

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

A. CALL TO ORDER/WELCOME/FLAG SALUTE– 6:00 p.m. District Office Board Room

Liz Alperin
Richard Borden
Jerry Williams
Michael Martin
Russ McUne

B. AUDIENCE COMMENTS

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

C. GOOD NEWS

- 1. Report:** Riverview School Report-Good News/Joe Vore

D. PURSUING EXCELLENCE

E. GENERAL BUSINESS

- 1. Discussion:** LHS Mascot Update (Enclosure E-1)
2. Action: Approve First Reading of Board Policies (Enclosure E-2)
- DN – Disposal of District Property
 - EBCB – Emergency Drills
 - EBCD – Emergency Closures
 - GBDA – Mother Friendly Workplace
 - GBM – Staff Complaints
 - IKH – Credit for Proficiency
 - JFG – Student Searches
 - JHCD – Nonprescription Medication
 - JHCDA – Prescription Medication
- 3. Information Only:** Revised Board Policy ARs (Enclosure E-3)
- EFA-AR – Local Wellness Program
 - JFG-AR – Student Searches
 - JHCD/JHCDA-AR – Nonprescription/Prescription Medication

F. FINANCE

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

G. HUMAN RESOURCES

- 1. Action:** Superintendent’s Recommendations for Renewals & Non-Renewals (Enclosure G-1)

H. OPERATIONS

I. CONSENT AGENDA

1. **Action:** Approve March 12, 2015 Board Minutes (Enclosure I-1)
2. **Action:** Approve March 12, 2015 Special Board/Budget Committee Minutes (Enclosure I-2)
3. **Action:** Approve Reclassification for Krista Thorpe; Secretary 50 FTE
4. **Action:** Approve Reclassification for Michele Burd, Administrative Secretary
5. **Action:** Approve Reclassification for Barbara Henderson, Administrative Assistant
6. **Action:** Approve Leave for Emily Thomas, Art Teacher, LHS, 1st Semester of the 2015-2016 School Year

J. BOARD OF EDUCATION TIME/DISCUSSION

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

K. BOARD COMMUNICATION

L. SUPERINTENDENT COMMUNICATION

M. ADJOURN

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

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

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

Enrolled
Senate Bill 1509

Sponsored by Senators KRUSE, GIROD, CLOSE, Representative SPRENGER; Senator JOHNSON, Representative FREEMAN (Pre-session filed.)

CHAPTER

AN ACT

Relating to school mascots; creating new provisions; amending ORS 332.075; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. ORS 332.075 is amended to read:

332.075. (1) Any district school board may:

- (a) Fix the days of the year and the hours of the day when schools shall be in session.
- (b) Adopt textbooks and other instructional materials as provided in ORS 337.120 and 337.141 and courses of study for the use of such schools as provided in ORS 336.035.
- (c) Authorize the use of the schools for purposes of training students of an approved teacher education institution, as defined in ORS 342.120, and for such purposes may enter into contracts with the approved teacher education institutions on such terms as may be agreed upon. Such contracts as they relate to student teachers shall have the same effect and be subject to the same regulations as a contract between a licensed teacher and a district school board.
- (d) Develop and operate with other school districts or community college districts secondary career and technical education programs for pupils of more than one district and fix by agreement the duration of the district's obligation to continue such activity, subject to the availability of funds therefor.
- (e) Authorize the school district to be a member of and pay fees, if any, to any voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities.
- (f) Accept money or property donated for the use or benefit of the school district and, consistent with the laws of this state, use such money or property for the purpose for which it was donated.
- (g) **Enter into an approved written agreement with the governing body of a federally recognized Native American tribe in Oregon to allow the use of a mascot that represents, is associated with or is significant to the Native American tribe entering into the agreement. An agreement entered into under this paragraph must:**
 - (A) Describe the acceptable uses of the mascot;
 - (B) Comply with rules adopted by the State Board of Education that:
 - (i) Are adopted after consultation with the federally recognized tribes in Oregon pursuant to ORS 182.164 (3); and
 - (ii) Prescribe the requirements for approval; and

(C) Be approved by the State Board of Education, which the board must provide if the agreement meets the requirements of this paragraph and the rules adopted under this paragraph.

(2) All contracts of the school district must be approved by the district school board before an order can be drawn for payment. If a contract is made without the authority of the district school board, the individual making such contract shall be personally liable.

(3) Notwithstanding subsection (2) of this section, a district school board may, by resolution or policy, authorize its superintendent or the superintendent's designee to enter into and approve payment on contracts for products, materials, supplies, capital outlay, equipment and services that are within appropriations made by the district school board pursuant to ORS 294.456. A district school board may not authorize its superintendent or the superintendent's designee under this subsection to enter into and approve payment on contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by employees of the school district.

SECTION 2. The State Board of Education must adopt the rules described in ORS 332.075 (1)(g) not later than January 1, 2017.

SECTION 3. This 2014 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2014 Act takes effect on its passage.

Passed by Senate February 14, 2014

.....
Robert Taylor, Secretary of Senate

.....
Peter Courtney, President of Senate

Passed by House February 26, 2014

.....
Tina Kotek, Speaker of House

Received by Governor:

.....M.,....., 2014

Approved:

.....M.,....., 2014

.....
John Kitzhaber, Governor

Filed in Office of Secretary of State:

.....M.,....., 2014

.....
Kate Brown, Secretary of State

A-Engrossed
Senate Bill 1509

Ordered by the Senate February 13
Including Senate Amendments dated February 13

Sponsored by Senators KRUSE, GIROD, CLOSE (Pre-session filed.)

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

[Permits district school board to enter into written agreement with federally recognized Native American tribe in Oregon to identify acceptable name, symbol or image of mascot that represents or is associated with Native American tribe, to identify behavior expectations at athletic events and to identify required training on cultural diversity.]

Allows district school board to enter into approved written agreement with federally recognized Native American tribe in Oregon for use of mascot that represents, is associated with or is significant to tribe. Requires agreement to describe acceptable uses of mascot, comply with State Board of Education rules and be approved by board. Requires board to approve agreement that meets requirements. Requires board to adopt rules by January 1, 2017.

Declares emergency, effective on passage.

A BILL FOR AN ACT

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(a) Fix the days of the year and the hours of the day when schools shall be in session.

(b) Adopt textbooks and other instructional materials as provided in ORS 337.120 and 337.141 and courses of study for the use of such schools as provided in ORS 336.035.

(c) Authorize the use of the schools for purposes of training students of an approved teacher education institution, as defined in ORS 342.120, and for such purposes may enter into contracts with the approved teacher education institutions on such terms as may be agreed upon. Such contracts as they relate to student teachers shall have the same effect and be subject to the same regulations as a contract between a licensed teacher and a district school board.

(d) Develop and operate with other school districts or community college districts secondary career and technical education programs for pupils of more than one district and fix by agreement the duration of the district's obligation to continue such activity, subject to the availability of funds therefor.

(e) Authorize the school district to be a member of and pay fees, if any, to any voluntary organization that administers interscholastic activities or that facilitates the scheduling and programming of interscholastic activities.

(f) Accept money or property donated for the use or benefit of the school district and, consistent with the laws of this state, use such money or property for the purpose for which it was donated.

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type

1 (g) Enter into an approved written agreement with the governing body of a federally re-
2 cognized Native American tribe in Oregon to allow the use of a mascot that represents, is
3 associated with or is significant to the Native American tribe entering into the agreement.

4 An agreement entered into under this paragraph must:

5 (A) Describe the acceptable uses of the mascot;

6 (B) Comply with rules adopted by the State Board of Education that:

7 (i) Are adopted after consultation with the federally recognized tribes in Oregon pursuant
8 to ORS 182.164 (3); and

9 (ii) Prescribe the requirements for approval; and

10 (C) Be approved by the State Board of Education, which the board must provide if the
11 agreement meets the requirements of this paragraph and the rules adopted under this par-
12 agraph.

13 (2) All contracts of the school district must be approved by the district school board before an
14 order can be drawn for payment. If a contract is made without the authority of the district school
15 board, the individual making such contract shall be personally liable.

16 (3) Notwithstanding subsection (2) of this section, a district school board may, by resolution or
17 policy, authorize its superintendent or the superintendent's designee to enter into and approve pay-
18 ment on contracts for products, materials, supplies, capital outlay, equipment and services that are
19 within appropriations made by the district school board pursuant to ORS 294.456. A district school
20 board may not authorize its superintendent or the superintendent's designee under this subsection
21 to enter into and approve payment on contracts that are collective bargaining agreements or service
22 contracts that include the provision of labor performed by employees of the school district.

23 **SECTION 2. The State Board of Education must adopt the rules described in ORS 332.075**
24 **(1)(g) not later than January 1, 2017.**

25 **SECTION 3. This 2014 Act being necessary for the immediate preservation of the public**
26 **peace, health and safety, an emergency is declared to exist, and this 2014 Act takes effect**
27 **on its passage.**

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DRAFT

Updated by CH on 1-30-15

581-021-0047

Prohibits Public Schools from using Native American Mascots

(1) As used in this section:

(a) "Federally recognized Native American Tribe" means the following.

(A) The Confederated Tribes of the Warm Springs Indian Reservation

(B) The Confederated Tribes of the Umatilla Indian Reservation.

(C) The Burns-Paiute Tribe

(D) The Confederated Tribes of Siletz Indians of Oregon

(E) The Confederated Tribes of the Grand Ronde

(F) The Cow Creek Band of Umpqua Indians.

(G) The Confederated Coos, Lower Umpqua and Siuslaw Tribes

(H) The Klamath Tribe

(J) The Coquille Tribe.

~~(a)~~(b) "Native American mascot" means a name, symbol or image that depicts or refers to an American Indian Tribe, individual, custom or tradition that is used by a public school as a mascot, nickname, logo, letterhead or team name.

~~(b)~~(c) "Public school" means a school or program operated by a school district, education service district or public charter school.

(2) Except as provided in subsection (4) of this section, ~~To~~ ensure that all public schools are in compliance with ORS 659.850 which prohibits discrimination in public schools, on or after July 1, 2017, the use of any Native American mascot by a public school is prohibited.

(3)(a) The prohibition under ~~this section~~ subsection (2) of this section includes a prohibition on the use of team names such as "Redskins," "Savages," "Indians," "Indianettes," "Chiefs," "Chieftains," and "Braves."

(b) A public school may continue to use the team name "Warriors" as long as it is not combined with a symbol or image that depicts or refers to an American Indian Tribe, individual, custom or tradition.

(c) Except as provided in subsection (4) of this section, ~~A~~ public school may continue to use a mascot that may be associated with Native American culture, custom or tradition if the mascot depicts an animal or other image that is not a person. Examples of such mascots include team names and images such as the "Thunderbirds," "White Buffalo" and "Eagles."

(Enclosure E-1)

(4) (a) Pursuant to ORS 332.075, a public school may use a mascot that represents, is associated with or is significant to a Native American Tribe if the public school enters into an approved written agreement with that federally recognized Native American Tribe in Oregon that meets the requirements of this subsection.

(b) A public school may only enter into an agreement with a Native American Tribe for the use of a mascot that depicts an individual if the name of the particular tribe or tribe that is part of a confederation of tribes is included in the name of the mascot.

(c) Any agreement entered into under this subsection shall only be in effect if the public school continues to use a mascot that represents, is associated with or is significant to the Native American Tribe. Nothing in this subsection shall be construed to prevent a public school from changing their mascot to one that is not a Native American mascot.

(d) At least 60 days prior to entering into an agreement under this subsection, a public school must notify the State Board of Education as to which tribe the public school is intending to enter into an agreement with regarding the use of a mascot. If the public school does not enter into an agreement with the tribe listed in the notice, the public school may not enter into an agreement with another tribe for five years from the date of the notice to the State Board of Education.

(e) To be a valid agreement under ORS 332.075 and this rule, an agreement entered into under this subsection must.

(A) Be approved by the board of the public school and contain the signature of the board chairperson,

(B) Be approved by the tribal government of a Native American Tribe and contain the signature of the chairperson of the tribal council or other tribal leader designated by the tribe, and

(C) Be approved by the State Board of Education.

