revised 6/9/16

(Enclosure D-2)

Lincoln Community Schools 2016-2017 Calendar

| | |
|----------------------|--|
| August 23, 2016 | Staff Development Day |
| August 24, 2016 | Staff Preparation |
| August 25, 2016 | Staff Preparation Day |
| August 29, 2016 | SCHOOL BEGINS |
| September 5, 2016 | Holiday - Labor Day-NO SCHOOL |
| October 28, 2016 | End of Quarter |
| October 31, 2016 | Staff Preparation Day -- NO SCHOOL |
| November 1, 2016 | Parent Conference -NO SCHOOL |
| November 2, 2016 | Parent Conference- NO SCHOOL |
| November 11, 2016 | Holiday - Veterans Day - NO SCHOOL |
| November 23, 2016 | Non-Contract Day - NO SCHOOL |
| November 24, 2016 | Holiday - Thanksgiving -NO SCHOOL |
| November 25, 2016 | Non-Contract Day - NO SCHOOL |
| December 19-31, 2016 | Non-Contract Days-Winter Break - NO SCHOOL |
| December 25, 2016 | Holiday - NO SCHOOL |
| January 2, 2017 | Non-Contract Days-Winter Break - NO SCHOOL |
| January 3, 2017 | Classes Resume |
| January 16, 2017 | Holiday-Martin Luther King Jr. Day - NO SCHOOL |
| January 25, 2017 | End of the Semester |
| January 26, 2017 | Staff Preparation Day - NO SCHOOL |
| January 27, 2017 | Staff Preparation Day - NO SCHOOL |
| February 20, 2017 | Holiday-Presidents' Day - NO SCHOOL |
| March 27-31, 2017 | Spring Break - NO SCHOOL |
| April 6 2017 | End of Quarter |
| April 7, 2017 | Staff Preparation Day - NO SCHOOL |
| April 10, 2017 | Parent Conferences - NO SCHOOL |
| May 29, 2017 | Holiday - Memorial Day - NO SCHOOL |
| June 2, 2017 | Strawberry Fair - EARLY DISMISSAL |
| June 6, 2017 | High School Graduation |
| June 8, 2017 | Classes End - EARLY DISMISSAL |
| June 9, 2017 | Preparation Day |

* Some students may begin school later due to incoming student orientation. More information will be provided by the school.
EMERGENCY CLOSURE MAKE-UP CONTINGENCY PROCEDURES STEPS IN ORDER:

1. Up to six (6) class days on June 9 & 12-16

Early Release Collaboration Days will be every Wednesday beginning August 31 for all schools

REVISED

Calendario 2016-2017 de las Escuelas Comunitarias de Lebanon

D=Desarrollo del Personal
P=Preparacion
Sombreado= Sin Contrato
H=Dia Feriado
C=Conferencias de Padres
S=Semestre
Q=Trimestre

Ago. 2016

| S | M | T | W | H | F | S |
|----|-----|-----|-----|-----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23D | 24P | 25P | 26 | 27 |
| 28 | 29* | 30 | 31 | | | |

Clase: 3

Otro: D=1, P=2

Sep. 2016

| S | M | T | W | H | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5H | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Clase: 21

Otro: H=1

Oct. 2016

| S | M | T | W | H | F | S |
|----|-----|----|----|----|-----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28Q | 29 |
| 30 | 31P | | | | | |

Clase: 20

Otro: P=1

Nov. 2016

| S | M | T | W | H | F | S |
|----|----|----|----|-----|-----|----|
| | | 1C | 2C | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11H | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24H | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

Clase: 16

Otro: C=2, H=2

Dic. 2016

| S | M | T | W | H | F | S |
|----|----|-----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26H | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

Clase: 12

Otro: H=1

Er 2017

| S | M | T | W | H | F | S |
|----|-----|----|-----|-----|-----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16H | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25S | 26P | 27P | 28 |
| 29 | 30 | 31 | | | | |

Clase: 18

Otro: P=2, H=1

Feb. 2017

| S | M | T | W | H | F | S |
|----|-----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20H | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

Clase: 19

Otro: H=1

Mar. 2017

| S | M | T | W | H | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Clase: 18

Otro:

Apr. 2017

| S | M | T | W | H | F | S |
|----|-----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6Q | 7P | 8 |
| 9 | 10C | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Clase: 18

Otro: P=1, C=1

May. 2017

| S | M | T | W | H | F | S |
|----|-----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29H | 30 | 31 | | | |

Clase: 22

Otro: H=1

Jun. 2017

| S | M | T | W | H | F | S |
|----|----|----|----|----|-----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8S* | 9P |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Clase: 6

Otro: P=1

| Tri. | Clase | Conf. de Padre | Prep | Dia/Personal | Feriado | Contrat ot |
|-----------------|-------|----------------|------|--------------|---------|------------|
| 1er Ago-Sep. | | | | | | |
| | 24 | | 2 | 1 | 1 | 28 |
| 2nd Oct.-Dic. | | | | | | |
| | 48 | 2 | 1 | | 3 | 54 |
| 3ro Ene.-Mar. | | | | | | |
| | 55 | | 2 | | 2 | 59 |
| 4to Abril-Junio | | | | | | |
| | 46 | 1 | 2 | | 1 | 50 |
| Total | 173 | 3 | 7 | 1 | 7 | 191 |

Revised 6/9/16

(Enclosure D-2)

Calendario 2016-2017 de las Escuelas Comunitarias de Lebanon

| | |
|-----------------------|--|
| August 23, 2016 | Dia de Desarrollo Personal |
| Agosto 24, 2016 | Preparacion del Personal |
| Agosto 25, 2016 | Dia de Preparacion del Personal |
| Agosto 29, 2016 | Comienza la Escuela |
| Septiembre 5, 2016 | Dia Feriado - Dia Laboral-NO HAY CLASES |
| Octubre 28, 2016 | Final del Trimestre |
| Octubre 31, 2016 | Preparacion del Personal -- NO HAY CLASES |
| Noviembre 1, 2016 | Conferencia de Padres -NO HAY CLASES |
| Noviembre 2, 2016 | Conferencia de Padres- NO HAY CLASES |
| Noviembre 11, 2016 | Dia Feriado- Dia de los Veteranos - NO HAY CLASES |
| Noviembre 23, 2016 | Dia Sin Contrato - NO HAY CLASES |
| Noviembre 24, 2016 | Dia Feriado - Dia de Accion de Gracias -NO HAY CLASES |
| Noviembre 25, 2016 | Dia Sin Contrato - NO HAY CLASES |
| Diciembre 19-31, 2016 | Dias Sin Contrato-Vacaciones de Invierno - NO HAY CLASES |
| Diciembre 25, 2016 | Dia Feriado - NO HAY CLASES |
| Enero 2, 2017 | Dia Sin Contrato-Vacaciones de Invierno - NO HAY CLASES |
| Enero 3, 2017 | Las clases resumen |
| Enero 16, 2017 | Dia Feriado- Dia de Martin Lutero Jr. - NO HAY CLASES |
| Enero 25, 2017 | Final del Semestre |
| Enero 26, 2017 | Dia de Preparacion del Personal - NO HAY CLASES |
| Enero 27, 2017 | Dia de Preparacion Personal - NO HAY CLASES |
| Febrero 20, 2017 | Dia Feriado-Dia del Presidente - NO HAY CLASES |
| Marzo 27-31, 2017 | Vacaciones de Primavera - NO HAY CLASES |
| Abril 6 2017 | Final del Trimestre |
| Abril 7, 2017 | Dia de Preparacion del Personal - NO HAY CLASES |
| Abril 10, 2017 | Conferencias de Padres - NO HAY CLASES |
| Mayo 29, 2017 | Dia Feriado -Dia Conmemorativo - NO HAY CLASES |
| Junio 2, 2017 | Feria de las Fresas - SALIDA TEMPRANA |
| Junio 6, 2017 | Graduacion de la Escuela High |
| Junio 8, 2017 | Final de Clases - SALIDA TEMPRANA |
| Junio 9, 2017 | Dia de Preparacion |

* Algunos estudiantes pueden comenzar la escuela mas tarde debido a la orientacion de los estudiantes entrantes. Mas Mas informacion sera proporcionada por la escuela

LOS PASOS DE PROCEDIMIENTO DE CIERRE DE EMERGENCIA EN CONTINGENCIA PARA DIAS DE RECUPERACION:

1. Hasta seis (6) dias de clases el 10 de Junio 9 y 12-16

Dias de Colaboraciones de las Salidas Tempranas de cada Miercoles seran iniciados el Agosto 31 para todas las escuelas.

Board Policy Revisions

2nd Reading

6/9/16

Policy EFAA-AR – The Oregon Department of Education made an organizational decision that all civil rights complaints concerning the child nutrition program must be sent to the director of Child Nutrition Programs, and not the Civil Right Coordinator.

