



BOARD FOLDER

**LINCOLN COUNTY SCHOOL DISTRICT
BOARD OF DIRECTORS/LOCAL CONTRACT REVIEW BOARD
LCRB MEETING AND REGULAR BOARD SESSION
Tuesday, January 10, 2012- 7:00 p.m.
Newport Intermediate School
Newport, Oregon**

**LINCOLN COUNTY SCHOOL DISTRICT
Local Contract Review Board/
Board of Directors- Executive and Regular Sessions
Tuesday, January 10, 2012- 6:30 p.m. and 7:00 p.m.
Newport Intermediate School
Newport, Oregon**

6:30 p.m. Executive Session- ORS 192.660(2)(d) Labor Negotiations

	Page
1. CALL TO ORDER	
2. <u>ROLL CALL- ESTABLISHMENT OF A QUORUM</u>	
Recess into Local Contract Review Board (full agenda attached- page 3)	1-5
A. Public Hearing- Exemption from Competitive Bidding Requirements for One Public Improvement Contract (HVAC Control Systems)	
B. DECISION: Findings of Fact, HVAC Control Systems	
C. <u>DECISION: RFP for HVAC Control Systems</u>	
Reconvene Board Meeting	
3. INTRODUCTIONS	
4. COMMUNICATIONS	
(During this time the audience will have the opportunity to speak to the Board. Anyone wishing to address the Board is asked to complete a "Board Communication Request" form, available from the board secretary. The chairman reserves the right to limit the time allotted to each presenter. It is requested that those addressing the board state their name for the record.)	
a. Written	
b. From the Audience	
c. Staff Recognition	
5. BOARD REPORTS	
6. CONSULTANT REPORTS/STAFF REPORTS	
a. Student Representative	6
b. Financial Reports	7
7. SUPERINTENDENT'S REPORT	
8. ADOPTION OF THE CONSENT CALENDAR	
(Consent Calendar agenda items are designated by the Board to be adopted in a single motion unless an individual Board member or the Superintendent requests an item be removed for consideration. Action on matters of a routine matter is addressed in one motion to conserve time for other deliberation by the Board.)	
a. MINUTES OF THE BOARD	
1. December 13, 2011 Regular Session	8-13
b. EDUCATION SERVICES	
c. HUMAN RESOURCES	
1. Regular Items	14-16
c. BUSINESS SERVICES	
d. SPECIAL PROGRAMS	
f. FACILITIES/MAINTENANCE/TRANSPORTATION/ FOOD SERVICES	
g. BOARD	
1. Superintendent Evaluation/Timeline	17-28

9. OTHER DECISION ITEMS

(Decision Items are those that have been presented to the Board for discussion and questions at a prior meeting. Some circumstances may dictate a Decision Item without prior discussion.)

- a. EDUCATIONAL SERVICES
- b. HUMAN RESOURCES
- c. BUSINESS SERVICES
- d. SPECIAL PROGRAMS
- e. FACILITIES/MAINTENANCE/TRANSPORTATION/FOOD SERVICES
- f. BOARD
 - 1. **DECISION:** Board Directives for Budget Development 29
- g. OTHER

10. ITEMS OF DISCUSSION AND INFORMATION

(Discussion Items are presented for the Board's consideration, discussion and questions. Discussion Items will be considered for Decision at a subsequent meeting. Information items are for information only.)