(f) An agreement entered into under this subsection must contain at a minimum:

(A) A description of the acceptable uses of the mascot that the public school is using. The description must include the name of the mascot and pictures depicting any image, logo or letterhead that is deemed as an acceptable use;

(B) A description of how American Indian/Alaska Native history and culture will be included in the curriculum of the public school,

(C) A plan for how the public school will be addressing any achievement gap between American Indian/Alaska Native students in the public school and other students,

(D) A description of how the agreement will be enforced both between the school and tribe and within the public school;

(E) The time period of the agreement which may not exceed 10 years,

(F) A review of the agreement by the tribe and public school at least once every five years.

(G) A description of how disputes and complaints relating to the agreement will be resolved,

(H) The process for renewal of the agreement which must include approval by the public school governing body, tribal government and State Board of Education and be consistent with this subsection,

(I) A copy of school policies adopted in accordance with ORS 339.356 that address complaints based on harassment, intimidation or bullying and cyberbullying and a description of how the policies are distributed to parents and students who attend the public school, and

(J) A copy of school policies adopted in accordance with OAR 581-021-0049 that address complaints based on race, color, religion, sex, sexual orientation, national origin, marital status, age or disability and a description of how the policies are distributed to parents and students who attend the public school.

(g) The State Board of Education shall approve an agreement if the agreement meets the requirements of ORS 332.075 and this rule.

(h) A tribe and a public school may jointly revoke an agreement by petitioning the State Board of Education.

~~(4)~~(5) Nothing in this rule shall be construed to prohibit a public school from:

(a) Displaying art work, historical exhibits or other cultural educational exhibits or conducting educational programs related to Native Americans as long as the display or program is not associated with a Native American mascot. The display or program may be associated with a Native American mascot if the public school has entered into an agreement with a Native American tribe under this section and the display or program is allowed under the agreement;

(b) Honoring the contributions of Native Americans by naming a school, building or program after a Native American.

~~(5)~~(6) Each school district, education service district or sponsor of a public charter school shall notify:

(a) On or before January 1, 2013, the Department of Education if any school operated by the district or sponsor uses a Native American Mascot; and

(b) On or before July 1, 2017, the Department of Education when a new mascot is adopted for the public school.

~~(6)~~(7) The Superintendent of Public Instruction shall find any school district, education service district or public charter school that violates this section to be in noncompliance with the discrimination prohibitions under ORS 659.855. Pursuant to ORS 659.855, the Superintendent may immediately withhold all or part of state funding from the school district, education service district or public charter school.

Stat. Auth. ORS 326.051, 332.075, 659.850 & 659.855

Stat. Implemented: ORS 326.051, 332.075, 338.115, 659.850 & 659.855

Hist.: ODE 16-2012, f. 6-8-12, cert. ef. 6-11-12

Board Policy Update

3/12/15

Policy DN - Disposal of District Property is being updated to clarify that district property that was purchased using state, federal or private grants, and has been declared as surplus property, shall be disposed of according to the provisions of the grant or in compliance with state or federal regulations.

Policy EBCB -The result of a recent audit by the State Fire Marshall found a need to clarify policy language related to fire drills found in the Oregon Fire Code. Fire drills are to be conducted monthly, the first of which within the first 10 days of the start of the school year. The requirements are found in, but not limited to, Chapter 4, Sections 404, 405 and 408, and the definition of the Occupancy Classification designated for public schools, Educational Group E, is found in Chapter 2, Section 202.

Policy EBCD -At their January 2015 meeting, the Oregon State Board of Education modified OAR 581-022-1620, Required Instructional Time. The effect to policy EBCD is that with Board approval, for the 2015-16 school year, up to 14 hours of emergency school closures due to adverse weather conditions and facilities failure, may be included in calculating instructional time.

Policy EFA-AR - The changes in EFA-AR - Local Wellness Program adds a clarification to the “Competitive Food Sales” and “Other Foods Offered or Sold” sections. The clarifications are based on inquiries to the Oregon Department of Education regarding these sections.

Policy GBDA - The suggested revisions include a clarification that the district “...must provide a room or other location in close proximity to an employees’ work area, other than a restroom...,” and that this adopted policy and a list of the designated locations an employee may use must be published in the staff handbook. The list must also be readily available in the office of each school facility and in the district office.

Policy GBM - This update is made to add new language to the staff complaint policy related to disclosures by an employee of violation of state or federal law by the district, the Whistleblowing Law.

Policy IKH - At their January 2015 meeting, the Oregon State Board of Education modified OAR 581-022-0102, Definitions and OAR 581-022-1131, Credit Options. OAR 581-022-0102 revised the definition of “instructional time” to include licensed Career and Technical Education (CTE) instructors, time spent traveling between a student’s homeschool and the CTE center, internship, work site or post-secondary campus, and retaining language from the current rule regarding study periods and advisory periods.

OAR 581-022-1131, changes were to formatting of the rule and had no impact on policy other than reformatting our policy to better reflect the intent of the OAR.

Policy JFG & JFG-AR - The updates made to this sample board policy and administrative regulation are a result of newer court cases involving student searches.

Policies JHCD, JHCDA, JHCD/JHCDA-AR- These policies and their administrative regulations are a compilation of four pieces of legislation, they are: OAR 333-055-0000 to -0035; OAR 581-021-0037; OAR 851-047-0030 to -0040; and ORS 339.866 to -871. As a result of feedback and questions from members about the recent changes in policy resulting from the rewrite of OAR 581-021-0037 and revisions to ORS 339.866-871, we elected to add some clarifying language, and we are removing brackets from language around student self-medication of nonprescription medication. *Policy Update* - February 2015-7 The changes/additions being made reflect no change in statute or rule; we are making them in an effort to clarify language and address any confusion.

Lebanon Community Schools

Code: DN
Adopted: 8/20/09
Readopted: 5/6/10, 6/21/12
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)

HR6/48/972/26/15 | NCRS

(Enclosure E-2)

Disposal of District Property - DN
1-1

Emergency Drills

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes.

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a coastal zone and safety threats.

Instruction on fires, earthquakes, safety threats, and drills for students, shall be conducted for at least 30 minutes each school month. The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. At least two drills on earthquakes and two drills on safety threats shall be conducted each year.

Fire Emergencies

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

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

Safety Threats

Drills and instruction on safety threats shall include appropriate actions to take when there is a threat to safety, such as lockdown procedures or other procedures appropriate to the safety threat. Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures.

END OF POLICY

Legal Reference(s):

ORS 336.071

ORS 476.030(1)

OAR 581-022-1420

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014)

HR2/26/15 | SL

(Enclosure E-2)

Emergency Drills - EBCB

2-2

Lebanon Community Schools

Code: EBCD
Adopted 9/17/09
Readopted: 5/6/10
Orig. Code(s): EBCD

Emergency Closures**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure¹ of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

Legal Reference(s):

OAR 437-002-0360
OAR 437-002-0377
OAR 581-022-1420
OAR 581-022-1620
OAR 581-053-0004

HR6/26/99/26/15 | NCRS

¹Upon approval by the Board, for the 2015-2016 school year, up to 14 hours of emergency school closures due to adverse weather conditions and facilities failure may be included in the calculation of instructional time. (Oregon Administrative Rule (OAR) 581-022-1620 "Instructional time" is defined in OAR 581-022-0102.

Mother Friendly Workplace*

The district recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast-feeding or expressing milk in the workplace. The Board directs the superintendent or designee to take measures and develop regulations to ensure that all district employees shall be provided with an adequate location for the expression of milk or breast-feeding.

The superintendent or designee shall see that the district makes a reasonable effort to provide a room or other location in close proximity to ~~the employees'~~ work areas, other than a restroom, where an employee can breast-feed her child or express milk in privacy. This policy directs the superintendent or designee to include the following in the development of a regulation to ensure the provisions for employees required by this policy:

1. The advice of a school nurse or health professional in determining the most reasonable facility accommodation;
2. The plan shall include an accessible, private room with a lock that would allow a mother:
 - a. [To breast-feed a child brought in during a lunch or other break period;] [or]
 - b. To pump breast milk to be stored for later use.
3. The room shall include:
 - a. Electrical outlets for electric pumps;
 - b. Sanitation facilities including a sink close by, for hand washing and the rinsing of containers;
and
 - c. A sign up sheet and a sign posting the room as "private during use."

A reasonable effort will be made to provide a flexible work schedule in consideration of the requirements of the staff member's responsibility.

The district shall provide the employee a 30-minute rest period to [breast-feed or] express milk during each 4-hour work period, or the major part of a 4-hour work period, to be taken by the employee approximately in the middle of the work period.¹ If feasible, the employee will take the rest period at the same time as the rest periods or meal periods provided by the district.

¹Districts should refer to their collective bargaining agreements to determine if the "rest period" is paid, nonpaid or a combination.

This policy and a list of designated locations will be published in the employee handbook. A list of designated locations must be readily available upon request in the central office of each school facility and in the district's central office.

END OF POLICY

Legal Reference(s):

ORS 243.650

ORS 653.077

ORS 653.256

OAR 839-020-0051

Lebanon Community Schools

Code: GBM
Adopted: 6/15/98
Readopted: 9/16/10
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 or 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 a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations.

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 negotiated contract provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract or non-renewal 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.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 659A.199

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).

R2/10/042/26/15 | MWPH

(Enclosure E-2)

Staff Complaints* - GBM

1-1

Credit for Proficiency (Version 1)

The district may shall grant required and elective credit towards a diploma or a modified diploma, provided the method for accruing such credit is described in the student's personal education plan and the student earns the credit by one or more of the options below.

~~to students who~~ A district may grant credit to a student if the student demonstrates defined levels of proficiency or mastery of recognized standards, ~~including~~ i.e., knowledge and skills, (e.g., state academic content standards and essential skills, industry-based or other national or international standards) by ~~completing classroom or equivalent work; passing an appropriate exam; providing a collection of work or other assessment evidence; documentation of prior learning activities or experiences; or to complete any combination of the above as approved by the district.~~ The Board directs the superintendent to develop an administrative regulation that establishes criteria for granting proficiency credit: one or more of the following options:

1. Successfully completing classroom or equivalent work (e.g., supervised independent study, career-related learning experiences, project based learning) that meets Common Curriculum Goals and academic content standards required by Oregon Administrative Rule (OAR) 581-022-1210;
2. Successfully completing classroom or equivalent work, in class or out of class, where hours of instruction may vary;
3. Successfully passing an appropriate exam;
4. Providing a collection of work or other assessment evidence; or
5. Providing documentation of prior learning activities or experiences (e.g., certification of training, letters, diplomas, awards, etc.).

The Board directs the superintendent to develop an administrative regulation that establishes criteria for granting proficiency credit.

END OF POLICY

Legal Reference(s):

ORS 329.885
ORS 332.107
ORS 336.177
ORS 336.615 to -336.665

OAR 581-022-0102
OAR 581-022-1130
OAR 581-022-1131
OAR 581-022-1140

OAR 581-022-1350
OAR 581-023-0008

5/28/092/26/15 | PHS

Student Searches**

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, district officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

All student searches ~~for evidence of a violation~~ conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon **specific and articulated facts** to believe ~~evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place~~ **that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;**
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, **the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought** and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

~~District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.~~

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the [Board] [superintendent].

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district ~~upon the request of the law enforcement official~~. Law enforcement requests searches ordinarily shall be based ~~on~~ upon a warrant. [District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.]

The superintendent shall develop an administrative regulation for implementing this policy in a manner which protects students' rights and provides a safe learning environment without unreasonable interference. Provisions for staff, student and parent notice of the Board's policy and accompanying regulation shall be included.

END OF POLICY

Legal Reference(s):

ORS 332.107

OAR 581-021-0050 to -0075

New Jersey v. T.L.O., 469 U.S. 325 (1985).

State ex. rel. Juv. Dept. v. M.A.D., 233 P3d. 437, 348 Or. 381 (2010).

State v. B.A.H., 263 P3d. 1046, 245 Or. App. 203 (2011).

State v. A.J.C., 326 P3d. 1195, 355 Or. 552 (2014).

R5/12/012/26/15 | MWKW

(Enclosure E-2)

Student Searches** - JFG
2-2

Nonprescription Medication/***

The district recognizes that administering of nonprescription medication to students and/or self-medication may be necessary when the failure to take such medication during school hours, would prevent the student from attending school. Consequently, students may be permitted to take nonprescription medication at school.