Policy GBM & GBMA – The Legislature passed House Bill in 2016 effectively changing the Whistleblowing section in the Oregon Revised Statue and added new provision for whistleblowers

Policies IGBBA & IGBBB – OAR 581-022-1310 was adopted by State Board of Education. The change affected the process for identifying talented and gifted student.

Policy IGCA – SB 1537, provides an opportunity for districts to increase high school graduation rates for under-served students and increase the percentage of students attending a post-secondary education institute. It establishes the terms by which a district may implement a Post-Graduate Scholar Program, and the criteria by which a student may utilize this program.

Policy IGDF – The revision to these policies include state and federal Smart Snack requirements in policy language as they apply to fund raising, through the sale of food and beverage items.

Policy IKF – The State Board of Ed. Changed the criteria for demonstrating proficiency in Essential Skills, in the student's language of origin, to allow students to demonstrate English language skills through the end of thigh school, rather than to the end of their 11th grade year.

Policies JFC & JG – OSBA recommended language in response to legal cases and conversations at a recent School Law Conference.

Policies JHCDA – SB 875 requires modification to Oregon Admin. Rule 581-021-0037. The need to adopt rules under which school personnel may administer medications that treat adrenal insufficiency to students experiencing symptoms of adrenal crisis.

Lebanon Community Schools

Code: **DLC-AR**

Revised/Reviewed: 8/20/01; 5/6/10; 6/11/15

Orig. Code(s): DLC-AR

Employee Travel/Staff Expense Reimbursement

Definitions

Employee – Any person who incurs travel expenses to be paid by the district. This includes, but is not limited to: Employees, Board members, parents and patrons.

District – Lebanon Community School District.

Board – Board of Directors of Lebanon Community School District.

In-District Expense

1. District employees who incur expenses in carrying out their authorized duties or other individuals who incur expenses on behalf of the district will be reimbursed with the prior authorization of the employee's supervisor and/or superintendent in accordance with district policy and procedures.
2. Meals may be provided through the district food service program, when available, for district employees when participating in district meetings or work sessions during a normal mealtime. If the food service program is not available, prudent judgment will be exercised in providing the meal.

Out-of-District Travel and Conference Expenses

1. District employees intending to travel while conducting district business who will incur reimbursable costs, must complete and submit a district Travel Expense Form to their supervisor or designee (e.g., School Office Manager) at least 15 business days prior to the intended leave. The leave must have prior authorization of the employee's supervisor and/or superintendent in accordance with district policy and procedures.
2. Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.
3. Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between business expenditures and those for personal convenience.

Vehicle Allowance (See Travel Expense Reimbursement Claim)

1. Reimbursement will be made only for those miles actually traveled in connection with district business.
2. The mileage rate for travel by car will be the current IRS rate.
3. Any employee using his/her personal vehicle for district business is covered by his/her personal

Employee Travel/Staff Expense Reimbursement - DLC-AR

insurance on a primary basis and by the district's liability policy on an excess basis. All drivers using personal vehicles on school business are required to carry at least state mandated minimum liability insurance and have a valid drivers license.

4. If employees travel by an indirect route for personal convenience or interrupt travel by a direct route, employees will bear the extra expense. Travel between home and office is not reimbursable. When travel starts from the residence rather than the official station, employees will be reimbursed the lesser number of miles from residence to destination or official station to destination.

Meal Expenses (See Travel Expense Reimbursement Claim)

1. Reimbursement for meals incurred while traveling on district business will be for the exact cost not to exceed the meal rates approved annually by the Board. (See Expenses Reimbursement Request and Accounting Procedures below.)
2. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. Itemized receipts for all meal expenses must be secured and attached to the claim.
3. When personnel attend an authorized meeting where the meal is an agenda item but not included in the fee and the selections and cost of the meal are beyond the control of the employee, the employee will be reimbursed for the actual cost of the meal. An itemized receipt must be provided.
4. Meal reimbursements not involving overnight travel will not be reimbursed unless the meal occurred during an official district business meeting. An official district business meeting is defined as two or more employees or persons assembled for the benefit of the district, to conduct official district business. Official district meetings include conferences, training, workshops, testing, seminars and other similar gatherings to conduct official district business.
5. When travel involves two or more consecutive overnight stays, the employee may request a per diem (daily expense allowance) for meals and incidentals in lieu of providing receipts. Further information can be found under "Meals Per Diem."
6. **For Transportation Department ONLY:** Meals while on transportation duty are eligible for reimbursement for out-of-town, field/sports trips only. Meals for in-town field trips/sports trips do not qualify for reimbursement unless the field/sports trip is longer than 8 hours.

Bus Drivers who drive their bus route(s) in addition to a field/sports trip, without a break in between the two, are eligible for meal reimbursement. Additionally, all evening trips (trips that go 2 or more hours beyond their regular route return time) are eligible for meal reimbursement.

In compliance with IRS guidelines, these reimbursements will be run through payroll.

Lodging Expenses (See Travel Expense Reimbursement Claim)

1. The cost of lodging necessary for employees traveling on district business will be paid by the district.

2. The district will pay the exact cost, including tax, for a single room or double occupancy if shared with another employee, up to the maximum amount approved annually by the Board.
3. For conference events the district will pay a rate not to exceed the conference lodging rate, including tax. For purposes of this administrative regulation, such rates are those as set by the hotel in conjunction with the sponsoring organization.
4. Any lodging expense above the cost of a single room, with tax, will be paid for by the employee when they are sharing lodging with a family member or friend.
5. When lodging is pre-paid by the district or to be reimbursed the employee must submit a receipt.

Additional Allowable Expenses (See Travel Expense Reimbursement Claim)

1. In addition to meals and lodging, certain necessary costs incurred while on district business will be reimbursed by the district. These necessary costs will be limited to exact expenses for:
 - a. Business phone calls;
 - b. Parking and tolls;
 - c. Taxi/Bus/Rental car;
 - d. Gratuity not to exceed 15% of the service.
2. These additional expenses will be paid on a reimbursement basis with receipts required.

Prohibited Expenses

1. Any expenses outside of the costs for items described in the above regulations will not be paid for nor reimbursed by the district.
2. Examples of prohibited expenses include:
 - a. Laundry, hair care, shoe shine;
 - b. Alcoholic beverages of any nature;
 - c. Movies or other entertainment (except as a part of conference registration);
 - d. Any other personal expenses.
3. Expenses submitted more than three months after the expenditure incurred, unless approved by the superintendent or designee.
4. Where a receipt is required but is not provided unless approved by the superintendent or designee.

Pre-paid Expenses

1. Certain travel expenses may be pre-paid by the district rather than reimbursed if the expenses have prior authorization of the employee's supervisor and/or superintendent.
2. Pre-paid expenses will include:
 - a. Conference or workshop registration costs;

- b. Lodging costs;
 - c. Necessary transportation costs other than vehicle mileage reimbursement (airfare, train fare).
3. Pre-payment for such expenses will be made by the district directly to the vendor, e.g., hotel, airline, through the regular purchase procedures.
 4. Conference or workshop registration forms and/or proof of lodging/transportation booking and exact costs must accompany the purchase order(s) or procurement card statement for such pre-paid expenses.
 5. Receipts for all pre-paid lodging and transportation expenses must be submitted when the employee returns.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other appropriate leave may be taken in conjunction with approved district travel subject to the following:
 - a. Time delays related to approved district business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
 - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the superintendent or designee in writing. Itemized receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 10 working days of the conclusion of the trip.
2. Expenses, which consist primarily of the cost of furnishing meals for others, will be reimbursed upon submission of a travel expense report, which includes:
 - a. Names of guests;
 - b. Organizations involved;
 - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil, which have been deducted from the rental charge by the rental agency, must be included.
4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 90 calendar days of incurring the expense. Reimbursement claims later than 90 calendar days of the expense will be denied.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. In the event the total of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses the excess must be reported as income in accordance with IRS requirements.
7. Failure to obtain required prior approval as expressed in this policy may result in personal liability on the part of the employee.

Meals Per Diem

1. When travel involves two or more consecutive overnight stays, the employee may request a per diem for meals and incidentals.
2. The per diem meal allowance is a fixed amount of reimbursement for a meal and all other travel incidentals. It is not reimbursement for the actual costs incurred. Receipts are not required for meals if claiming per diem.
3. Meals included as part of the registration fee(s) for a conference, seminar, etc., must be subtracted

Employee Travel/Staff Expense Reimbursement - DLC-AR

from the employee's daily meal per diem. Use the following percentages to determine the appropriate amount to deduct:

- a. Breakfast equals 20 percent of the allowed daily meal per diem;
 - b. Lunch equals 30 percent of the allowed daily meal per diem;
 - c. Dinner equals 50 percent of the allowed daily meal per diem.
4. Complimentary continental breakfasts provided by a hotel/motel do not affect the per diem meal allowance. No adjustment is required.
 5. Daily meal per diem amounts for the initial day of travel and final day of travel are determined on the following schedule based on departure and arrival times. Apply the percentage to the appropriate daily rate.

| Meal Allowance Percentage | Prior to 6:00 a.m. | 6:00 a.m. to Noon | 12:01p.m. to 6:00 p.m. | After 6:00 p.m. |
|--------------------------------|-----------------------|----------------------|---------------------------|--------------------|
| Initial Day of Travel - Leave: | 100% | 80% | 50% | 25% |
| Final Day of Travel - Return: | 20% | 50% | 80% | 100% |

6. Request for Per Diem prior to approved travel must be submitted, on the Travel Expense Form, to the Business Office 10 business days prior to departure.