- a. EDUCATIONAL SERVICES
- b. HUMAN RESOURCES
- c. BUSINESS SERVICES
 - 1. School Year Sub Account Application 30-31
- d. SPECIAL PROGRAMS
- e. FACILITIES/MAINTENANCE/TRANSPORTATION/FOOD SERVICES
 - 1. Discussion on Policy EBB, Integrated Pest Management 32-34
 - 2. Information on Construction Excise Tax 35
 - 3. Discussion on Roofing, Taft 7-12 36
- f. BOARD
 - 1. Discussion on Board Retreat 37
- g. OTHER

11. ADJOURNMENT

The next regular session meeting of the Board is Tuesday, February 14, 2012- 7:00 p.m. at Toledo Jr./Sr. High School

LINCOLN COUNTY SCHOOL DISTRICT
Local Contract Review Board
Tuesday, January 10, 2012
(During Regular LCSD Board meeting beginning at 7:00 p.m.)
Newport Intermediate School
Newport, Oregon

AGENDA

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| | Page |
| I. Call to Order- Establishment of a Quorum | |
| II. Public Hearing- Exemption from Competitive Bidding Requirements for One Public Improvement Contract (HVAC Control Systems Project) | 1 |
| <p>The Lincoln County School District Board of Directors, acting in its capacity as the LCSD Local Contract Review Board, will conduct a public hearing during its regular meeting on January 10, 2012 to hear and take testimony on creation of an exemption from competitive bidding requirements for a public improvement contract for the above referenced project. The draft findings are available for public review at the District Office for Lincoln County School District at 459 SW Coast Highway, Newport, Oregon.</p> | |
| <p>A. Testimony in Support
B. Public Comment</p> | |
| III. DECISION: Findings of Fact- HVAC Control Systems Project | 2-5 |
| IV. DECISION: RFP for HVAC Control Systems Project | |
| V. Adjourn LCRB Meeting; Reconvene Board Meeting | |

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**

1/10/12

ITEM:

TOPIC: Local Contract Review Board- Public Hearing, RFPs

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Rich Belloni

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

The LCSD Board of Directors acting in its capacity as the Local Contract Review Board will conduct a public hearing during its regular meeting on January 10, 2012 to hear and take testimony on creation of an exemption from competitive bidding requirements for one public improvement project (HVAC Control Systems).

The LCRB will consider and adopt findings of fact for the project and will also consider a Request for Proposal for it. The RFP was received by the Board under separate cover.

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent recommends the LCRB approve findings of fact and the use of the Construction Manager/General Contractor process for the HVAC Control Systems Project. The Superintendent also recommends the Board approve the Request for Proposal for this project.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

HVAC Control Systems Project

Lincoln County School District

Findings in Support of an Exemption from Competitive Bidding January 10, 2012

1. General

ORS 279C.335 (2) permits a local contract review board to exempt contracts from traditional competitive bidding upon approval of findings of fact showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition, and that the process will result in substantial cost savings to the public agency.

ORS 279C.400 – ORS 279C.410 describe the Request for Proposals method of solicitation as an alternative to traditional competitive bidding. Pursuant to ORS 279C.410 (8), a public agency using the Request for Proposals method may award a contract to the responsible proposer “whose proposal is determined in writing to be the most advantageous to the contracting agency based on the evaluation factors set forth in the request for proposals and, when applicable, the outcome of any negotiations authorized by the request for proposals.”

2. Background

The Lincoln County School District (LCSD) desires to standardize all HVAC control systems in the District by selecting one contractor to design, provide, and install all HVAC control systems. HVAC control systems will be needed for the following projects:

- Toledo Elementary Addition
- Oceanlake Elementary Addition
- Toledo High School Weight Room Addition
- Oceanlake Elementary Boiler Replacement
- Waldport High School
- Toledo High School Classroom Addition and Gym expansion
- Toledo Elementary DDC controls upgrade
- Toledo High School Boiler Replacement
- Newport Prep Academy Boiler Replacement
- Crestview Heights Elementary DDC controls upgrade
- Sam Case Elementary Classroom and Gym Addition
- Taft Elementary Classroom Addition
- Taft High School DDC controls upgrade

- Newport Intermediate DDC controls upgrade
- Newport Prep Academy Classroom Addition.

LCSD expects to start installing the first HVAC control system by February 2012, and to continue installing HVAC control systems until all projects are completed. A final schedule will be determined through the project development process. Installation may occur while school is in session.