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

A request to the district to allow a student to self medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use.

A request to the district to administer a nonprescription medication shall include written permission and instruction from a parent or guardian.

The district shall designate staff authorized to administer medication to students. Training shall be provided as required by law.

Nonprescription 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.

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.

The superintendent shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules and for the implementation of this policy.

END OF POLICY

Legal Reference(s):

ORS 109.640
ORS 339.866 to -339.871
ORS 433 800 to -433.830

OAR 166-400-0010(17)
OAR 166-400-0060(29)

OAR 581-021-0037
OAR 581-022-0705

R10/12/142/26/15 | PH

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 allergic reaction, 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 by a physician 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.

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.

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. A current first-aid and CPR card will also be required.

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

R10/23/142/26/15 | PH

(Enclosure E-2)

Prescription Medication**/* - JHCDA
2-2

Local Wellness Program

The district's comprehensive age-appropriate nutrition program will be implemented in district schools in accordance with the following requirements:

Definitions

1. "Accompaniment foods" means food items served along with another food to enhance palitablity such as butter, jelly, cream cheese, salad dressing, croutons and condiments.
2. "Combination foods" means products that contain two or more components representing two or more of the recommended food groups: fruit; vegetable; dairy; protein; or grains.
3. "Competitive foods" means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
4. "Dietary Guidelines for Americans" means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks.
5. "Entree item" means an item that is either:
 - a. A combination food of meat or meat alternate and whole grain rich food; or
 - b. A combination food of vegetable or fruit and meat or meat alternate; or
 - c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters and meat snacks (such as dried beef jerky); or
 - d. Grains only when served in the SBP.
6. "Food service area" means any area on school premises where NSLP or SBP meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten.
7. "Meal period" means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
8. "Nutrition education" means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.

9. "Oregon Smart Snacks"¹ means the minimum nutrition standards for competitive foods and beverages.
- a. Food items, including accompaniment foods, must:
- (1) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or
 - (2) Have as the first ingredient, one of the non-grain major food groups: fruits; vegetables; dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or
 - (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
 - (4) Have one of the food items above as a second ingredient if water is the first ingredient; or
 - (5) Contain 10 percent of the Daily Value of a nutrient of public health concern based on the most recent *Dietary Guidelines for Americans* (e.g., calcium, potassium, vitamin D or dietary fiber)²; and
 - (6) Meet all the competitive food nutrient standards:
 - (a) Calories:
 - (i) Snacks contain no more than:
 - 1) 150 calories as packaged or served for elementary level;
 - 2) 180 calories as packaged or served for middle school level;
 - 3) 200 calories as packaged or served for high school level.
 - (ii) Entrees contain no more than 350 calories as packaged or served.
 - (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served.
 - (i) Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat and seafood with no added fat.
 - (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served.
 - (i) Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
 - (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
 - (e) Sugar must be no more than 35 percent by weight.

¹Oregon Department of Education, www.ode.state.or.us

²Effective for the period through June 30, 2016. Effective July 1, 2016, this criterion is obsolete and may not be used to qualify as a competitive food.

- (i) Exempt from the sugar standard are:
 - 1) Dried whole fruits or vegetables;
 - 2) Dried whole fruit or vegetable pieces;
 - 3) Dehydrated fruits or vegetables with no added nutritive sweeteners;
and
 - 4) Dried fruits with nutritive sweeteners that are required for processing
and/or palatability purposes (i.e., cranberries, blueberries, tart
cherries).

(f) Sodium:

- (i) Snacks contain no more than 230 mg sodium³ per item as packaged or served.
- (ii) Entrees contain no more than 480 mg sodium per item as packaged or served.

(g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.

(h) Exempt from all nutrients standards on any day are:

- (i) Fresh, canned and frozen fruits or vegetables with no added ingredients except water.
- (ii) Fruit packed in 100 percent juice, extra light or light syrup.
- (iii) Canned vegetables that contain a small amount of sugar for processing purposes.

b. Beverages must be:

(1) For elementary level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
- (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
- (e) Full strength fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;
- (f) Caffeine free, except for naturally occurring trace amounts.

(2) For middle school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;

³On July 1, 2016, the sodium standard will move to 200 mg per item as packaged or served.

- (b) Lowfat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;
- (e) Full strength fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;
- (f) Caffeine free, except for naturally occurring trace amounts.

(3) For high school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;
- (e) Full strength fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;
- (f) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;
- (g) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.

c. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.

- 10. "School day" means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
- 11. "Snack" means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls and candy.

Nutrition Promotion and Nutrition Education

Nutrition promotion and nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

- 1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;

2. Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

In order to reinforce and support district nutrition education efforts, the principal is responsible for ensuring:

4. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible;
5. Links with nutrition service providers (e.g., qualified public health and nutrition professionals) are established to: provide screening, referral and counseling for nutritional problems; inform families about supplemental nutritional services available in the community (e.g., SNAP, local food pantries, summer food services program, child and adult care food program), and implement nutrition education and promotion activities for school staff, Board members and parents;
6. In keeping with the district's nutrition program goals, all classroom reward or incentive programs involving food items are reviewed for approval to ensure that the foods served meet the requirements of the district's nutrition policy and regulation (i.e., all foods served fit in a healthy diet as recommended in the *Dietary Guidelines for Americans*, and contribute to the development of lifelong healthy eating habits for the district's students);
7. Child Nutrition Staff support nutrition education by marketing healthy meals and providing nutrition information to students and families.

Physical Activity

In order to insure students are afforded the opportunity to engage in physical activity in the school setting, the following guidelines apply:

1. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of science, math, social studies and language arts;
2. Physical education will be a course of study that focuses on students' development of motor skills, movement forms and health related fitness;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge;
4. All physical education classes will be taught by highly qualified physical education instructors; and
5. A daily recess period will be provided which will not be used as a punishment or a reward.

6. Physical education instruction shall be a sequential, developmentally appropriate curriculum that is designed, implemented and evaluated to help students develop the knowledge, motor skills, self management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.

Nutrition Guidelines and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals or free milk in accordance with the National School Lunch Act;
4. The school's NSLP operates to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government *Dietary Guidelines for Americans*. Schools contracting out the food service part of their NSLP and SBP shall form a nutrition advisory committee comprised of teachers, students and parents to assist in menu planning. A nutrition committee comprised of students, family members and school personnel will be encouraged to provide input in menu planning for districts operating their own food service component of the NSLP and SBP (i.e., food services purchasing, menu planning, food production and meal service). Cultural norms and preferences will be considered;
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;
7. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served;
8. Modified meals are prepared for students with special food needs:
 - a. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food or foods to be omitted and the food or choice of foods that must be substituted;
 - b. Such food substitutions may be made for students without disabilities on a case-by-case basis when the parent submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietitian or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being served.

9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
 - a. Tables and chairs are of the appropriate size for students;
 - b. Seating is not overcrowded;
 - c. Students have a relaxed environment;
 - d. Noise is not allowed to become excessive;
 - e. Rules for safe behavior are consistently enforced;
 - f. Tables and floors are cleaned between meal periods;
 - g. The physical structure of the eating area is in good repair;
 - h. Appropriate supervision is provided.
11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools.

Other School-Based Activities

The district will provide the following activities and encourage the following practices which promote local wellness:

1. Scoliosis screenings; and
2. Limit the amount of foods with no nutritional value that are sold in vending machines; and

Foods of Minimal Nutritional Value (FMNV) and Competitive Food Sales

In keeping with federal regulations, the district controls the sale of all competitive foods.

Accordingly, the district will select food items⁴ that meet the Oregon Smart Snacks nutrition standards.

The sale of foods in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.

Other Foods Offered or Sold

Foods and beverages offered in classrooms or school-sponsored activities and during the school day shall follow the Oregon Smart Snacks standards unless otherwise exempt by state law.

Food and beverage items sold after the school day as part of an approved school fund-raising event shall are not required to meet minimum state requirements ~~unless otherwise exempt by state law.~~

Staff Development

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food services personnel receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior, food safety, maintaining safe, orderly and pleasant eating environments and other topics directly relevant to the employee's job duties. The Director of Nutrition is responsible to ensure such training is made available including, but not limited to, the following:

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds.

The Principal is responsible for the following:

1. Customer service and student and family involvement;
2. Marketing healthy meals;
3. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and
4. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the principal is responsible for ensuring:

5. Nutrition education materials and cafeteria menus are sent home with students;

6. Parents are encouraged to send healthy snacks/meals to school;
7. Parents and other family members are invited to periodically eat with their student in the cafeteria;
8. Families are invited to attend exhibitions of student nutrition projects or health fairs;
9. Nutrition education workshops and screening services are offered;
10. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
11. School staff are encouraged to cooperate with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate;
12. School staff encourages and provides support for parental involvement in their children's physical education;

Program Evaluation

In order to evaluate the effectiveness of the local wellness program in promoting healthy eating, increased physical activity among students and to implement program changes as necessary to increase its effectiveness, the superintendent or designee is responsible for ensuring:

13. Board policy and this administrative regulation are implemented as written;
14. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
15. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program;
16. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities;
17. Teachers and school nutrition and food services personnel have undertaken joint project planning and action;
18. Teachers have received curriculum-specific training;
19. Families and community organizations are involved, to the extent practicable, in nutrition education; and

10/23/14 | PH

Student Searches**

1. Definitions

- a. “Reasonable suspicion” ~~means sufficient knowledge possessed by the district official at the time the official makes or authorizes the search which would lead a reasonable person to believe that a search of a particular student or place will likely turn up evidence of a violation of law, Board policy, administrative regulation or school rule~~ is based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses a risk of immediate and serious harm to the student, school officials and/or others at the school. The official’s knowledge may be based upon relevant past experience of the official, observation by the official and/or credible information from another person.
 - (1) “Past experience” may provide the district official with information relevant to the violation as well as information which enables the official to evaluate the credibility of information from another person.
 - (2) “Credible information from another person” may include information which the district official reasonably believes to be true provided by another district employee, a student, a law enforcement or other government official or some other person.
- b. “Reasonable in scope” means that the manner and extent of the search are reasonably related to the objectives of the search, the unique features of the official’s responsibilities, and limited to the particular student or students most likely to be involved in the infraction and the area(s) which could contain the item(s) sought, and not excessively intrusive in light of the student’s age, sex, maturity and the nature of the infraction.

2. Routine Inspection of District Property Assigned to Students

- a. Lockers, desks and other storage areas provided by the school and assigned to a particular student(s) are the property of the district, remain in the possession of the district and are under the control of the principal. Students have no expectation of privacy regarding these items/areas.
- b. Students may use district-owned storage areas for the limited purpose of temporarily keeping items needed for attendance and participation in school instructional and activity programs only. No other purpose is permitted.
- c. Students shall be provided notification that district-owned storage areas assigned to students are subject to routine inspection without prior notice for the following reasons:
 - (1) Ensure that no item which is prohibited on district premises is present;
 - (2) Ensure maintenance of proper sanitation;
 - (3) Ensure mechanical condition and safety;

- (4) Reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district.