Public Complaint Procedure

Initiating a Complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved.

The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within ~~five~~ 10 working days of the meeting with the employee, the complainant may file a written, signed complaint with the principal. The principal shall evaluate the complaint and render a decision within five working days after receiving the complaint.

The Superintendent: Step Three

If Step 2 does not resolve the complaint, within 10 working days of the meeting with the principal, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.)

The superintendent shall investigate the complaint, confer with the complainant and the parties involved and prepare a written report of his/her findings and his/her conclusion and provide the written report to the complainant within 10 working days after receiving the written complaint.

The Board: Step Four

If the complainant is dissatisfied with the superintendent's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will be final.¹

¹The timelines may be extended upon written agreement between both parties.

Complaints against the principal may be filed with the superintendent.

Complaints against the superintendent should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair and may be referred to district counsel.

Complaints against the Board chair may be made directly to the Board vice chair.

If a complaint alleges a violation of state standards or a violation of other statutory or administrative rule for which the State Superintendent of Public Instruction has appeal responsibilities, and the complaint is not resolved at the Board level, the district will supply the complainant with appropriate information to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rule (OAR) 581-022-1940.

Lebanon Community School District

COMPLAINT FORM

TO: ☐ District Office ☐ _____ (Name of School)

Person Making Complaint _____

Telephone Number _____ Date _____

Nature of Complaint _____

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

Suggested solution/resolution/outcome: _____

Office Use: Disposition of Complaint: _____

Signature: _____ Date: _____

cc: District Office

HR1/14/16 | PH

Business Report

By: Linda Darling, Business Director

June 9, 2016

Financial Report: (enclosure E-1)

The 2015-2016 Financial Board report included in this Board packet reflects all of actual (audited) revenue and expenditures for 2014-2015; the budgeted, spent and/or encumbered, and projected amounts for 2015-2016. The June's projected EFB for 2015-2016 is \$2,943,770. This is an increase from May's \$2,654,220. The major changes in this projection are:

- Increase in revenues are in the areas of:
 1. The 2015-2016 State School Fund Grant estimate released May 5, 2016 reflected: a slight increase in Extended ADMw and the allocation amount per student, resulting in \$115,300 more from the April 2015 estimate
 2. The 2014-2015 State School Fund Grant estimate released May 5, 2016 reflected: a slight increase in the allocation amount per student, resulting in \$176,000 reduced adjustment
 - The April Estimate reflected a negative adjustment of (\$506,459) and the May Estimate reflected a negative adjustment of (\$330,463)
 - this was the final adjustment for 2014-2015
- Increase in expenditures in the areas of:
 1. Salaries & Benefits: the June projection reflects increased amounts in Certified Subs and Extra Duty which has resulted in the increased projection amount in this area of approx. \$85,300
 2. Purchased Services: the June projection reflected an adjustment of Instructional Services, Water & Sewer, Travel, Data Processing, and Contracted Services which has resulted in the increased projection amount in this area of approx. \$53,850
 3. Supplies & Materials: the anticipated increased cost of Beyond LHS textbooks, and purchases of computers, resulting in the increase of anticipated expenditures by approx. \$36,500
 4. Other Objects: the decrease of anticipated Dues & Fees expenditure by approx. \$17,000

Authorizing Oregon Savings Growth Plan: (enclosure E-2)

Resolution 1516-08 will authorize Lebanon Community School District (employees) to participate, under the State of Oregon (through the PERS division), in the Oregon Saving Growth Plan. This would allow us to expand options for employees along with some great educational meetings on retirement options / investments. The Oregon Savings Growth Plan (OSGP) is a 457(b) deferred compensation plan that provides public employees with a convenient way to save for retirement. It allows employees of an OSGP-participating employer to contribute a portion of their salary on a pre-tax basis using the traditional plan. Contributions and earnings continue to grow tax-deferred until distribution. OSGP also provides a Roth 457(b) for employees of participating employers. The Roth 457(b) option allows participants to save on an after-tax basis. Taxes are paid before the money is contributed, and eligible distributions and earnings can be distributed tax free.

Participants can contribute up to the annual maximum limit or as little as \$25 per month into either or both the pre-tax and Roth 457(b) accounts. The regular maximum annual contribution amount in 2016 is \$18,000 (and thereafter as adjusted for inflation). Elected contributions are deferred through payroll deductions.

Participants who are age 50 or older in 2016 may use the 50-Plus Catch-Up Provision to defer an additional \$6,000 (and thereafter as adjusted for inflation), bringing the maximum annual contribution to \$24,000.

Participants may withdraw their account balance 30 days after retirement or severance from employment*. Several flexible payment options are available:

- Payments over a specified number of years
- Payments of a specified dollar amount
- Payment in a single lump sum
- Payment in periodic partial lump sums

DLC-AR:

There is a new session added under Meal Expenses that is applicable for the Transportation Department only (sub-section #6). This is current practice but we felt that it would be beneficial to have officially added to DLC-AR.

2015-2016 General Fund Summary Report

| | 12/13 Actual | 13/14 Actual | 14/15 Actual | 15/16 Budget | 5-24-16 YTD & Enc | 5-24-16 Balance | 15/16 Project 5/24/2016 |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|--------------------|-------------------------------|
| General Fund - Revenue | | | | | | | |
| SSF Formula | 30,017,096 | 33,010,958 | 34,926,096 | 35,975,000 | 35,362,746 | 612,254 | 35,891,800 |
| SSF Adjustment | 337,479 | 354,709 | 48,134 | - | (330,463) | - | (330,500) |
| State Fiscal Stabilization Fund | - | - | - | - | - | - | - |
| Federal Ed Jobs | - | - | - | - | - | - | - |
| School Year SubAccount | - | - | - | - | - | - | - |
| Loan Receipts | - | - | - | - | - | - | - |
| Interest | 59,860 | 55,090 | 62,596 | 40,000 | 73,310 | (33,310) | 75,000 |
| Third Party Billing | 50,472 | 35,680 | 25,179 | 50,000 | 33,474 | 16,526 | 50,000 |
| TMR | 176,000 | 189,021 | 154,930 | 175,000 | 149,514 | 25,486 | 299,000 |
| JROTC | 62,358 | 44,877 | 64,220 | 62,000 | 54,826 | 7,174 | 65,000 |
| Other | 422,445 | 493,650 | 379,017 | 367,400 | 259,981 | 107,419 | 273,000 |
| Interfund Transfer | 60,000 | 680,000 | 60,000 | 60,000 | 68,149 | (8,149) | 60,000 |
| BFB | 2,596,141 | 1,065,336 | 3,162,455 | 3,500,000 | 3,932,387 | (432,387) | 3,932,400 |
| Total | 33,781,852 | 35,929,322 | 38,882,628 | 40,229,400 | 39,603,923 | 295,013 | 40,315,700 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |
| General Fund - Expenses | | | | | | | |
| Salaries | 16,090,527 | 15,946,123 | 16,263,399 | 17,309,590 | 17,586,894 | (277,304) | 17,783,500 |
| Benefits | 9,467,455 | 9,581,618 | 10,020,660 | 11,260,053 | 10,559,553 | 700,500 | 10,638,480 |
| P. Services | 4,635,957 | 4,781,674 | 5,112,768 | 6,235,965 | 4,737,522 | 1,498,443 | 5,069,850 |
| Supplies | 1,165,368 | 1,123,636 | 1,477,643 | 1,696,562 | 1,399,454 | 297,108 | 1,331,000 |
| Capital Outlay | 23,301 | - | 6,779 | 30,000 | 20,047 | 9,953 | 30,000 |
| Other Objects | 240,048 | 262,806 | 308,993 | 337,230 | 282,799 | 54,431 | 294,100 |
| Transfers | 1,093,860 | 902,369 | 1,760,000 | 2,360,000 | 2,154,052 | 205,948 | 2,225,000 |
| Contingency | - | - | - | 1,000,000 | - | 1,000,000 | - |
| Total | 32,716,516 | 32,598,226 | 34,950,241 | 40,229,400 | 36,740,321 | 3,489,079 | 37,371,930 |
| | ===== | ===== | ===== | ===== | ===== | ===== | ===== |
| Projected Ending Fund Balance | | | | | | | 2,943,770 |