LCSD proposes to undertake implementation of new HVAC control systems with a proposer selected through the Request for Proposals method of solicitation. The proposer will provide all hardware as well as installation and maintenance services required for the HVAC control systems.

3. Findings -- Information

(a) Operational, Budget and Financial Data

The anticipated budget for the work to be performed is over \$1,000,000.

(b) Public Benefit

The public will benefit from new HVAC control systems throughout the Lincoln County School District. The implementation of new, standardized, HVAC control systems will improve energy efficiency and reduce operating costs by eliminating the need to train staff on multiple interfaces.

Use of the RFP process will allow LCSD to accomplish this goal by allowing LCSD to select quality equipment and ensure that a responsible contractor will be trusted with its implementation and warranty.

(c) Value Engineering

The negotiated contract approach gives the contractor an increased opportunity to engage in value engineering (the process of identifying construction economies that can be achieved through incorporation of design revisions/refinements), which increases the likelihood of cost savings to LCSD.

(d) Specialized Expertise

This project will require special knowledge and experience due to the technical nature of HVAC control systems. Use of the RFP process will allow LCSD to select a contractor that possesses the expertise and experience required to implement the HVAC control systems successfully.

(e) Public Safety

Due to the timing of construction, safety is of the utmost importance. All work will be performed in accordance with OR-OSHA safety regulations. LCSD and the contractor will work with the public to minimize hazards related to installation. The project will lead to improved public safety by modernizing and standardizing the systems to maximize energy efficiency and reduce operating costs.

(f) Market Conditions

It is expected that there will be several competitors available to propose on this project.

(g) Technical Complexity

A single contractor selected to provide and install new HVAC control systems at all locations best addresses the technical complexities of this project:

- 1) LCSD's established overall bond budget cannot be exceeded. Value engineering and the efficiencies gained by selecting one contractor to install all of the HVAC control systems are vital to the cost effectiveness of this project.
- 2) School operations will continue during the installation of new HVAC control systems. Critical issues will include maintaining a safe school environment for students and staff and the continuity of mechanical and electrical services during school hours.

(h) Funding Sources

The project will be funded by LCSD using bond revenues.

4. Findings – Competition and Cost Savings

Use of the proposed alternative contracting method is unlikely to encourage favoritism or diminish competition and will result in substantial cost savings to LCSD.

(a) Unlikely to Encourage Favoritism or Diminish Competition

Favoritism will not play a role in the selection of a contractor for this project. The selection will be conducted through an open and advertised Request for Proposal process. All qualified firms will be invited to submit proposals. LCSD will publish a legal notice in the Daily Journal of Commerce in order to provide project information to all interested contractors. LCSD will also publicly advertise the RFP to prospective bidders in any other manner it thinks appropriate to obtain solicitations from as many qualified and interested proposers as is feasible.

All qualified firms will be able to participate in an open, competitive selection process. Contractor selection will be based upon criteria relating to price, system

functionality, support and service, experience, and other factors specified in the RFP documents or developed through discussions with competitive proposers. The RFP will provide an opportunity for bidders to protest the District's awards.

(b) Will Result in Substantial Cost Savings

Use of the RFP process will lead to substantial cost savings by selecting one contractor to provide and install all desired HVAC control systems- allowing the contractor to take advantage of efficiency advantages, maximizing staff efficiency through standardization and training, and providing a single point of contact for warranty and maintenance issues.

Cost Savings

The Request for Proposal method will permit LCSD to choose a contractor based upon considerations of quality, expertise, reliability, ability to handle the technical challenges of the project, and other qualities that will lead to substantial cost savings over the lifespan of the improvements. Selecting a single contractor provides additional efficiency advantages that will result in substantial cost savings to the district.

5

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**
January 10, 2012

ITEM:

TOPIC: Introduction of Student Representative

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Student Rep

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

In continuing the Board's inclusion of student representatives at Board meetings, a student from the West area will update the Board on activities there.