3. Voluntary Consent

When a district official has ~~reasonable suspicion to believe that evidence of a violation of law, Board policy, administrative regulation or school rule is present in~~ the requisite justification to search either a particular district-owned storage area assigned to a student, or the clothing or the personal property of a student, the official has the option of making a search or asking the student to voluntarily provide the evidence item(s) sought. Before making a search, the official should ordinarily ask for the student's voluntary consent by requesting the student to empty the contents of the storage area, clothing or personal property. If the student refuses consent for his/her personal property, ~~the official may search for the evidence evaluating student and staff safety and the least intrusive search methods. The official may elect to contact the student's parents or, after consulting with the superintendent, contact law enforcement officials to assist with the search to obtain consent for the search of personal property.~~

~~4. Emergency/Dangerous Circumstance~~

- ~~a. Where a district official has knowledge which would lead a reasonable person to believe that either an emergency or dangerous circumstance exists and that it is necessary to act to protect the safety of any person or property, the official may make a search to the extent necessary to relieve the emergency or dangerous circumstance.~~
- ~~b. In responding to such an emergency or dangerous circumstance, the actions of the official shall be reasonably effective and no more intrusive than necessary.~~

4. Search for Evidence of a Violation Procedures

- a. ~~A search may be conducted of~~ With the requisite justification, a school official may search an individual student, a district-owned storage area assigned to a student or the personal property of a student. Personal property of a student includes, but is not limited to, wallets, purses, lunch boxes/sacks, book bag, backpack or other containers used to carry belongings.
- b. All searches of a student or a student's personal property shall be based on the required reasonable suspicion/risk of immediate and serious harm and shall be reasonable in scope. A "strip search," requiring a student to remove clothing down to the student's underwear or including underwear is prohibited by the district.
- c. Searches will generally be conducted by an administrator [or by other school personnel only as authorized by the administrator]. In certain circumstances an administrator may be assisted by a law enforcement official(s).
- d. The student will generally be permitted to be present during a search of a district-owned storage area assigned to the student or during a search of the student's personal property. The student's presence is not required, however.
- e. Search of a student's clothing will be limited to the student's "outer clothing" only. "Outer clothing" means the student's coat, jacket or other such outerwear garments worn by a student. A search of the clothing may include the search of a container inside the clothing, provided that the container is of a size and shape to hold the object of the search.
- f. Searches of a student's outer clothing will be conducted by a district official of the same sex as the student, ~~whenever possible.~~

- g. Where the object of the search may be felt by a “pat down” of clothing or personal property, the district official may first pat the clothing or property in an attempt to locate the object before searching inside the clothing or property.
- h. Searches will be conducted in privacy, out of the view of other students, staff and others and in the presence of an adult witness of the same sex as the student, ~~whenever possible.~~
- i. Any item removed from the student as a result of the above procedures which is not evidence of a violation of a law, Board policy, administrative regulation or school rule may be returned to the student, as appropriate.

5. Other Searches¹

- a. Student vehicles may be parked on district property on the condition that the student and his/her parent(s) allows the vehicle and its contents, upon reasonable suspicion/risk of immediate serious harm, to be examined. ~~Additionally, student vehicles on another district's property at activities under the jurisdiction of the district, including interscholastic activities sponsored by the Oregon School Activities Association (OSAA) or other such voluntary organizations approved by the State Board of Education, shall also be subject to such condition.~~

If a student or parent(s) refuses to allow access to a vehicle when requested under the circumstances described above, the student's privilege of bringing a vehicle onto district property will be terminated [for the remainder of the school year]. ~~A refusal will subject the student to discipline up to and including expulsion and~~ Law enforcement officials [may] [will] be notified.

- b. Metal detectors, including walk-through and hand-held devices, may be used when the [Board] [superintendent] determines that there is a need for such detectors based upon reasonable information of a history of:
 - (1) Weapons or dangerous objects found at school, on district property, at a school function or in the vicinity of the school; or
 - (2) Incidents of violence involving weapons at a school, on district property, at a school function or in the vicinity of the school.

Upon positive detection, a student ~~should ordinarily~~ will be asked to voluntarily remove the metal item. ~~The district official may search the clothing or personal property of the student for the item if the student refuses consent or if the positive metal detection is not satisfactorily explained.~~ If the student refuses consent, the student will be held (will not be allowed further entrance into the building) and any personal property will be seized and secured while the parent(s) and law enforcement officials are summoned.

- c. Drug-detection dogs may be used when the superintendent determines that there is a need for use of such dogs based upon reasonable information of a history of:
 - (1) Drugs and/or drug paraphernalia use/possession at school, on district property, at a school function or in the vicinity of the school; or

¹Consult with legal counsel prior to implementing procedures in this section, modifying as appropriate to meet local needs.

- (2) Incidents of violence or health emergencies involving drugs and/or drug paraphernalia at a school, on district property, at a school function or in the vicinity of the school.

After such need has been determined, drug-detection dogs may be used to sniff out contraband in district-owned storage areas or in student vehicles parked on district property upon reasonable suspicion to believe that contraband is in the area or vehicle.

6. Discipline

- a. Possession or use of unauthorized, illegal, unhealthy or unsafe materials will result in the following:
 - (1) Seizure of the material:
 - (a) Property, the possession of which is a violation of law, Board policy, administrative regulation or school rule will be returned to the parent or, if also a violation of law, turned over to law enforcement officials or destroyed by the district as deemed appropriate by the principal;
 - (b) Stolen property will be returned to its rightful owner;
 - (c) Unclaimed property may be disposed of in accordance with Board policy [DN - Disposal of District Property].
 - (2) Discipline up to and including expulsion and notification of given to law enforcement officials as appropriate or as otherwise required by law or Board policy.
- ~~b. Any incident involving discipline of a student as a result of a routine inspection of district storage areas made available for student use or other searches of a student or the student's personal property will be documented as required below.~~

7. Documentation

- a. Administrators shall document all searches.
- b. Documentation shall consist of the following:
 - (1) Name, age and sex of student;
 - (2) Date, time and location of search;
 - (3) Justification for search and nature of the reasonable suspicion/risk of immediate and serious harm;
 - (4) Description of the object(s) of the search;
 - (5) Type/Scope of search (~~what was~~ areas/items searched);
 - (6) Results of search, prohibited material(s) found, disposition of the material(s) seized and discipline imposed;
 - (7) Name of the witness to the search;
 - (8) Name of the district official conducting the search;
 - (9) Contacts with law enforcement and name/position of the contact(s).
- c. Documentation will be maintained as a part of the student's education records and retained in accordance with applicable Oregon Administrative Rules governing records' retention.

8. Notice

Notice of the Board's policy and ~~pertinent provisions of this administrative regulation~~ will be provided to staff, students and their parent(s) annually, through ~~such means as~~ staff and student/parent handbooks.

9. Cooperation with Law Enforcement Officials

- a. Administrators will meet with law enforcement officials annually to review:
 - (1) Official contact protocols;
 - (2) Applicable Board policies and administrative regulations;
 - (3) Circumstances in which the district will generally be requesting local law enforcement involvement in student searches and suspected crimes;
 - (4) Handling of searches and evidence of ~~suspected crimes~~ when involving law enforcement officials.

STUDENT SEARCH FORM

- 1. Name, age and sex of student: _____

- 2. Date, time and location of search: _____

- 3. Basis for search and nature of reasonable suspicion. What factors caused you to have a reasonable suspicion that the search of this student, his/her person or property or property assigned by the district for student use, would turn up evidence of a violation of law, Board policy, administrative regulation or school rule or which possession or use of is prohibited by law, policy, regulation or rule of some item that posed a risk of immediate and serious harm to the student, school officials and/or others at the school? Explain/Describe.

- 4. Describe exactly what areas and items searched: _____

- 5. What did the search yield? Were any prohibited items/materials seized? Were seized items/materials turned over to police? Parents? Other? Why or why not? Explain and include name(s)/position(s) of law enforcement contacts.

- 6. Was discipline imposed? Why or why not? _____

- 7. Name and title/position of the witness and title/position to the search: _____

- 8. Name and title/position of district official and title/position conducting the search: _____

Signature of Witness

Date

Signature of District Official
Conducting Search

Date

R8/19/992/26/15 | MWKW

Prescription/Nonprescription Medication**/*

Students may, subject to the provisions of this regulation, have prescription or nonprescription medication administered by designated, trained staff. Self-medication by students will be permitted in accordance with this regulation and state law.

1. Definitions

- a. "Prescription medication" means any noninjectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. Prescription medication does not include dietary food supplements. As per Oregon Administrative Rule (OAR) 851-047-0030 through 851-047-0040, a registered nurse may administer a subcutaneous injectable medication.
- b. "Nonprescription medication" means only commercially prepared, nonalcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
- c. "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.
- d. "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained staff member to assist in the administration of the medication.
- e. "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent or guardian, administrator and in the case of a prescription medication, a physician.
- f. "Training" means yearly instruction, by a qualified trainer, to be provided to designated staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.

- g. “Qualified trainer” means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the state of Oregon.
- h. “Severe allergy” means a life-threatening hypersensitivity to a specific substance such as food, pollen or dust.
- i. “Asthma” means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- j. “Designated staff” means the staff person who is designated by the building principal to administer prescription or nonprescription medication.

2. Designated Staff/Training

- a. The principal will designate trained staff authorized to administer prescription or nonprescription medication to students 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. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules and this regulation.
- b. The principal will ensure the training required by law and Oregon Administrative Rules is provided. Training must be conducted by a qualified trainer.
- c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions, and student confidentiality. Materials as recommended and/or approved by the ODE will be used.
- d. Training will be provided yearly to designated staff authorized to administer medication to students.
- e. A copy of the district’s policy and administrative regulation will be provided to all staff authorized to administer medication to students and others, as appropriate.
- f. [A statement that the designated staff member has received the required training will be signed by the staff member and filed in the district office.]

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated 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.

4. Administering Medications to Students

- a. A request for designated staff to administer medication to a student may be approved by the district and subject to the following:
 - (1) A written request for the district designated staff to administer prescription medication to a student, if because of the prescribed frequency for the medication, the medication must be given while the student is in school, at a school-sponsored activity, while 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, must be submitted to the school office and shall include:

- (a) The written signed permission of the parent or guardian;
- (b) The written instruction from the physician, physician assistant or nurse practitioner for the administration of the prescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration; and
 - (vi) Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in (i.)-(v.i.) above.

- (2) A written request for the district to administer nonprescription medication must be submitted to the school office and shall include:
 - (a) The written signed permission of the parent or guardian;
 - (b) The written instruction from the parent or guardian for the administration of the nonprescription medication to the student including:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instruction, if any.

- b. Medication is to be submitted in its original container;
- c. Medication is to be brought to and returned from the school by the parent;
- d. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- e. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- f. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
- g. Any error in administration of medication will be reported to the parent immediately [and documentation made on the district's Accident/Incident Report form]. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration, method of administration, etc.;
- h. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

5. Student Self-medication of a Prescription or Nonprescription-Medication

- a. Student self-medication of prescription medication by K-12 students, including students with asthma or severe allergies, will be allowed subject to the following:
 - (1) A parent or guardian signed permission form and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (2) A prescription written by an Oregon licensed health care professional that includes a written treatment plan for managing of the student's asthma, diabetes and/or severe allergy, and for use by the student while the student is in school, at a school-sponsored activity, while 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, and acknowledgment the student has been instructed in the correct and responsible use of the medication;
 - (3) Principal permission for all self-medication of prescription medicine requests is required.
- b. Student self-medication of nonprescription medication by K-12 students may be allowed subject to the following:
 - (1) A parent or guardian permission form and other documentation requested by the district must be submitted for self-medication of all nonprescription medications. The signed form from the parent or guardian will ensure the student has received proper instruction for use.
- c. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 4.a. above;
- d. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - (1) Prescription labels must specify the name of the student, name of the medication, dosage, method of administration and frequency or time of administration and any other special instruction including permission for the student to self-medicate;
 - (2) Nonprescription medication must have the student's name affixed to the original container.
- e. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosage, the student may carry one package, such as but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- f. Sharing and/or borrowing of any medication with another student is strictly prohibited;
- g. Any medication required for use longer than 10 school days will be permitted only upon the written request of the parent;
- h. For students who have been prescribed bronchodilators or epinephrine, staff will request from the parent or guardian, that the parent or guardian provide backup medication for emergency use by that student. Backup medication, if provided by the parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;

- i. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student, and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom;
- j. Permission to self-medicate may be revoked if the student violates the Board policy and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

6. Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff or self administered by the student, must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- d. Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator;
 - (3) Access to medication storage keys will be limited to the principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.
- f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

7. Emergency Response

- a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication or allergic reactions. The parent[, school nurse] and principal will be notified immediately.
- b. Minor adverse reactions that result from district-administered medication or from student self-medication will be reported to the parent immediately.

8. Disposal of Medications

- a. Medication not picked up by the parent at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated staff in a nonrecoverable fashion as follows:
 - (1) Medication in capsule, tablet and liquid form will be removed from their original container (destroy any personal information). Crush solid medications, mix or dissolve in water (this applies to liquid as well) and mix with an undesirable substance such as coffee grounds, kitty litter, flour etc., and place it in impermeable non-descriptive containers such as empty cans or sealable bags, placing these containers in the trash. Flush prescriptions down the toilet **only** if the accompanying patient information specifically instructs it is safe to do so;
 - (2) Other medication will be disposed of in accordance with established training procedures including sharps and glass.
- b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in 9. a., below.