2015-2016 General Fund Summary Report

| | 12/13 Actual | 13/14 Actual | 14/15 Actual | 15/16 Budget | 5-24-16 YTD | 5-24-16 Balance | 15/16 Project 5/24/2016 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------------------|
| SSF Formula | | | | | | | |
| Taxes | 7,841,946 | 7,903,432 | 8,234,812 | 8,170,000 | 8,154,881 | 15,119 | 8,410,000 |
| Federal Forest Fees | 226,617 | 270,219 | 264,679 | - | 205,708 | (205,708) | 206,000 |
| Common School | 348,692 | 390,784 | 409,884 | 405,000 | 196,805 | 208,195 | 394,000 |
| County School | - | - | - | - | - | - | - |
| State Timber | 53,044 | 210,996 | 405,152 | 100,000 | 181,382 | (81,382) | 181,400 |
| School Support Fund | 21,546,797 | 24,235,526 | 25,578,283 | 27,300,000 | 26,623,971 | 676,029 | 26,624,000 |
| Adjustments to SSF Payments | | | - | | | | |
| Adj for HC Disability Grant | 8,476 | 44,585 | 33,286 | - | 76,394 | (76,394) | 76,400 |
| Adj for 11/12 payment | 329,004 | - | - | - | - | - | - |
| Adj for 12/13 payment | - | 310,123 | - | - | - | - | - |
| Adj for 13/14 payment | - | - | 48,134 | - | - | - | - |
| Adj for 14/15 payment | - | - | - | - | (330,463) | - | (330,500) |
| State Fiscal Stabilization Fund | - | - | - | - | - | - | - |
| Federal Ed Jobs | - | - | - | - | - | - | - |
| School Year SubAccount | - | - | - | - | - | - | - |
| Total SSF Formula | 30,354,576 | 33,365,667 | 34,974,231 | 35,975,000 | 35,108,677 | 535,860 | 35,561,300 |
| Loan Receipts | - | - | - | - | - | - | - |
| Interest of Investments | 59,860 | 55,090 | 62,596 | 40,000 | 73,310 | (33,310) | 75,000 |
| Third Party billing - Medicaid | 50,472 | 35,680 | 25,179 | 50,000 | 33,474 | 16,526 | 50,000 |
| TMR | 176,000 | 189,021 | 154,930 | 175,000 | 149,514 | 25,486 | 299,000 |
| JROTC reimbursement | 62,358 | 44,877 | 64,220 | 62,000 | 54,826 | 7,174 | 65,000 |
| Other | | | | | | | |
| Outdoor School | - | - | - | - | - | - | - |
| Rental Fees | 24,695 | 24,989 | 27,828 | 24,000 | 8,446 | 15,554 | 10,000 |
| Fees Charged to Grants | 53,440 | - | - | 50,000 | - | 50,000 | - |
| Miscellaneous | 278,595 | 396,771 | 282,468 | 233,400 | 168,624 | 64,776 | 180,000 |
| E-Rate reimbursement | 65,715 | 71,891 | 68,721 | 60,000 | 82,910 | (22,910) | 83,000 |
| Interfund Transfer - Athletics | 60,000 | 680,000 | 60,000 | 60,000 | 68,149 | (8,149) | 60,000 |
| Beginning Fund Balance | 2,596,141 | 1,065,336 | 3,162,455 | 3,500,000 | 3,932,387 | (432,387) | 3,932,400 |
| Total | <u>33,781,852</u> | <u>35,929,322</u> | <u>38,882,628</u> | <u>40,229,400</u> | <u>39,680,317</u> | <u>218,619</u> | <u>40,315,700</u> |

2015-2016 General Fund Summary Report

| | | | | | | | | | 5/24/2016 |
|-----|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| Obj | Description | 12/13 Actual | 13/14 Actual | 14/15 Actual | 15/16 Budget | 5-24-16 YTD | 5-24-16 Encumb | 5-24-16 Balance | 15/16 Project |
| 111 | Certified salaries | 9,691,110 | 9,312,212 | 9,311,147 | 9,848,605 | 7,633,666 | 2,493,088 | (278,149) | 10,115,000 |
| 112 | Classified salaries | 3,570,418 | 3,821,771 | 4,164,521 | 4,550,655 | 3,672,130 | 880,191 | (1,665) | 4,545,000 |
| 113 | Administrative salaries | 1,356,839 | 1,409,054 | 1,464,907 | 1,668,123 | 1,506,649 | 137,189 | 24,285 | 1,645,000 |
| 114 | Managerial - classified | 124,134 | 92,856 | 94,714 | 96,608 | 163,859 | 14,896 | (82,147) | 178,800 |
| 116 | Retirement stipends | 98,858 | 99,065 | 76,123 | 51,135 | 48,063 | 3,071 | 1 | 52,000 |
| 118 | Retirement Support Program | 159,600 | 159,600 | - | - | - | - | - | - |
| 119 | Confidential salaries | 146,195 | 125,872 | 125,785 | 132,974 | 76,524 | 7,980 | 48,470 | 84,500 |
| 121 | Certified subs | 337,851 | 364,590 | 373,350 | 381,400 | 357,869 | - | 23,531 | 430,000 |
| 122 | Classified subs | 109,047 | 147,575 | 148,818 | 127,625 | 121,164 | - | 6,461 | 148,000 |
| 123 | Temp certified | 51,529 | 61,461 | 62,030 | 53,500 | 56,499 | - | (2,999) | 63,000 |
| 124 | Temp classified | - | 3,775 | 982 | 500 | - | - | 500 | - |
| 127 | Student helpers salaries | 2,884 | 12,466 | 11,768 | 6,000 | 6,930 | - | (930) | 10,000 |
| 132 | Compensation time | 12,822 | 19,026 | 23,861 | 20,500 | 6,509 | - | 13,991 | 30,000 |
| 133 | Extra duty | 174,502 | 149,434 | 254,381 | 207,565 | 244,724 | 6,764 | (43,923) | 300,000 |
| 134 | Classified extra hrs | 127,482 | 123,909 | 142,975 | 135,000 | 147,164 | - | (12,164) | 170,000 |
| 135 | Vacation Payoff | 31,234 | 17,384 | 4,377 | 24,000 | - | - | 24,000 | 9,500 |
| 136 | Mentor teacher pay | 2,438 | 1,568 | 990 | - | 111 | - | (111) | 500 |
| 137 | Personal Leave Payout | 25,750 | 22,057 | 75 | - | - | - | - | - |
| 138 | Department Head Extra Duty | 2,300 | 2,122 | 2,159 | 4,000 | 1,413 | - | 4,000 | 1,600 |
| 140 | Salary Settlements | 64,867 | - | - | - | - | - | - | - |
| 142 | Taxable Meal Reimbursement | 667 | 328 | 436 | 1,400 | 444 | - | 956 | 600 |
| | Total Salaries | 16,090,527 | 15,946,123 | 16,263,399 | 17,309,590 | 14,043,716 | 3,543,178 | (277,304) | 17,783,500 |
| 210 | PERS | 3,708,868 | 3,955,693 | 3,976,407 | 4,378,647 | 3,268,859 | 870,620 | 239,169 | 4,183,100 |
| 220 | Social Security | 1,173,990 | 1,183,575 | 1,207,537 | 1,303,449 | 1,042,827 | 262,094 | (1,472) | 1,320,000 |
| 231 | Worker's Comp | 130,637 | 119,163 | 136,822 | 183,311 | 147,194 | 29,147 | 6,971 | 177,600 |
| 241 | Employee Ins - Admin | 163,789 | - | 177,948 | 217,470 | 194,407 | 18,455 | 4,608 | 212,900 |
| 242 | Employee Ins - Certified | 2,038,405 | 2,146,033 | 2,307,416 | 2,601,416 | 1,748,040 | 578,329 | 275,046 | 2,326,000 |
| 243 | Employee Ins - Classified | 1,691,683 | 1,721,374 | 1,874,827 | 2,223,221 | 1,680,922 | 456,596 | 85,703 | 2,135,000 |
| 244 | Employee Ins - Other | 31,766 | 20,636 | 20,700 | 38,729 | 7,087 | 644 | 30,998 | 7,730 |
| 245 | Employee Ins - Retired | 472,809 | 389,149 | 276,090 | 270,000 | 213,342 | - | 56,658 | 235,150 |
| 246 | Classified Insurance Pool | 4,979 | - | - | - | - | - | - | - |
| 247 | TSA | 50,530 | 45,996 | 42,912 | 43,810 | 33,901 | 7,091 | 2,819 | 41,000 |
| | Total Benefits | 9,467,455 | 9,581,618 | 10,020,660 | 11,260,053 | 8,336,578 | 2,222,975 | 700,500 | 10,638,480 |

2015-2016 General Fund Summary Report

| | | 5/24/2016 | | | | | | | |
|--------------------------|----------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------------|------------------|
| Obj | Description | 12/13 Actual | 13/14 Actual | 14/15 Actual | 15/16 Budget | 5-24-16 YTD | 5-24-16 Encumb | 5-24-16 Balance | 15/16 Project |
| 311 | Instructional Services | 300 | 69,272 | 152,856 | 260,800 | 122,674 | - | 138,126 | 160,000 |
| 312 | Instr Prog Improve Service | 8,800 | 18,733 | 43,468 | 32,000 | 34,748 | 4,153 | (6,901) | 40,000 |
| 319 | Other Instr-Prof-Tech SVCS | 20,884 | 14,977 | 21,870 | 15,000 | 9,745 | - | 5,255 | 16,000 |
| 322 | Repairs & Maintenance | 87,245 | 101,489 | 163,270 | 107,300 | 152,221 | 27,685 | (72,606) | 175,000 |
| 323 | Radio Service | 1,188 | - | - | - | 7,767 | - | (7,767) | 7,800 |
| 324 | Rentals | 137,321 | 121,204 | 135,308 | 144,350 | 86,554 | 37,838 | 19,958 | 125,000 |
| 325 | Electricity | 414,837 | 440,338 | 467,896 | 472,100 | 403,830 | - | 68,270 | 472,600 |
| 326 | Fuel | 159,642 | 187,486 | 177,759 | 236,000 | 175,788 | - | 60,212 | 185,000 |
| 327 | Water & Sewer | 130,496 | 112,986 | 139,255 | 145,900 | 111,455 | - | 34,445 | 140,000 |
| 328 | Garbage | 82,910 | 77,676 | 86,324 | 95,600 | 73,810 | - | 21,790 | 88,000 |
| 329 | Other Property Services | 675 | 420 | 13,001 | 11,400 | 19,246 | - | (7,846) | 20,000 |
| 330 | Reimb. Student Transportation | - | 4,204 | 6,950 | 8,800 | - | - | 8,800 | - |
| 340 | Travel | 62,436 | 65,317 | 114,592 | 176,565 | 116,493 | 14,125 | 45,947 | 140,000 |
| 343 | Travel - Student - Out of Dist. | 191 | 1,665 | - | 2,700 | (85) | - | 2,785 | - |
| 346 | Meals/Transportation | 228 | 148 | 104 | 500 | 48 | - | 452 | - |
| 348 | Staff Tuition | 15,033 | 30,645 | 49,577 | 41,000 | 39,333 | - | 1,667 | 41,000 |
| 351 | Telephone | 66,659 | 67,513 | 82,642 | 71,300 | 64,809 | 1,936 | 4,555 | 75,000 |
| 353 | Postage | 17,610 | 25,894 | 23,607 | 29,250 | 18,210 | - | 11,040 | 24,000 |
| 354 | Advertising | 1,316 | 1,874 | 4,416 | 4,700 | 2,628 | 599 | 1,473 | 4,000 |
| 355 | Printing & Binding | 14,735 | 13,897 | 68,861 | 83,800 | 46,318 | 2,823 | 34,659 | 52,000 |
| 360 | Charter School Payments | 1,800,976 | 1,954,971 | 2,064,403 | 2,423,000 | 1,961,788 | - | 461,212 | 1,962,000 |
| 362 | Insurance Reimbursement | 643 | - | - | - | - | - | - | - |
| 371 | Tuitions Payments to Other Dist. | 32,878 | 37,250 | 40,570 | 175,000 | 29,701 | - | 145,299 | 30,000 |
| 373 | Tuition Pay Private School | - | - | - | 5,000 | - | - | 5,000 | - |
| 374 | Other Tuition | 906,502 | 782,257 | 605,954 | 811,000 | 474,896 | 8,198 | 327,906 | 615,000 |
| 381 | Audit Services | 21,950 | 27,150 | 27,650 | 30,000 | 25,150 | - | 4,850 | 25,200 |
| 382 | Legal Services | 6,776 | 9,011 | 2,028 | 25,000 | 4,696 | - | 20,304 | 5,900 |
| 384 | Negotiation Services | 5,449 | 14,344 | 5,934 | 10,000 | 9,102 | 2,464 | (1,566) | 13,500 |
| 386 | Data Processing SVCS | 53,576 | 57,261 | 59,787 | 100,300 | 71,126 | - | 29,174 | 82,000 |
| 387 | Statistical Services | 1,000 | - | - | - | - | - | - | - |
| 388 | Election Services | 6,410 | - | 4,565 | - | - | - | - | - |
| 389 | Other Non_instr Pro/Tech | 543,914 | 510,398 | 515,889 | 675,200 | 450,404 | 88,326 | 136,470 | 535,000 |
| 391 | Physical Exams - Drivers | 2,540 | 2,175 | 2,380 | 3,700 | 1,743 | 857 | 1,100 | 2,000 |
| 392 | Drug Tests Drivers | 1,535 | 1,110 | 1,110 | 3,000 | 635 | 1,365 | 1,000 | 1,300 |
| 393 | Child Care Services | 22,000 | 22,000 | 22,000 | 25,000 | 17,600 | 4,400 | 3,000 | 22,000 |
| 394 | Sub calling service | 5,464 | 5,536 | 5,559 | 6,800 | 7,489 | - | (689) | 7,500 |
| 396 | Criminal History checks | 1,440 | 2,332 | 2,546 | 2,900 | 2,635 | 196 | 69 | 2,900 |
| 398 | Fingerprinting | 400 | 138 | 639 | 1,000 | - | - | 1,000 | 150 |
| Total P. Services | | 4,635,957 | 4,781,674 | 5,112,768 | 6,235,965 | 4,542,558 | 194,963 | 1,498,443 | 5,069,850 |

2015-2016 General Fund Summary Report

| | | | | | | | | | 5/24/2016 |
|-----|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| Obj | Description | 12/13 Actual | 13/14 Actual | 14/15 Actual | 15/16 Budget | 5-24-16 YTD | 5-24-16 Encumb | 5-24-16 Balance | 15/16 Project |
| 406 | Gas Oil & Lubricants | 202,584 | 189,904 | 152,805 | 231,000 | 84,233 | 111,552 | 35,215 | 110,000 |
| 410 | Supplies & Materials | 359,880 | 356,317 | 457,671 | 465,630 | 377,855 | 27,023 | 60,752 | 385,000 |
| 413 | Vehicle repair parts | 41,968 | 54,783 | 50,201 | 63,000 | 46,074 | 9,692 | 7,234 | 49,000 |
| 414 | Transportation operations | 4,379 | 5,262 | 5,674 | 5,300 | 4,556 | 1,008 | (264) | 5,500 |
| 420 | Textbooks | 120,737 | 173,653 | 240,685 | 261,500 | 122,034 | 21,864 | 117,602 | 165,000 |
| 430 | Library Books | 10,819 | 6,636 | 9,934 | 13,000 | 5,657 | 2,314 | 5,029 | 8,000 |
| 440 | Periodicals | 4,440 | 3,753 | 6,012 | 5,320 | 2,325 | - | 2,995 | 3,500 |
| 460 | Equipment under 5K | 141,047 | 122,132 | 125,632 | 221,880 | 125,385 | 1,828 | 94,667 | 140,000 |
| 470 | Computer software | 118,839 | 139,153 | 173,513 | 230,648 | 163,137 | 33,137 | 34,374 | 200,000 |
| 480 | Computer hardware | 160,675 | 72,041 | 255,516 | 199,284 | 254,503 | 5,277 | (60,496) | 265,000 |
| | Total Supplies & Materials | 1,165,368 | 1,123,636 | 1,477,643 | 1,696,562 | 1,185,757 | 213,697 | 297,108 | 1,331,000 |
| 540 | Equipment | 23,301 | - | 6,779 | 30,000 | 20,047 | - | 9,953 | 30,000 |
| | Total Capital Outlay | 23,301 | - | 6,779 | 30,000 | 20,047 | - | 9,953 | 30,000 |
| 621 | Regular Interest | - | - | - | 500 | - | - | 500 | - |
| 640 | Dues & Fees | 50,998 | 51,933 | 92,488 | 103,130 | 64,082 | 78 | 38,970 | 75,000 |
| 650 | Insurance & Judgments | 189,050 | 210,873 | 216,456 | 233,600 | 218,639 | - | 14,961 | 219,000 |
| 670 | Taxes & Licenses | - | - | 49 | - | - | - | - | 100 |
| | Total Other Objects | 240,048 | 262,806 | 308,993 | 337,230 | 282,721 | 78 | 54,431 | 294,100 |
| 710 | Transfer - Technology | 50,000 | 50,000 | 175,000 | 200,000 | 200,000 | - | - | 200,000 |
| 711 | Transfer - Classroom Furniture | - | - | 50,000 | 50,000 | 50,000 | - | - | 50,000 |
| 712 | Transfer - Textbook Adoption | 200,000 | 50,000 | 350,000 | 350,000 | 350,000 | - | - | 350,000 |
| 713 | Transfer - Capital Improvement | 200,000 | 150,000 | 225,000 | 250,000 | 250,000 | - | - | 250,000 |
| 714 | Transfer - Track and Turf Fund | 100,000 | 100,000 | 110,000 | 110,000 | 110,000 | - | - | 110,000 |
| 715 | Transfer - Athletic Fund | 336,000 | 336,000 | 365,000 | 365,000 | 365,000 | - | - | 365,000 |
| 716 | Transfer - Bus Replacement | 150,000 | 150,000 | 250,000 | 250,000 | 250,000 | - | - | 250,000 |
| 717 | Transfer - Unemploy Ins | - | 50,000 | 25,000 | 50,000 | 15,000 | - | 35,000 | 50,000 |
| 718 | PERS Reserve | - | - | 150,000 | 500,000 | 500,000 | - | - | 500,000 |
| 719 | Transfer - Food Service | 17,860 | 16,369 | 50,000 | 235,000 | 64,052 | - | 170,948 | 100,000 |
| 730 | Transfer - Debt Service | 30,000 | - | - | - | - | - | - | - |
| 731 | Transfer - Academic Achievemer | 10,000 | - | 10,000 | - | - | - | - | - |
| | Total Transfers | 1,093,860 | 902,369 | 1,760,000 | 2,360,000 | 2,154,052 | - | 205,948 | 2,225,000 |
| 810 | Reserve/Contingency | - | - | - | 1,000,000 | - | - | 1,000,000 | - |
| | Grand Total | 32,716,516 | 32,598,226 | 34,950,241 | 40,229,400 | 30,565,430 | 6,174,891 | 3,489,079 | 37,371,930 |