9. Documentation and Record Keeping

- a. A medication log will be maintained for each student administered medication by the district. The medication log will include, but not be limited to:
 - (1) The name, dose and route of medication administered, date, time of administration and name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication¹;
 - (4) Emergency and minor adverse reaction incidents¹;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.
- b. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education program. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- c. Student medical files will be kept confidential. Access shall be limited to those designated school staff authorized to administer medication to students, the student and his/her parents. Information may be shared with staff with a legitimate educational interest in the student or others as may be authorized by the parent in writing.

A school administrator, teacher or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication as per state law.

¹Designated staff may note incident by symbol in medication log and attach detailed documentation as necessary

A school administrator, school nurse, teacher or other district employee designated by the school administrator, are not liable in a criminal action or for civil damages as a result of a student's self-administration of medication, when that person in good faith assisted the student in self-administration of the medication, as per state law.

A school administrator, school nurse, teacher or other district employee are not liable in a criminal action or for civil damages, when in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, as per state law.

A school district and the members of a school district board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers autoinjectable epinephrine to a student or individual, as per state law.

R10/23/142/26/15 | PH

Business Report

By: Linda Darling, Business Director

March 12, 2015

I will not be at the March 12th Board meeting, as I'm on vacation 3/3-3/15. If you have questions please send me an email or leave me a message and I will get back to you as soon as I return.

Financial Report: (Enclosure F-1)

The 2014-2015 Financial Board report included in this Board packet, reflects final revenue and expenditures for 2013-2014 along with the budgeted, spent or encumbered, and projected amounts for 2014-2015. The projected EFB for 2014-2015 is \$3,096,400. There was a slight change from February's projected EFB of \$2,910,000 to March's \$3,096,400; the majority of the change is decreased projected amount for salaries and benefits along with increased projections for purchased services and supplies.

State Revenue Forecast Update:

The State Economic Forecast was released Feb. 19th bringing with it mixed news for K-12 Education. The article from OSBA says it nicely:

Revenue forecast up, kicker appears likely to kick

February 20, 2015

The Senate Finance and Revenue Committee and the House Revenue Committee heard this week from the state economist that the state's revenue forecast is roughly \$87 million higher than the previous forecast in December. This is good news in a broad sense, as Oregon's economy continues to climb out of the recession of 2008.

But this uptick in revenue also carries a down side for government budgeting. It now appears that the personal income kicker could be activated, resulting in roughly \$349 million being returned to taxpayers. The kicker is triggered when state revenues exceed, by more than 2 percent, projections made when a biennial budget is established. When the kicker "kicks," all of the surplus, including the first 2 percent, is returned to voters as a tax rebate. In this case it would come as a credit on taxes filed in 2016, during the next biennium. This means that lawmakers will have less revenue than anticipated for the 2015-17 biennium. Despite the \$349 million kicker, Oregon's continuing economic strength and revenue growth result in 2015-17 net revenue projections declining by only about \$124 million.

All these figures could change depending on how the economy performs between now and the next revenue forecast in May. Until then, lawmakers will continue to build their biennial budgets for 2015-17, including the appropriation for the State School Fund.

One small silver lining for schools from this week's economic forecast. A \$55 million corporate kicker is also expected to be triggered. By law, those dollars go to the State School Fund.

2014-2015 General Fund Summary Report

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Actual	14/15 Budget	2-27-15 YTD & Enc	2-27-15 Balance	14/15 Project 3/2/2015
General Fund - Revenue								
SSF Formula	27,355,256	28,932,900	30,017,096	33,010,958	34,260,000	27,189,287	7,070,713	34,315,000
SSF Adjustment	(279,025)	784,064	337,479	354,709	-	-	-	(250,000)
State Fiscal Stabilization Fu	446,624	-	-	-	-	-	-	-
Federal Ed Jobs	810,332	11,974	-	-	-	-	-	-
School Year SubAccount	106,374	898,088	-	-	-	-	-	-
Loan Receipts	-	119,000	-	-	-	-	-	-
Interest	60,225	62,615	59,860	55,090	40,000	32,510	7,490	60,000
Third Party Billing	31,968	31,047	50,472	35,680	70,000	2,777	67,223	20,000
TMR	161,370	187,235	176,000	189,021	175,000	-	175,000	184,000
JROTC	56,194	61,985	62,358	44,877	62,000	42,500	19,500	64,000
Other	368,102	360,139	422,445	493,650	380,400	280,010	100,390	444,000
Interfund Transfer	60,000	20,123	60,000	680,000	60,000	39,962	20,038	60,000
BFB	5,134,115	3,062,267	2,596,141	1,065,336	2,400,000	3,162,455	(762,455)	3,162,400
Total	34,311,536	34,531,437	33,781,852	35,929,322	37,447,400	30,749,501	6,697,899	38,059,400
	=====	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses								
Salaries	15,683,004	15,883,359	16,090,527	15,946,123	16,420,371	15,794,089	626,282	16,241,800
Benefits	8,821,743	9,459,887	9,467,455	9,750,259	10,633,677	9,638,419	995,258	9,858,600
P Services	4,006,894	4,076,037	4,635,957	4,781,674	5,744,518	3,794,101	1,950,417	5,187,500
Supplies	1,016,745	1,376,729	1,165,368	1,123,636	1,420,884	1,214,911	205,973	1,428,000
Capital Outlay	21,093	16,030	23,301	-	30,000	-	30,000	23,300
Other Objects	254,791	260,076	240,048	262,806	302,950	273,091	29,859	278,800
Transfers	1,326,000	863,180	1,093,860	902,369	1,945,000	1,574,576	370,424	1,945,000
Contingency	-	-	-	-	950,000	-	950,000	-
Total	31,130,269	31,935,297	32,716,516	32,766,866	37,447,400	32,289,186	5,158,214	34,963,000
	=====	=====	=====	=====	=====	=====	=====	=====
						<i>Projected Ending Fund Balance</i>		3,096,400

2014-2015 General Fund Summary Report

	10/11 Actual	11/12 Actual	12/13 Actual	13/14 Actual	14/15 Budget	2-27-15 YTD	2-27-15 Balance	14/15 Project 3/2/2015
SSF Formula								
Taxes	7,365,068	7,533,685	7,841,946	7,903,432	7,830,000	7,562,771	267,229	8,000,000
Federal Forest Fees	375,840	233,611	226,617	270,219	-	-	-	-
Common School	310,174	325,406	348,692	390,784	370,000	-	370,000	410,000
County School		-	-	-			-	
State Timber	100,621	27,968	53,044	210,996	100,000	81,257	18,743	200,000
School Support Fund	19,203,553	20,812,230	21,546,797	24,235,526	25,960,000	19,545,259	6,414,741	25,705,000
SSF Transportation				-	-	-	-	
Adjustments to SSF Payments								
Adj for 05/06 payments				-	-	-	-	
Adj for HC Disability Grant	(620)	10,520	8,476	44,585	-	-	-	-
Adj for 09/10 payment	(278,405)		-	-	-	-	-	-
Adj for 10/11 payment		773,544	-	-	-	-	-	-
Adj for 11/12 payment			329,004	-	-	-	-	-
Adj for 12/13 payment			-	310,123	-	-	-	-
Adj for 13/14 payment	-	-	-	-	-	-	-	(250,000)
State Fiscal Stabilization Fund	446,624	-	-	-	-	-	-	-
Federal Ed Jobs	810,332	11,974	-	-	-	-	-	-
School Year SubAccount	106,374	898,088	-	-	-	-	-	-
Total SSF Formula	28,439,562	30,627,026	30,354,576	33,365,667	34,260,000	27,189,287	7,070,713	34,065,000
Loan Receipts		119,000	-	-	-	-	-	-
Interest of Investments	60,225	62,615	59,860	55,090	40,000	32,510	7,490	60,000
Third Party billing - Medicaid	31,968	31,047	50,472	35,680	70,000	2,777	67,223	20,000
TMR	161,370	187,235	176,000	189,021	175,000	-	175,000	184,000
JROTC reimbursement	56,194	61,985	62,358	44,877	62,000	42,500	19,500	64,000
Other								
Outdoor School	-	2,641	-	-	-	-	-	-
Rental Fees	22,068	23,055	24,695	24,989	22,000	11,521	10,480	25,000
Fees Charged to Grants	66,021	36,491	53,440	-	50,000	-	50,000	-
Miscellaneous	217,139	243,065	278,595	396,771	233,400	199,768	33,632	350,000
E-Rate reimbursement	62,875	54,886	65,715	71,891	75,000	68,721	6,279	69,000
Interfund Transfer - Athletics	60,000	20,123	60,000	680,000	60,000	39,962	20,038	60,000
Beginning Fund Balance	5,134,115	3,062,267	2,596,141	1,065,336	2,400,000	3,162,455	(762,455)	3,162,400
Total	34,311,536	34,531,437	33,781,852	35,929,322	37,447,400	30,749,501	6,697,899	38,059,400
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2014-2015 General Fund Summary Report

Obj	Description	10/11	11/12	12/13	13/14	14/15	2-27-15	2-27-15	2-27-15	3/2/2015
		Actual	Actual	Actual	Actual	Adopted Budget	YTD	Encumb	Balance	14/15 Project
111	Certified salaries	9,630,593	9,660,974	9,691,110	9,312,212	9,649,762	4,723,771	4,616,306	309,685	9,340,000
112	Classified salaries	3,390,242	3,400,585	3,570,418	3,821,771	4,076,721	2,331,351	1,823,860	(78,490)	4,160,000
113	Administrative salaries	1,243,817	1,403,982	1,356,839	1,409,054	1,505,040	971,798	487,784	45,458	1,460,000
114	Managerial - classified	240,110	201,463	124,134	92,856	94,714	63,143	31,571	-	94,700
116	Retirement stipends	176,948	112,059	98,858	99,065	75,000	55,596	20,028	(623)	76,000
118	Retirement Support Program	-	158,650	159,600	159,600	-	-	-	-	-
119	Confidential salaries	141,433	144,538	146,195	125,872	130,223	83,616	42,765	3,843	126,700
121	Certified subs	344,129	314,409	337,851	364,590	329,071	160,368	-	168,703	367,000
122	Classified subs	136,414	100,730	109,047	147,575	92,000	77,335	-	14,665	148,000
123	Temp certified	61,837	71,639	51,529	61,461	57,500	21,555	-	35,945	65,000
124	Temp classified	-	-	-	3,775	500	982	-	(482)	3,800
127	Student helpers salaries	2,820	3,405	2,884	12,466	6,000	8,654	-	(2,654)	18,000
131	Overtime	18,862	15,248	-	-	-	-	-	-	-
132	Compensation time	14,254	14,077	12,822	19,026	15,000	2,305	-	12,695	19,000
133	Extra duty	124,409	113,359	174,502	149,434	207,480	156,968	25,369	25,143	210,000
134	Classified extra hrs	96,860	111,939	127,482	123,909	135,000	86,970	-	48,030	127,500
135	Vacation Payoff	15,667	18,341	31,234	17,384	13,400	-	-	13,400	20,000
136	Mentor teacher pay	15,374	3,456	2,438	1,568	-	378	-	(378)	2,500
137	Personal Leave Payout	24,560	26,297	25,750	22,057	25,560	75	-	25,485	100
138	Department Head Extra Duty	4,675	6,810	2,300	2,122	6,000	1,411	-	4,589	2,500
140	Salary Settlements	-	-	64,867	-	-	-	-	-	-
142	Taxable Meal Reimbursement	-	1,398	667	328	1,400	132	-	1,268	1,000
	Total Salaries	15,683,004	15,883,359	16,090,527	15,946,123	16,420,371	8,746,406	7,047,683	626,282	16,241,800
210	PERS	2,943,902	3,690,522	3,708,868	3,955,693	4,371,213	2,052,848	1,678,368	639,997	3,815,600
220	Social Security	1,143,688	1,162,516	1,173,990	1,183,575	1,245,038	649,353	521,976	73,709	1,205,600
231	Worker's Comp	125,923	115,962	130,637	119,163	188,497	69,440	62,723	56,334	135,100
241	Employee Ins - Admin	158,787	164,096	163,789	168,641	198,715	117,948	59,999	20,767	178,000
242	Employee Ins - Certified	2,122,439	2,043,638	2,038,405	2,146,033	2,412,541	1,151,846	1,147,958	112,737	2,310,000
243	Employee Ins - Classified	1,446,732	1,457,700	1,691,683	1,721,374	1,805,454	1,008,970	858,131	(61,646)	1,870,000
244	Employee Ins - Other	28,402	29,739	31,766	20,636	22,820	13,797	7,546	1,477	20,700
245	Employee Ins - Retired	653,832	623,207	472,809	389,149	340,000	194,553	-	145,447	280,000
246	Classified Insurance Pool	152,008	123,906	4,979	-	-	-	-	-	-
247	TSA	46,031	48,601	50,530	45,996	49,399	24,850	18,113	6,437	43,600
	Total Benefits	8,821,743	9,459,887	9,467,455	9,750,259	10,633,677	5,283,606	4,354,813	995,258	9,858,600

2014-2015 General Fund Summary Report

Obj	Description	10/11	11/12	12/13	13/14	14/15	2-27-15	2-27-15	2-27-15	3/2/2015
		Actual	Actual	Actual	Actual	Adopted Budget	YTD	Encumb	Balance	14/15 Project
311	Instructional Services	2,375	466	300	69,272	800	46,634	51,454	(97,288)	150,000
312	Instr Prog Improve Service	10,335	329	8,800	18,733	32,000	26,468	4,000	1,533	35,000
319	Other Instr-Prof-Tech SVCS	2,952	4,498	20,884	14,977	16,500	10,710	-	5,790	20,900
322	Repairs & Maintenance	113,533	101,144	87,245	101,489	98,250	90,927	18,882	(11,559)	115,000
323	Radio Service	5,202	2,441	1,188	-	2,500	-	-	2,500	2,400
324	Rentals	119,548	94,807	137,321	121,204	150,650	94,270	43,708	12,672	137,300
325	Electricity	368,160	403,126	414,837	440,338	455,980	295,222	-	160,758	444,700
326	Fuel	209,808	198,605	159,642	187,486	226,000	97,330	-	128,670	173,600
327	Water & Sewer	94,849	101,759	130,496	112,986	145,300	83,473	-	61,827	115,100
328	Garbage	82,994	81,112	82,910	77,676	94,600	49,975	-	44,625	82,900
329	Other Property Services	5,623	4,124	675	420	5,500	8,159	164	(2,823)	8,400
330	Reimb. Student Transportation	-	-	-	4,204	2,600	5,351	-	(2,751)	10,000
340	Travel	67,079	75,073	62,436	65,317	166,350	64,209	5,518	96,624	97,500
343	Travel - Student - Out of Dist.	-	-	191	1,665	1,500	-	-	1,500	500
346	Meals/Transportation	1,819	265	228	148	500	65	-	435	300
348	Staff Tuition	14,452	9,821	15,033	30,645	28,000	18,826	465	8,709	30,600
351	Telephone	51,698	54,376	66,659	67,513	75,500	42,298	7,181	26,021	73,400
353	Postage	24,418	20,143	17,610	25,894	28,450	14,776	-	13,674	25,900
354	Advertising	6,763	2,147	1,316	1,874	2,800	3,275	348	(823)	4,000
355	Printing & Binding	24,823	22,633	14,735	13,897	30,838	50,315	147	(19,625)	84,800
360	Charter School Payments	1,421,285	1,658,152	1,800,976	1,954,971	2,304,000	1,605,734	-	698,266	2,048,000
362	Insurance Reimbursement	87	366	643	-	-	-	-	-	-
371	Tuitions Payments to Other Dist.	16,345	-	32,878	37,250	175,000	40,570	-	134,430	40,600
373	Tuition Pay Private School	-	-	-	-	5,000	-	-	5,000	-
374	Other Tuition	611,940	471,836	906,502	782,257	865,000	275,690	208,917	380,394	766,900
381	Audit Services	30,140	25,800	21,950	27,150	35,000	20,150	-	14,850	30,100
382	Legal Services	9,295	6,265	6,776	9,011	25,000	1,460	-	23,540	9,300
384	Negotiation Services	-	2,444	5,449	14,344	-	169	-	(169)	7,400
385	Management Services	9,038	3,700	-	-	-	-	-	-	-
386	Data Processing SVCS	88,244	122,699	53,576	57,261	100,500	47,096	-	53,404	80,400
387	Statistical Services	-	6,300	1,000	-	-	-	-	-	-
388	Election Services	7,014	-	6,410	-	10,000	-	-	10,000	7,000
389	Other Non_instr Pro/Tech	572,801	571,302	543,914	510,398	617,300	200,559	225,493	191,248	549,600
391	Physical Exams - Drivers	2,510	2,530	2,540	2,175	3,700	750	1,750	1,200	2,500
392	Drug Tests Drivers	2,345	2,576	1,535	1,110	3,000	765	1,235	1,000	2,600
393	Child Care Services	21,000	18,900	22,000	22,000	25,000	13,200	8,800	3,000	22,000
394	Sub calling service	6,383	5,132	5,464	5,536	6,400	5,559	-	841	5,600
396	Criminal History checks	110	181	1,440	2,332	2,000	2,057	-	(57)	2,300
398	Fingerprinting	1,923	986	400	138	3,000	-	-	3,000	900
	Total P. Services	4,006,894	4,076,037	4,635,957	4,781,674	5,744,518	3,216,040	578,061	1,950,417	5,187,500

2014-2015 General Fund Summary Report

Obj	Description	10/11	11/12	12/13	13/14	14/15	2-27-15	2-27-15	2-27-15	3/2/2015
		Actual	Actual	Actual	Actual	Adopted Budget	YTD	Encumb	Balance	14/15 Project
406	Gas Oil & Lubricants	171,711	196,328	202,584	189,904	237,400	89,212	127,634	20,554	190,100
410	Supplies & Materials	376,582	314,876	359,880	356,317	409,490	301,530	24,357	83,603	377,000
413	Vehicle repair parts	37,483	47,675	41,968	54,783	60,500	29,165	19,742	11,593	54,800
414	Transportation operations	11,055	5,025	4,379	5,262	5,000	3,704	2,083	(788)	5,300
420	Textbooks	98,683	240,848	120,737	173,653	138,000	173,214	86	(35,300)	236,000
430	Library Books	11,442	11,506	10,819	6,636	12,700	3,817	4,512	4,371	10,100
440	Periodicals	4,649	2,964	4,440	3,753	5,230	4,898	-	332	5,500
460	Equipment under 5K	87,600	167,151	141,047	122,132	198,290	84,494	7,243	106,552	177,200
470	Computer software	99,921	143,181	118,839	139,153	184,602	154,794	2,193	27,615	167,000
480	Computer hardware	117,621	247,175	160,675	72,041	169,672	177,044	5,187	(12,559)	205,000
	Total Supplies & Materials	1,016,745	1,376,729	1,165,368	1,123,636	1,420,884	1,021,873	193,038	205,973	1,428,000
540	Equipment	21,093	16,030	23,301	-	30,000	-	-	30,000	23,300
564	Bus Replacement	-	-	-	-	-	-	-	-	-
	Total Capital Outlay	21,093	16,030	23,301	0	30,000	0	0	30,000	23,300
621	Regular Interest	-	-	-	-	500	-	-	500	-
640	Dues & Fees	60,148	78,723	50,998	51,933	68,850	55,595	234	13,021	60,500
650	Insurance & Judgments	189,443	171,353	189,050	210,873	233,600	217,262	-	16,338	218,300
659	Settlements	5,200	10,000	-	-	-	-	-	-	-
	Total Other Objects	254,791	260,076	240,048	262,806	302,950	272,857	234	29,859	278,800
707	Transfer - Capital Project	-	-	-	-	-	-	-	-	-
710	Transfer - Technology	80,000	50,000	50,000	50,000	175,000	175,000	-	-	175,000
711	Transfer - Classroom Furniture	-	-	-	-	50,000	50,000	-	-	50,000
712	Transfer - Textbook Adoption	120,000	128,000	200,000	50,000	350,000	350,000	-	-	350,000
713	Transfer - Capital Improvement	300,000	-	200,000	150,000	225,000	225,000	-	-	225,000
714	Transfer - Track and Turf Fund	-	100,000	100,000	100,000	110,000	110,000	-	-	110,000
715	Transfer - Athletic Fund	320,000	336,000	336,000	336,000	365,000	365,000	-	-	365,000
716	Transfer - Bus Replacement	108,000	156,000	150,000	150,000	250,000	250,000	-	-	250,000
717	Transfer - Unemploy Ins	100,000	20,000	-	50,000	25,000	25,000	-	-	25,000
718	PERS Reserve	280,000	-	-	-	150,000	-	-	150,000	150,000
719	Transfer - Food Service	18,000	17,180	17,860	16,369	235,000	14,576	-	220,424	235,000
730	Transfer - Debt Service	-	56,000	30,000	-	-	-	-	-	-
731	Transfer - Academic Achievemer	-	-	10,000	-	10,000	10,000	-	-	10,000
	Total Transfers	1,326,000	863,180	1,093,860	902,369	1,945,000	1,574,576	-	370,424	1,945,000
810	Reserve/Contingency	-	-	-	-	950,000	-	-	950,000	-
	Grand Total	31,130,269	31,935,297	32,716,516	32,766,866	37,447,400	20,115,357	12,173,829	5,158,214	34,963,000

2014-2015 General Fund Summary Report

All Funds

Fund	Description	10/11	11/12	12/13	13/14	13/14	14/15	2-27-15	2-27-15	2-27-15	3/2/2015
		Actual	Actual	Actual	Actual	EFB	Adopted Budget	Y-T-D	Encumb	Balance	14/15 Proj EFB
100	General Fund	31,130,269	31,935,297	32,716,516	32,766,866	3,162,455	37,447,400	20,115,357	12,173,829	5,158,214	3,096,400
200	Grant Funds	3,082,381	2,692,584	3,903,906	2,663,753	1,765	5,200,000	1,482,280	853,751	2,863,969	1,800
205	Senate Bill 1149	-	-	-	-	117,971	185,000	185,000	-	-	7,000
212	Academic Achievement	-	-	-	1,500	8,650	30,150	-	-	30,150	14,000
230	Bus Replacement	-	-	452,440	-	155,617	423,620	-	100,995	322,625	300,000
232	Classroom Furniture	-	-	-	-	-	53,000	48,945	-	4,055	-
240	Textbook Adoption	123,755	58,948	180,885	107,421	79,087	404,110	18,535	-	385,575	410,000
272	Capital Improvments	75,154	473,040	1,164,624	319,070	59,536	325,000	284,536	-	40,464	-
274	Technology	80,000	-	76,157	52,899	20,944	217,000	124,500	-	92,500	50,000
277	Track and Turf Replacement	90,986	564,979	-	100,000	27,354	180,000	100,000	-	80,000	55,000
279	Student Activity	520,623	503,023	550,340	593,221	437,050	1,100,000	330,402	19,212	750,386	440,000
286	High School Athletics	452,947	409,536	439,681	445,218	61,442	517,000	290,467	33,045	193,488	60,000
296	Nutrition Services	1,721,064	1,826,382	1,946,080	1,683,116	169,759	1,918,300	844,565	474,503	599,232	200,000
299	PERS Reserve	-	-	-	630,000	-	150,000	-	-	150,000	150,000
300	Debt Service	32,109,239	3,314,370	3,276,831	3,359,330	128,655	3,442,482	1,051,241	-	2,391,241	80,000
310	Debt Service / SB 1149	61,016	61,016	-	5,151	-	-	-	-	-	-
311	2011 Non-Bonded Debt	-	174,940	223,547	223,547	924	383,215	48,607	-	334,608	152,500
400	Capital Projects	81,481	-	-	-	-	-	-	-	-	-
601	Unemployment	55,462	36,285	47,106	37,166	103,815	125,000	21,474	-	103,526	83,000
	Grand Total	69,584,378	42,050,400	44,978,112	42,988,258	4,535,024	52,101,277	24,945,909	13,655,335	13,500,033	5,099,700
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Lebanon Community Schools

MARCH 12, 2015

**SUPERINTENDENT'S RECOMMENDATION
FOR
RENEWAL AND NON-RENEWAL
OF
PROBATIONARY TEACHERS AND ADMINISTRATORS
AND FOR
EXTENSION AND NON-EXTENSION
OF CONTRACT TO
CONTRACT TEACHERS AND ADMINISTRATORS**

“Resolved, that the Board of Directors of Lebanon Community School District accepts the Superintendent’s recommendation for the renewal and non-renewal of probationary teachers and administrators and for extension and non-extension of contract to contract teachers and administrators, as listed on the attached recommendation lists.”