2015-2016 General Fund Summary Report

All Funds

| Fund | Description | 12/13 Actual | 13/14 Actual | 14/15 Actual | 14/15 EFB | 15/16 Adopted Budget | 5-24-16 Y-T-D | 5-24-16 Encumb | 5-24-16 Balance | 15/16 Proj. Actual | 15/16 Proj. EFB |
|--------------------|----------------------------|-------------------|-------------------|-------------------|------------------|----------------------------|-------------------|-------------------|--------------------|-----------------------|--------------------|
| 100 | General Fund | 32,716,516 | 32,766,866 | 34,950,241 | 3,932,387 | 40,229,400 | 30,565,430 | 6,174,891 | 3,489,079 | 37,371,930 | 2,943,770 |
| 200 | Grant Funds | 3,903,906 | 2,663,753 | 2,591,884 | 1,765 | 5,200,000 | 1,845,702 | 470,585 | 2,883,713 | 2,592,000 | 2,000 |
| 205 | Senate Bill 1149 | - | - | 185,000 | 9,649 | 83,700 | - | - | 83,700 | - | 92,000 |
| 212 | Academic Achievement | - | 1,500 | - | 18,650 | 28,650 | - | - | 28,650 | - | 18,600 |
| 230 | Bus Replacement | 452,440 | - | 100,735 | 304,882 | 550,000 | - | - | 550,000 | - | 554,000 |
| 232 | Classroom Furniture | - | - | 50,000 | - | 53,000 | 40,792 | - | 12,208 | 41,000 | 9,100 |
| 240 | Textbook Adoption | 180,885 | 107,421 | 18,550 | 410,537 | 761,000 | 576,605 | 175,012 | 9,383 | 752,000 | 9,000 |
| 272 | Capital Improvments | 1,164,624 | 319,070 | 284,536 | - | 250,000 | 156,100 | 1,138 | 92,762 | 170,000 | 80,000 |
| 274 | Technology | 76,157 | 52,899 | 124,500 | 71,444 | 271,445 | 495 | - | 270,950 | 490 | 271,400 |
| 277 | Track and Turf Replacement | - | 100,000 | 100,000 | 56,554 | 200,000 | 100,000 | - | 100,000 | 100,000 | 78,000 |
| 279 | Student Activity | 550,340 | 593,221 | 590,053 | 467,082 | 1,120,000 | 482,847 | 33,184 | 603,969 | 590,000 | 500,000 |
| 286 | High School Athletics | 439,681 | 445,218 | 445,055 | 77,015 | 517,000 | 444,226 | 8,107 | 64,667 | 455,000 | 74,000 |
| 296 | Nutrition Services | 1,946,080 | 1,683,116 | 1,596,163 | 235,307 | 2,006,350 | 1,242,622 | 255,430 | 508,297 | 1,640,000 | 250,000 |
| 299 | PERS Reserve | - | 630,000 | - | 150,000 | 650,000 | - | - | 650,000 | - | 650,000 |
| 300 | Debt Service | 3,276,831 | 3,359,330 | 3,442,481 | 197,102 | 3,528,482 | 3,528,481 | - | 1 | 3,528,500 | 25,000 |
| 310 | Debt Service / SB 1149 | - | 5,151 | - | - | - | - | - | - | - | - |
| 311 | 2011 Non-Bonded Debt | 223,547 | 223,547 | 223,547 | 152,494 | 349,715 | 223,547 | - | 126,169 | 223,500 | 119,500 |
| 601 | Unemployment | 47,106 | 37,166 | 37,539 | 91,276 | 100,000 | 6,451 | - | 93,549 | 15,000 | 95,000 |
| Grand Total | | 44,978,112 | 42,988,258 | 44,740,285 | 6,176,143 | 55,898,742 | 39,213,296 | 7,118,347 | 9,567,099 | 47,479,420 | 5,771,370 |

Resolution 1516-08 Authorization Oregon Savings Growth Plan Offering

BE IT RESOLVED that the Board of Lebanon Community School District #9 hereby authorizes that the Oregon Savings Growth Plan to be offered as one of the investment providers for our 457 program.

Date: June 9, 2016

Chair, Board of Directors
Richard Borden

Superintendent
Rob Hess

SALE OF SCHOOL PROPERTY

Lebanon Community School District operates under DOJ guidelines. With respect to the sale of school property, there appear to be no specific laws regarding the District's ability to sell property.

Board Policy DN and DN-AR address the sale of surplus property. The policy does not include specific language with regard to real property (buildings, land, etc.), instead is generic in its definition. This, however, would not preclude real property being included within the Board's authority to declare surplus.

POLICY DN: The Board may, at any time, declare district property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete. The Board will be notified prior to the disposal of property or materials estimated by the director of business to be greater than \$500.

Research into policies of other school districts within Oregon vary, but have many common themes. Generally, notice is given not only to the Board, but to the city and the public at large that a school plans to make a declaration of surplus. (See attached policies from Portland Public School District and Bend-LaPine School District.) Additionally, some districts have guidelines regarding the value of surplus property that can be sold with/without notice; however those values vary widely.

Questions to consider regarding surplus designation:

1. Is the property being used for any school purposes at the present time?
2. Is the property currently used for any community or other purposes?
3. Is it likely the property will be needed in the future?

Once a determination has been made that a property is indeed surplus and the district approves it for sale, Lebanon Community School District falls under the DOJ governing laws with respect to procurement processes. Attached is Portland Public School Policy 8.70.043-AD, "Process for Disposing of Surplus Real Property", which is a clear roadmap of the process.

Lebanon Community Schools

Code: DN
Adopted: 8/20/09
Readopted: 5/6/10, 6/21/12, 4/9/15
Orig. Code(s): DN

Disposal of District Property (Version 1)

The Board may, at any time, declare district property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete. The Board will be notified prior to the disposal of property or materials estimated by the director of business to be greater than \$500.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the district, the Board may dispose of them in another manner.

If the district property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):

ORS 279B.055
ORS Chapters 279A, 279B and 279C
ORS 332.155

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)



BOARD POLICY

8.70.040-P

DISPOSITION OF SURPLUS REAL PROPERTY

8.70.040-P Disposition of Surplus Real Property

Under ORS 332.155, the Portland Public School District may lease, sell and convey all property of the District that is not, in the judgment of the School Board, required for school purposes.

The Portland Public School Board affirmatively acknowledges its support for managing the District's real property consistent with the District's mission and the public interest.

The Superintendent shall recommend to the Board the disposal of any property that is not essential to the District's mission now or in the future. An action declaring the property surplus must be based on a thorough analysis presented by the Superintendent to the School Board. The Board shall make the final determination as to which properties are surplus.

The Superintendent shall use an open and inclusive public input process in the development of any final recommendation to declare property surplus, and the findings from that process shall be provided to the Board prior to any Board decision. This public process will be in addition to the Board's public hearing to declare property surplus.

The policy directs the following:

1. Superintendent's Surplus Real Property Recommendation: The Superintendent shall develop and adopt administrative directives establishing a process for developing recommendations to the Board on surplus properties. The process shall include at a minimum the following components:
 - a) Notification of the Portland Public School Board,
 - b) Notification to the City and County, and other public agencies as appropriate, providing an opportunity to purchase the property, and notification to the local neighborhood association, and the public at large.
 - c) A minimum of 60 days for public response or comment.
 - d) A summary of the factors considered in the development of the recommendation.
2. Surplus Property Recommendations-Public Hearing: At least one public hearing shall be held by the Board prior to declaring any real property or proportion thereof surplus.
3. Sale process: Once the property is declared surplus by the Board, the Superintendent, or such persons as may be designated by the Superintendent, shall establish and conduct a process for sale or other conveyance of the property. The superintendent will market and negotiate a sale or other conveyance of the property and bring a recommended agreement to the board for the Board's review and approval.



BOARD POLICY

8.70.040-P

DISPOSITION OF SURPLUS REAL PROPERTY

4. Disposition of Surplus Property Suited For A Particular User Or Use: Whenever the Board finds that a parcel of Surplus Property is especially suited for use by a particular user or use which would be beneficial to the community, the Board may declare the property surplus, identify the community benefit, and authorize the Superintendent to negotiate a sales agreement or other conveyance for this property subject to board approval.

Legal References: ORS 271.330 ORS 332.155

History: Adpt. 6/71; Amd. 12/13/76; Amd. 8/28/78; Amd. 10/13/83; Amd. 8/31/95; Amd. 10/28/02 BA2463; Amd. 1/12/09 BA 4019

BEND – LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

Name: Disposal of Real Property
Section: Fiscal
Code: DN-AR

1. Applicability

- Except as provided below, these procedures shall apply to the disposal of real property owned by Administrative School District No. 1 (Bend-La Pine), Deschutes County, Oregon (District) determined to be surplus and excess property no longer necessary for current or future District purposes. It is the intent of the District to receive fair market value for the identified properties while maintaining its responsibilities of community stewardship. The provisions of these rules shall not apply to granting of easements or the dedication of right of way as may be required by the Cities of Bend or La Pine, Deschutes County, the State of Oregon, or in the best interest of the District.

2. Determination of Surplus Property

- District staff, on a periodic basis no less than every 2 years, shall submit to the Superintendent a report showing any real property in the possession, custody or control of the District that is no longer used and is otherwise surplus and excess for the needs of the District. If the Superintendent finds that such real property is not required for any other district use, he shall so report to the School Board, and the School Board may announce its intent to declare the subject property surplus and request a written estimate or appraisal of its fair market value.
- The Superintendent shall set a date for a public hearing, as nearly as possible to 60 days from the announcement. At least 5 calendar days but not more than 25 calendar days prior to the hearing, the Superintendent shall cause to be published a public notice setting forth the date, time and place of the hearing, at least once in a newspaper of general circulation in the area where the property is located. This notice shall identify the property using a description, which can be easily understood by the public and shall describe the current use of the lands involved. After the hearing, the School Board shall determine whether the subject property should be declared surplus. If the School Board determines the property to be surplus, a resolution making such a declaration shall be adopted.
- Prior to disposal of surplus real property by public sale, the Superintendent shall provide notice to local public agencies to determine their interest in the subject property. If interest is expressed, the Superintendent will recommend to the School Board disposition of the subject property in the best interest of the District.
- The following procedures apply if the property is not acquired by a public agency.

3. Manner of Disposal and Sale Procedure

- The Superintendent may dispose of any surplus real property which has an estimated market value of less than ten thousand dollars (\$10,000) subject to final approval by the School Board without advertising for bids.
- If the surplus real property has an estimated market value of ten thousand dollars (\$10,000) or more, the Superintendent shall dispose of the property in accordance with this procedure and shall require School Board approval for final agreement of sale.
- If none of the parties listed in the previous sections expresses interest in the subject property, then the District shall advertise for bids for a minimum two-week period following the resolution, which declares the subject property to be surplus. For the following two weeks, sealed bids may

be received, time and date stamped, and the highest and best offer within 10% of, or over, the appraised value may be accepted, upon final approval by the School Board.

- In the event no acceptable offer is received within the bid period, the property shall continue to be marketed by the District on a first come first served basis, using all resources common to the marketing of such property, including but not limited to installing signs, distributing offering information to local real estate firms, and publishing offering information monthly in a neighborhood newspaper. The Superintendent shall be authorized to negotiate with prospective purchasers and accept reasonable offers on behalf of the District, upon final approval by the School Board.
- In the alternative to the sale procedure described above, the District may select a Real Estate Agent of Record in accordance to District purchasing guidelines to market and negotiate sale of the subject property subject to final approval by the School Board.
- Sales of parcels shall be handled through independent escrow.

4. District Personnel Prohibited

- No District official, officer or employee shall bid, or be financially interested in any bid for surplus real property sold in accordance with these rules.

5. Deed - Additional Costs

- Upon receipt of the amount of the highest bid and School Board approval, the Superintendent or designee shall execute a warranty or bargain and sale deed on behalf of the District for the real property. All incidental and ancillary costs, including but not limited to escrow fees, commissions, and title and recording fees shall be borne exclusively by the purchaser unless otherwise negotiated.

6. Funds

- The net proceeds after cost of sale received for any property sold pursuant to these rules shall be credited to the land reserve fund or other appropriate fund as the School Board may determine.

7. Exceptions

- This procedure may be modified or waived at any time by a decision of the Board that it is in the best interest of the District to do so. No claim may be brought against the District for failure to follow this procedure.

Reviewed: 6/4/12, 10/20/14

Approved: 6/4/12, 10/21/14

LEBANON COMMUNITY SCHOOLS
Lebanon, Linn County, Oregon
May 26, 2016

A Regular Meeting of the Board of Directors was held in the District Office Board Room on May 26, 2016. Chairman Richard Borden called the meeting to order at 6:00 p.m. Those present included:

| | | | |
|----------------|----------|------------------|--------------------------|
| Richard Borden | Director | Rob Hess | Superintendent |
| Jerry Williams | Director | Bo Yates | Assistant Superintendent |
| Liz Alperin | Director | Linda Darling | Business Manager |
| Russ McUne | Director | Jennifer Meckley | Human Resource Director |
| Mike Martin | Director | | |

BUDGET HEARING

1. Audience Comments on the Budget

There were no Audience Comments on the Budget.

Linda Darling explained that the General Fund estimated 2015-2016 Ending Fund Balance as of May 25th is \$2,943,770. The 2016-2017 budget has \$2,950,000 for the Beginning Fund Balance (that is the same as the Ending Fund Balance for the previous year). In the past three months the State School Funding (SSF) has fluctuated which has impacted the General Fund. In March we received significantly less than what had been a draft allocation for 16-17 (approximately \$800,000), this was due to state wide changes, and formula changes that impacted poverty, teacher experience, and amount per student. The 15-16 amount also was reduced by approximately \$500,000 due to state wide changes, and formula changes that impacted poverty, teacher experience, and amount per student. The 14-15 reconciliation amount also came in as a negative \$550,000 instead of the negative \$250,000 that was projected. In May we received and update estimate for 15-16 that increased from March by \$180,000, and 14-15 that reduced our negative adjustment by \$171,000. This resulted in approx. \$350,000 back into SSF for General Fund. Overall the 2014-2015 adjustment was a negative \$333,500.

2. Resolution 1516-04 Adopting the Budget (Enclosure 1)

Russ McUne made a motion to approve Resolution 1516-04 Adopting the Budget as presented. Jerry Williams seconded. Jerry Williams, Richard Borden, Mike Martin, and Russ McUne voted yes. Liz Alperin voted no. The motion carried by majority.

3. Resolution 1516-05 Making Appropriations (Enclosure 2)

Jerry Williams made a motion to approve Resolution 1516-05 Making Appropriations as presented. Russ McUne seconded. Mike Martin, Russ McUne, Richard Borden and Jerry Williams voted yes. Liz Alperin voted no. The motion carried by majority.

4. Resolution 1516-06 Imposing & Categorizing the Tax (Enclosure 3)

Russ McUne made a motion to approve Resolution 1516-06 Imposing & Categorizing the Tax as presented. Jerry Williams seconded. Richard Borden, Russ McUne, Jerry Williams, and Mike Martin voted yes. Liz Alperin voted no. The motion carried by majority.

AUDIENCE COMMENTS

Crowfoot Church Pastor and parent Jeremy Zderad expressed his gratitude for the Board's work and asked that they not follow the state guidance on transgender students, but work on developing practices that will serve the safety, health and development of all our students (see attached letter).

(Enclosure G-1)

GENERAL BUSINESS

- 1. Action:** Approve on 1st Reading Policies: (Enclosure D-1)
- GBM – Staff Complaints
 - GBMA – Whistleblower
 - IGAI – Human Sexuality
 - IGBBA – Identification-Talented and Gifted Students
 - IGBBB – Identification-Talented and Gifted Students among Non-typical Populations
 - IGCA – Post-Graduate Scholar Program
 - IGDF – Student Fund-Raising Activities
 - IKF – Graduation Requirements
 - JEC – Student Conduct
 - JG – Student Discipline
 - JHCDA – Prescription Medication

The Board discussed the following policies: 1) IGAI- Human Sexuality, 2) JHCDA-Prescription Medication, 3) IKF-Graduation Requirements, 4) GBM-Staff Complaints, 5) GBMA-Whistleblower, and 4) IGCA- Post-Graduate Scholar Program.