(Enclosure G-1)

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Allison, Brianna R	Special Education	Probationary 2
Amo, Madison J	Counselor	Probationary 2
Beiser, Emily R	Elementary Teacher	Probationary 2
Bennett, Jeffrey A	Secondary Teacher	Probationary 2
Bullock, Cheri J	Secondary Teacher	Probationary 2
Cruz, Mercedes	Special Education	Probationary 2
Dunn, Melissa A	Elementary Teacher	Probationary 2
Elenz, Ashleigh L	Elementary Teacher	Probationary 2
Graseth, Logan G	Special Education	Probationary 2
Grizzle, Angelica S	Elementary Teacher	Probationary 2
Hale, Ky T	Secondary Teacher	Probationary 2
Helpenstell, Emily C	Elementary Teacher	Probationary 2
Hutchinson, Heather S	Special Education	Probationary 2
Jacobo, Jordan M	Secondary Teacher	Probationary 2
Johnson Lawson, Stephanie E	Elementary Teacher	Probationary 2
Judy, Kristopher Allen	Secondary Teacher	Probationary 2
Kennett, Kathleen J	Speech Language/Pathologist	Probationary 2
Kissner, Catherine N	Secondary Teacher	Probationary 2
Kniestadt, Rosalia A	Elementary Teacher	Probationary 2
Lloyd, Lindsey N	Secondary Teacher	Probationary 2
Luebke, Natalia M	Elementary Teacher	Probationary 2
Luebke, Ryan M	Elementary Teacher	Probationary 2

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Marchant, Stephanie C	Elementary Teacher	Probationary 2
Martin, Cary S	Elementary Teacher	Probationary 2
Mason, Aaron J	Secondary Teacher	Probationary 2
Mason, Hannah L	Elementary Teacher	Probationary 2
Matthews, Patricia A	Speech Language/Pathologist	Probationary 2
McWayne, Ryan P	Elementary Teacher	Probationary 2
Medina, Cassie J	Secondary Teacher	Probationary 2
Medley, Nicole D	Elementary Teacher	Probationary 2
Merritt, Gabrielle A	Elementary Teacher	Probationary 2
Mortenson, Claren M	Secondary Teacher	Probationary 2
Nelson, Lindsey E	Elementary Teacher	Probationary 2
Niemi, Paige V	Elementary Teacher	Probationary 2
Overton, DeLane L	Counselor	Probationary 2
Pilak-Kiel, Ellie R	Secondary Teacher	Probationary 2
Quigley, Jennifer M	Elementary Teacher	Probationary 2
Rieke, Grace E	Elementary Teacher	Probationary 2
Ryan, Carmen B	Counselor	Probationary 2
Sater, Amanda A	Elementary Teacher	Probationary 2
Schuh, Carla R	Elementary Teacher	Probationary 2
Smith, Mark N	Secondary Teacher	Probationary 2
Stein, Jonathan C	Secondary Teacher	Probationary 2
Twomey, Steven R	Secondary Teacher	Probationary 2

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Weist, Brandon J	Elementary Teacher	Probationary 2
York, Gail C	Title I Reading	Probationary 2
Allison, Brooklynn B	Special Education	Probationary 3
Barnett, Jonnie K	Elementary Teacher	Probationary 3
Bowman, Nicholas L	Elementary Teacher	Probationary 3
Broderick, Erik M	Secondary Teacher	Probationary 3
Cleveland, Kelly J	Secondary Teacher	Probationary 3
Corliss, Abby L	Special Education	Probationary 3
Kutsch, Sarah M	Elementary Teacher	Probationary 3
Logan, Amber M	Special Education	Probationary 3
McRae, Sarah A	Elementary Teacher	Probationary 3
Mondazze, Nikki I	Special Education	Probationary 3
Price, Debra	Title I Reading	Probationary 3
Reed, Lauren C	Elementary Teacher	Probationary 3
Sandberg, Daphne K	Counselor	Probationary 3
Sirianni, Barbara K	Social Worker/Counselor	Probationary 3
Smart, Katie J	Elementary Teacher	Probationary 3
Spangle, Trevor L	Special Education	Probationary 3
Tomlin, Robert T	Secondary Teacher	Probationary 3
Whittaker, Emmet E	Secondary Teacher	Probationary 3
Winningham, Tobias T	Elementary Teacher	Probationary 3
Ashley, Andrea E	Elementary Teacher	Contract

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Baldwin, Kathryn R	Elementary Teacher	Contract
Healy, Blair E	Elementary Teacher	Contract
Hillman, Michael J	Secondary Teacher	Contract
Leach, Jessica S	Elementary Teacher	Contract
Osborne, Cathy A	Elementary Teacher	Contract
Ray, Stacie L	Elementary Teacher	Contract
Shorey, Michael Troy	Special Education	Contract
Archer, Laura S	Elementary Teacher	Extension
Bain, Kerri L	Elementary Teacher	Extension
Balvin, Ellen M	Special Education	Extension
Barr, Linda M	Special Education	Extension
Bauer, Bradley L	Secondary Teacher	Extension
Bauer, Nancy L	Secondary Teacher	Extension
Benedict, Mardy R	Secondary Teacher	Extension
Beran, Catherine A Worster	Secondary Teacher	Extension
Brown, Tamara L	Elementary Teacher	Extension
Burt, Kevin R	Elementary Teacher	Extension
Caffey, William I	Secondary Teacher	Extension
Carroll, Leslie A	Elementary Teacher	Extension
Cawrse, Judy M	Elementary Teacher	Extension
Chambers, Deanna L	Secondary Teacher	Extension
Christner, Ryan C	Elementary Teacher	Extension

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Claborn, Glenda F	Elementary Teacher	Extension
Clunes, Kathryn M	Elementary Teacher	Extension
Coleman, Kim M	Elementary Teacher	Extension
Cooper, Erica L	Elementary Teacher	Extension
Cordoza, Linda K	Elementary Teacher	Extension
Cox, Robert M	Secondary Teacher	Extension
Craig, Teresa R	Elementary Teacher	Extension
Crossan, Janet R	Elementary Teacher	Extension
Da Silva, Ashley J	Secondary Teacher	Extension
Darby-Bridwell, Robin E	Elementary Teacher	Extension
Davenport, Tracie A	Secondary Teacher	Extension
Dickey, Nathan B	Secondary Teacher	Extension
Durski, Shantel L	Elementary Teacher	Extension
Dykes, Joshua D	Secondary Teacher	Extension
Edwards, Lily M	Secondary Teacher	Extension
Ellis, Kathleen C	Secondary Teacher	Extension
Etter, Heidi B	Secondary Teacher	Extension
Fandino, Kimberly C	Secondary Teacher	Extension
Floro, Colleen S	Elementary Teacher	Extension
Ford, Jordon M	Secondary Teacher	Extension
Frazier, Eric J	Secondary Teacher	Extension
Gardner, Alecia B	Secondary Teacher	Extension

(Enclosure G-1)

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
George, Amber M	Elementary Teacher	Extension
Gerig, Kristen E	Elementary Teacher	Extension
Gillott, David C	Elementary Teacher	Extension
Gomez, Victor G	Special Education	Extension
Gosda, Holly	Elementary Teacher	Extension
Gregory, Rose M	Elementary Teacher	Extension
Groner, Rebecca A	Elementary Teacher	Extension
Hague, Kyla S	Elementary Teacher	Extension
Haley, Sarah P	Elementary Teacher	Extension
Harmon, Dannie L II	Elementary Teacher	Extension
Hawes, Kimberly S	Elementary Teacher	Extension
Helland, Harry T	Secondary Teacher	Extension
Henderson, Scott G	Elementary Teacher	Extension
Horne, Jana M	Elementary Teacher	Extension
Hostetter, Sonya M	Special Education	Extension
Jensen, Joneda M	Elementary Teacher	Extension
Jordan-Zornow, Lisa M	Secondary Teacher	Extension
King, Ryan R	Secondary Teacher	Extension
Kinney, Reed P	Elementary Teacher	Extension
Kittel, Vernetta R	Elementary Teacher	Extension
Kreder, Beth	Assessment Specialist	Extension
Lamb, Diana L	Secondary Teacher	Extension

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Latimer, Emily A	Secondary Teacher	Extension
Long, Della E	Elementary Teacher	Extension
Martens, Mark J	Secondary Teacher	Extension
Martin, Patricia A	Special Education	Extension
McCormick, Melanie E	Elementary Teacher	Extension
McIntyre, Debra L	Secondary Teacher	Extension
Meek, David L	Secondary Teacher	Extension
Miller, Janet K	Title I Reading	Extension
Mills, Lori A	Elementary Teacher	Extension
Moore, Chad K	Secondary Teacher	Extension
Moore, Elisabeth M	Elementary Teacher	Extension
Morse, Timothy A	Secondary Teacher	Extension
Munoz, Laura M	Secondary Teacher	Extension
Murphy, Jenna L	Title I Reading	Extension
Novick, Janell J	Secondary Teacher	Extension
Olson, Richard S	Counselor	Extension
Parker, Anna M	Elementary Teacher	Extension
Peters, Judy I	Special Education	Extension
Phillips, Kirk A	Title I Reading	Extension
Pierce, Patricia K	Special Education	Extension
Pierce, Ryan W	Secondary Teacher	Extension
Plummer, Amanda L	Dean of Students	Extension

(Enclosure G-1)

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Podrabsky, Dori D	Secondary Teacher	Extension
Poe, Stacy	Elementary Teacher	Extension
Poole, Rachael K	Secondary Teacher	Extension
Ragan, Julie L	Elementary Teacher	Extension
Randklev, Bonita D	Secondary Teacher	Extension
Rediger, Merrill T	Secondary Teacher	Extension
Richard, Lisa M	Elementary Teacher	Extension
Rimov, Tina	Secondary Teacher	Extension
Riutta, Ashley E	Elementary Teacher	Extension
Robinson, Carmen B	Elementary Teacher	Extension
Robinson, Donald C	Elementary Teacher	Extension
Robinson, Steven H	Secondary Teacher	Extension
Rogers, Sara B	Elementary Teacher	Extension
Saxe-O'Brien, Laura A	Secondary Teacher	Extension
Seibert, Mandy B	Elementary Teacher	Extension
Seifert, Maureen J	Elementary Teacher	Extension
Selby, Jerol K	Secondary Teacher	Extension
Sell, Michael W	Secondary Teacher	Extension
Shanks, Christina L	Secondary Teacher	Extension
Shedden, Kelli J	Secondary Teacher	Extension
Sickels, Karen L	Counselor	Extension
Snow, Barbara	Secondary Teacher	Extension

(Enclosure G-1)

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Stolsig, Jeffry	Secondary Teacher	Extension
Stutz, Melissa L	Elementary Teacher	Extension
Suing, Joan E	Elementary Teacher	Extension
Sullivan, Carlyn E	Elementary Teacher	Extension
Thomas, Emily A	Secondary Teacher	Extension
Twomey, Maureen S	Secondary Teacher	Extension
Van Veldhuizen, Lisa L	Secondary Teacher	Extension
Vandehey, James A	Secondary Teacher	Extension
Vandehey, Mark A	Secondary Teacher	Extension
VandenBos, Casey T	Secondary Teacher	Extension
Vokes, Heidi S	Speech Language/Pathologist	Extension
Walker, Abbey K	Elementary Teacher	Extension
Wallace, Suzanne D	Title I Reading	Extension
Wardlaw, Sheri L	Elementary Teacher	Extension
Webb, Nancy L	Secondary Teacher	Extension
Wegner, Julia V	Elementary Teacher	Extension
Wells, Jacque J	ELL Teacher	Extension
Williams, Anne E	Secondary Teacher	Extension
Wilson, Mike A	Secondary Teacher	Extension
Wong, Kevin	Secondary Teacher	Extension
Wood, Kari L	Special Education	Extension
Work, Meredith A	Secondary Teacher	Extension