The consensus of the Board was to pull IGAI from the 1st reading. They asked that Administration bring K-12 curriculum materials to the next Board meeting for discussion and a timeframe for parents to be notified with an opt out option.

Russ McUne made a motion to approve the policies as presented on 1st reading except for IGAI which is to be tabled until the next Board meeting. Mike Martin seconded. The motion carried unanimously.

- 2. Information Only:** AR Policy Revisions: (Enclosure D-2)
- DJC-AR – Special Procurements and Exemptions to Competitive Bidding
 - EFAA-AR – Reimbursable School Meals and Milk Programs
 - GCDA/GDDA-AR – Criminal Records Checks/Fingerprinting
 - JHCD/JHCDA-AR – Prescription/Nonprescription Medication

Linda Darling pointed out that the changes to dollar amounts in policy DJC-AR were to keep in line with state law.

- 3. Action:** Approve Resolution 1516-07 Lebanon Education Day (Enclosure D-3)

Liz Alperin made a motion to approve Resolution 1516-07 Lebanon Education Day. Russ McUne seconded. The motion carried unanimously.

- 4. Discussion:** Guidance for Transgender Students (Enclosure D-4)

Rob Hess explained that this topic was on the agenda per requests from a couple of Board members. Rob pointed out that the District received the ODE and the US Department of Justice guidance for transgender students. This is a topic that is being discussed all over the country. OSBA said that policies are up to date per the discrimination policies and there are no new policies being created at this time to address this guidance. This guidance is the state and federal governments' interpretations and is not law yet. There have not been any issues yet at any of the districts in our region. The guidance is to make sure that everyone is safe and not harassed. Staff members and Community members have expressed concern over the guidance language.

Richard Borden questioned whether funding will be withheld if school districts are not in compliance with the

guidance. We need a safe learning environment for all our kids, and the guidance puts us in an awkward position. The letter from ODE says that we cannot tell a transgender student to use a gender neutral bathroom and locker room. He feels that way it has been handed to us is not acceptable. He questioned who we are as a society and a people. The community has questions and concerns. He asked if there was anything that the district wanted to do to challenge the guidance. He pointed out that if a coach is transgender then it will get more complex going forward.

Rob Hess explained that if the district challenges and is found to be in noncompliance with Title IX then there might be a loss in funding. The district has had two challenges to Title IX in the last couple of years and in both cases was found to be in compliance. He pointed out the district's goal: "Pursuing Excellence for Every Student Every Day".

Liz Alperin said that she is torn between safety for her children and trying to address the transgender needs. Maybe if a student identifies as another gender they should be allowed to use those facilities. Since the law has not changed, we would not be turning our bathrooms into unisex bathrooms.

Bo Yates pointed out that the district has extra bathrooms and changing rooms that transgender students can use.

Russ McUne pointed out that transgender students cannot be mandated to use the bathrooms and changing rooms set aside for them. Russ explained that the evidence shows that there are more suicides and trauma associated with transgender students. He is against letting people use whatever facilities they identify with that day and hour.

Mike Martin pointed out that the Obama directives have to be approved by the National Security Council. He circumvented the law, therefore this is a directive and not a law. There are four topics that can be used to fight this: 1) bullying, 2) suicide, 3) harassment, and 4) hazing. Mike said that he is completely against this directive. He pointed out that there is no burden of proof required.

Jerry Williams read a statement from the National Group of Pediatricians/American College of Pediatricians who are challenging the Oregon Governor's "Transgender Student Guidance" (see attached).

Russ McUne, Jerry Williams, Richard Borden and Mike Martin said that they would vote against the guidance.

FINANCE

- 1. Action:** Approve 2016-2017 Travel Reimbursement Rates (Enclosure E-1)

Liz Alperin made a motion to approve the 2016-2017 Travel reimbursement Rates as presented. Mike Martin seconded. The motion carried unanimously.

OPERATIONS

- 1. Action:** Approve on 2nd Reading Proposed Recognition of Community Member(s) on the Lebanon Track and Field "Warrior Wall" (Enclosure F-1)

Russ McUne made a motion to approve on 2nd reading the Recognition of Community members on the Lebanon Track and Field "Warrior Wall" as presented. Mike Martin seconded. The motion carried unanimously.

- 2. Action:** Approve the Ground Maintenance Contract/Cornerstone (Enclosure F-2)

Russ McUne made a motion to approve the Ground Maintenance Contract. Jerry Williams seconded. The motion carried unanimously.

CONSENT AGENDA

- 1. Action:** Approve May 12, 2016 Board Minutes (Enclosure G-1)
- 2. Action:** Approve April 28, 2016 Budget Committee Minutes (Enclosure G-2)
- 3. Action:** Approve Hiring Darcy Anglemier, Special Education, Seven Oak Middle School
- 4. Action:** Approve Hiring April Feldman, 2nd Grade, Riverview School
- 5. Action:** Approve Hiring Marcia Hara, Culinary Arts, Lebanon High School
- 6. Action:** Approve Hiring Chelsea Harris, Elementary Teacher, Riverview School
- 7. Action:** Approve Hiring Steven Hoke, Elective Teacher, Seven Oak Middle School
- 8. Action:** Approve Hiring Mikaela Humphreys, Elementary Teacher, Hamilton Creek School
- 9. Action:** Approve Hiring Abigail Kurfman, Language Arts, Seven Oak Middle School
- 10. Action:** Approve Hiring Amy Reed, Elementary Teacher, Riverview School
- 11. Action:** Approve Hiring Annette Roberts-Hennessy, Special Education, Seven Oak Middle School
- 12. Action:** Approve Hiring Molly Tenbusch, Special Education, Green Acres School
- 13. Action:** Approve Hiring Jamie Williams, Kindergarten, Green Acres School
- 14. Action:** Approve the Transfer of Sabrina Alexander, Green Acres Principal to LHS Associate Principal
- 15. Action:** Approve the Transfer of Amanda Plummer, Pioneer Assistant Principal to Green Acres Principal
- 16. Action:** Approve Hiring Kelly McAllister, Special Education, Lebanon High School
- 17. Action:** Approve Hiring Peter Mathios, Special Education, Lebanon High School
- 18. Action:** Approve Hiring Stefanie Jones, Elementary Teacher, Location TBD
- 19. Action:** Approve Hiring Kelly Tedeschi, Counselor, Pioneer School
- 20. Action:** Approve the Transfer of Jana Horne from Green Acres to Riverview
- 21. Action:** Approve the Transfer of Casey VandenBos from Seven Oak to Lebanon High School
- 22. Action:** Approve Hiring Nicole Hundley Superintendent/Board Executive Secretary, District Office
- 23. Action:** Approve Transfer of Emily Latimer from Pioneer to Seven Oak
- 24. Action:** Approve Transfer for Nathan Dickey from Pioneer to Seven Oak

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

BOARD OF EDUCATION TIME/DISCUSSION

| | | |
|--------------|--------------------------------------|-----------------------|
| June 9, 2016 | 6:00 p.m./District Office Board Room | Regular Board Meeting |
| June 9, 2016 | 7:00 p.m./District Office Board Room | Board Work Session |

The consensus of the Board was to hold the Board Re-organizational meeting Thursday, August 11, 2016. Board meetings will be held the second Thursday of the month.

BOARD COMMUNICATION

Richard Borden reported road work is being done by the city close to Pioneer School. There was an incident of a truck narrowly missing a couple of students in a crosswalk. He questioned if a blurb shouldn't be put in the newspaper reminding people to be extra vigilant in that area.

Rob Hess said that he attended a City meeting in which the traffic flow is being looked at. Rob has brought the issue of growth in the Pioneer area to the City's' attention.

Liz Alperin would like \$100,000 in the budget to be dedicated to the CTE programs.

Bo Yates explained that he and Laura Warren had met with the CTE teachers, who have dedicated their Perkins program money to the culinary program and the welding class. Bo reminded the Board that he will be bringing a proposal for selling some district property and using the funds for the CTE program.

Mike Martin asked that Bo Yates bring the property proposal to the Board in June for consideration.

SUPERINTENDENT COMMUNICATION

Rob Hess explained that the high school hosted an AVID award night. It was a great success with lots of parents attending.

Rob Hess explained that a healthy community program called The Blue Zone Project is being coordinated through Samaritan Health, Northwest Comp, and Lebanon Build Trails and will be presented June 9. Lebanon Schools are committed to keeping kids healthy as well.

Bo Yates reported that the District is proposing to bring two more schools on board this year to receive free lunches. Cascades and Green Acres were the pilot schools last year.

ADJOURN

The meeting adjourned at 7:50 p.m.

(Meeting recorded by Kathy Schurr)

Richard Borden, Board Chair

Rob Hess, Superintendent