(Enclosure G-1)

Employment Status (Licensed)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Yee, Christine M	Elementary Teacher	Extension
Zluticky, Lisa A	Elementary Teacher	Extension
Zylstra, Victoria L	Elementary Teacher	Extension
Bates, Laura K	Title I Reading	Temporary - Contract Expires 6/12/15
Eberhart, Cameron W	Secondary Teacher	Temporary - Contract Expires 6/12/15
Gibson, Jeremy W	Secondary Teacher	Temporary - Contract Expires 6/12/15
Kingzett, Laura A	Secondary Teacher	Temporary - Contract Expires 6/12/15
Lundy, Erin KM	Secondary Teacher	Temporary - Contract Expires 6/12/15
Rieke, Faith N	Elementary Teacher	Temporary - Contract Expires 6/12/15
Shreve, Jill A	Elementary Teacher	Temporary - Contract Expires 6/12/15
Stalter, Matthew T	Secondary Teacher	Temporary - Contract Expires 4/14/15
Tausch, Bethany L	Elementary Teacher	Temporary - Contract Expires 6/12/15
Wimer, Pamela S	Elementary Teacher	Temporary - Contract Expires 6/12/15
Zaina, Stephen R	Secondary Teacher	Temporary - Contract Expires 6/12/15

(Enclosure G-1)

Employment Status (Administrators)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Category</i>	<i>Recommended Status</i>
Alexander, Sabrina	Principal	Probationary 2
Bates, Eugene Jr	Principal	Probationary 2
Hoene, Kraig	Associate Principal	Probationary 2
Cairo, Tonya	Principal	Probationary 3
Foley, Laura	Associate Principal	Probationary 3
Shreve, Brad	Principal	Contract
Vore, Joe	Principal	Contract
Baker, Dawn	Administrator	Extension
Geoghegan, Timothy	Principal	Extension
Meckley, Jennifer	Principal	Extension
Reposa, Wayne	Assistant Principal	Extension
Sansom, Ed	Associate Principal	Extension
Sansom, Janice	Administrator	Extension
Volz, Tami	Principal	Extension

(Enclosure G-1)

Employment Status (Directors and Confidential Staff)

Recommended Status Beginning 2015-16 School Year

<i>Employee</i>	<i>Position Title</i>	<i>Recommended Status</i>	<i>Current Assignment</i>
Gorman, Angela	Director of Nutrition	Probationary 3	Director
Darling, Linda	Director of Business	Extension	Director
Grousbeck, Kimberly	Human Resources Specialist	Extension	Confidential
Otta, Susan K	Payroll Specialist	Extension	Confidential

LEBANON COMMUNITY SCHOOLS
Lebanon, Linn County, Oregon
February 12, 2015

A Regular Meeting of the Board of Directors was held in the District Office Board Room. Chairman Richard Borden called the meeting to order at 6:02 p.m. Those present included:

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

GOOD NEWS

1. Recognition: Board Appreciation/Rob Hess

Superintendent Rob Hess read a Proclamation from the Governor of the State of Oregon regarding School Board Appreciation Month. Rob pointed out that in appreciation each Board Member has a Gift Bag containing "Gear Up" items and a "Gear Up" Shirt. Each Board Member also received a certificate thanking them for their years of service.

2. Report: Cascade School Report-Good News/Tami Volz

Cascades Principal Tami Volz gave a school report sharing a Power Point addressing the following topics:

- 1) Meet our Staff
- 2) Meet our Students
- 3) Three School Improvement Goals
- 4) English Language Arts
- 5) Comprehensive Math Instruction
- 6) Positive Behavior Intervention System (PBIS)
- 7) School Systems that work
- 8) Celebrations
- 9) Thinking Toward the future
- 10) One Community: Teaching, Learning, Succeeding Together!

PURSUING EXCELLENCE

1. Report: AVID/Laura Foley

Lebanon High School Assistant Principal Laura Foley spoke regarding the AVID program. AVID Site Coordinators Ty Tomlin from LHS and Chrissy Shanks from Seven Oak also spoke about the program. A Power Point was presented addressing the following points:

- 1) Lebanon's AVID Path
- 2) Four Domains Affecting Change
- 3) Leadership Sets the Vision
- 4) Systems (Processes)
- 5) Instruction
- 6) Culture
- 7) Expansion 2014-15

**Board Meeting
January 8, 2015**

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- 8) AVID Expanding in Oregon
- 9) District/Site Level Commitment
- 10) Supporting New Sites
- 11) Ongoing Support
- 12) Success is What We Do
- 13) Missions Toward a Common Goal
- 14) AVID is a Systemic Approach
- 15) AVID is a Highly Research-based Approach – Graduate Research
- 16) Why Join AVID
- 17) AVID Closes the Achievement Gap for ALL Students
- 18) Why AVID Works
- 19) The 11 Essentials
- 20) WICOR
- 21) The AVID Elective Students Profile
- 22) Lebanon AVID Demographic Data: 2013-14
- 23) AVID Trained Professionals in Lebanon Schools
- 24) Lebanon High School Class of 2017-2018
- 25) AVID at Seven Oak
- 26) Collaboration
- 27) School Wide Planners

Two LHS AVID students addressed the Board. They spoke regarding the importance of the AVID program to them and the need to continue funding the program.

GENERAL BUSINESS

1. Report: Superintendent Evaluation Summary (Enclosure E-1)

Board Chair Richard Borden reported that the Superintendent Evaluation was completed at the January 8 Board Executive Session. He reported that the Board evaluated the Superintendent on seven standards. The score ranges from 1 to 4 with 1 being unacceptable to 4 being exemplary. Dr. Hess's overall score was 3.7. Richard also read a summary statement (see enclosure E-1).

2. Information: Revised Policy AR (Enclosure E-2)
- CC-AR – Organization Chart

Rob Hess pointed out a change to the Organizational Chart with the addition of a Director of College & Career Readiness. Administration felt that the addition of this position would help support the alignment of the 6-12 grade students.

Liz Alperin questioned if the District did not already have this position.

Rob Hess shared that Laura Foley had been Director of the AVID program and also an Assistant Principal, but the administration felt that the position should be a full time position. Rob explained that the District is looking at starting the AVID program in the K-8 schools.

Russ McUne made a motion to approve the Organization Chart as presented with the addition of the Director of College and Career Readiness. Jerry Williams seconded. The motion carried by majority.

- 3. Action:** Approve Inter-District Transfers of Nonresident Students (Enclosure E-3)

Russ McUne made a motion to establish that the Board of Directors has established that all nonresident students shall receive written consent for admission under the inter-district transfer policy for the 2015-2016 school year, and that all resident students shall receive written consent for transfers out of the District under the inter-district transfer policy for the 2015-2016 school year. Jerry Williams seconded. The motion carried by majority.

FINANCE

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

Linda Darling explained that she would go over the Financial Report during the Special Board/Budget Meeting which followed this meeting.

Linda Darling reported that the March State Revenue Forecast was not released yet, but she will include information in the March Board packet.

Linda Darling reported that the Auditors from Accuity Inc. finished their Springfield visit. They had no findings.

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

Linda Darling reported that the P-card rebate for the year 2014 was \$17,697.00. Linda reminded the Board that P-card also saves staff time and reduces the District's liability for fraud.

CONSENT AGENDA

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

Russ McUne made a motion to approve the Consent Agenda as presented. Jerry Williams seconded. The motion carried by majority.

BOARD OF EDUCATION TIME/DISCUSSION

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

BOARD COMMUNICATION

Liz Alperin requested that the Board packets go out earlier, as she did not receive hers until Monday.

SUPERINTENDENT COMMUNICATION

Rob Hess spoke to the Budget process reminding the Board that the budget is a moving target.

ADJOURN

The meeting adjourned at 7:30 p.m.

(Recorded by Kathy Schurr)

Richard Borden, Board Chair

Rob Hess, Superintendent

LEBANON COMMUNITY SCHOOLS
Lebanon, Linn County, Oregon
Special Board/Budget Committee Minutes
February 12, 2015

A Special Board/Budget Committee meeting was held in the Board Room at the District Office on February 12, 2015. Richard Borden, Board Chairperson, called the meeting to order at 7:40 p.m. Those present included:

Richard Borden	Board Member	David Champion	Budget Member
Liz Alperin	Board Member	Terry Deacon	Budget Member
Jerry Williams	Board Member	John Snyder	Budget Member
Russ McUne	Board Member	Macey France	Budget Member
Rob Hess	Superintendent		
Ryan Noss	Assistant Superintendent	Linda Darling	Business Director
Bo Yates	Assistant Superintendent		

Mike Martin and Todd Gestrin were absent.

Information

1. Budget Committee Roles & Responsibility (Booklet Enclosed)

Richard Borden reminded the Budget Committee that at their first official meeting on April 23rd, a Chair and Vice Chair will be elected. He will chair the meetings until then.

Linda Darling pointed out that the Committee received the Budget Committee Handbook in their packets. She asked Committee members to look at the Budget Committee duties and checklist. She explained that at this night's meeting the Committee would be doing due diligence to hear the needs of schools. The Budget process would not begin until the April 23rd meeting.

Richard Borden asked if there were any recommendations to the time and length of the meetings. He recommended the 7:00 starting time with the Board trying to keep their meeting to as close to one hour as possible. Hearing no other recommendations, the meetings will continue to follow the Board meetings with a start time of 7:00 p.m.

Liz Alperin questioned when the Committee could make recommendations to the budget.

Linda Darling and Rob Hess explained that they could only begin making recommendations at the first official Budget Meeting, which is April 23rd, 2015.

Financial Information (Enclosure 2-b)

Linda Darling reported that the 2014-2015 Financial Board Report included in the packet reflects final revenue and expenditures for 2013-2014 along with the budgeted, spent or encumbered, and projected amounts for 2014-2015. The projected Ending Fund Balance for 2014-2015 is \$2,910,000.

Linda Darling pointed out that the Governor's budget and Co-Chair budget are always moving pieces. She explained that the State Income Tax "Kicker" could come into play this year, but the State will not know

until late May early June. She reminded the Budget Committee that, by law, a budget has to be approved by the end of June.

Linda Darling explained that the school Districts are funded on ADMr. The District should receive the first State Revenue Forecast estimate the first part of March.

School Reports (Enclosure 2-c)

Rob Hess explained that all eight schools were asked the same three questions to help provide the Budget Committee with information. The feedback from the schools are in enclosure 2-c. Most of the administrators are at this meeting should the Committee have additional questions.

Rob explained that most schools expressed a need for school counselors. The District does have a contract with Linn County Mental Health for a therapist to work with students at school, but the therapist has a different role than a school counselor.

Linda Darling pointed out that the therapist would be paid by the parent's private insurance or the Oregon Health Plan.

Ryan Noss pointed out that in the past the District has contracted with the ESD for a Behavior Specialist, but this year the District used more counselors. The District does have a Family Support Liaison through the ESD. The District has also trained Instructional Assistants to help deescalate students.

The Committee discussed extra classes and after school clubs that offer students more choices and opportunities. They discussed how those are funded.

The Committee discussed AVID and additional schools becoming AVID schools. Training of staff to be an AVID school would be a cost that would need to be budgeted.

The Committee discussed textbook adoption. English/Language Arts will be the next adoption.

The Committee discussed funding for Instructional Assistants.

Support for 8th grade Algebra was discussed.

Bo Yates spoke briefly regarding the boiler at Cascades School.

Request for Information

The Committee was reminded that if information is sought from a district staff member by a Committee member, and it will take longer than 30 minutes of staff time to retrieve it, then it must go to a vote of the Budget Committee.

Information request to be brought to the first budget meeting is:

- 1) How Title Funds were spent this year.

Budget Committee Meeting Dates

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

Adjournment

The meeting adjourned at 8:39 p.m.

(Recorded by Kathy Schurr)

Rob Hess, Superintendent

Richard Borden, Board Chair