RECOMMENDATION:

None; for information only.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**
January 10, 2012

ITEM:

TOPIC: Financial Reports

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Julie Baldwin

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

The General Fund summary report, Bills and Claims, Special Revenue Fund Financial Report, Capital Projects Funds, and the Investment Report as of December 31, 2011 will be distributed and discussed at the January 10, 2012 board meeting.

RECOMMENDATION:

None; for information only.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

BA-03

12/27/01 lku

LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors- Regular Session
Tuesday, December 13, 2011 – 7:00 p.m.
Newport High School
Newport, Oregon

Minutes

- PRESIDING:** Ron Beck, Chairman
- Present:** Ron Beck, Chairman; Jean Turner, Vice Chairman; Karen Bondley, Liz Martin, Kelley Ellis, Directors
- Also Present:** Tom Rinearson, Superintendent; Laurie Urquhart, Secretary; approximately 30 members of the staff, media and patrons

Call to Order- Establishment of a Quorum

Chairman Beck convened the meeting and called the session to order at 7:00 p.m. with a quorum of all five board members present.

Communications

Vice Chairman Jean Turner reported she and other board members received several emails from a patron questioning the District's use of the construction excise tax (CET). Chairman Beck suggested placing this item on the January board agenda to allow staff time to gather data.

Board Reports

Chairman Beck wished Superintendent Rinearson "happy birthday," and noted he needed to leave the meeting early due to travel plans.

Mr. Beck gave kudos to Newport Intermediate students, staff and principal for their excellent work with "math facts" (multiplication tables). He visited the school recently to participate in both seeing students in action and distributing certificates to those who passed their math facts test on the first attempt. "That excitement for learning is why I'm here," commented Beck.

Director Liz Martin directed the Board's attention to the most recent edition of the "Harbor Light," Newport High's newspaper. She noted the strength of the paper.

2010/11 Audit Report

Kenny Allen of Pauly, Rogers and Co. presented the audit report for the fiscal year ended June 30, 2011. He reported the District received an unqualified, clean audit, the highest attainable. He noted new federal audit requirements state funds must be placed into five categories: non-spendable, restricted, committed, assigned, and unassigned.

Mr. Allen thanked Business Manager Julie Baldwin and staff for their excellent work; Ms. Baldwin thanked Business Services Supervisor Kim Cusick for stepping forward to assume many new duties related to the audit.

Student Representative

Newport High Student Body President Sophie Hendrix updated the Board on several activities at that school, including: ●the NHS Cross Country team placed 5th in state competition; ●the Leadership Team planned a “blue out” for a basketball game at the school; ●Holiday Spirit week is taking place this week, prior to winter break; ●the second “write-a-palooza” event is being planned for students to explore several different writing styles; ●a career fair took place at the school, with over 30 community members coming in to visit with students; ●many NHS students took part in the recent Yaquina Bay bridge celebration, including the band and cheerleaders; ●students continue to work on ocean literacy; ●a future activity is being planned to send supplies to troops overseas; ●the “Mr. NHS” contest is coming up and will benefit Doernbecher Children’s Hospital.

West Area Report

Sam Case Principal Ryan Relken thanked the Booster club for their hard work on the holiday concert recently held at Newport Intermediate School. He reported construction planning is ongoing and has resulted in changes, i.e., separate pick up/drop off “loops” for buses and parents.

Student improvement is increasing, and teachers are employing many visual learning techniques.

Newport Intermediate Principal Majalise Tolan reported the school in the midst of the Olweus anti-bullying campaign. So far, 75% of students know at least two anti-bullying rules. The next goal is for 75% of students to know 75% of the rules.

The “Polar Express” movie will be shown at NIS on December 15th. Students involved with this year’s east coast trip will be selling concessions.

Newport High Principal Jon Zagel noted the Board toured new construction on campus the evening of the board meeting. “The changes at Newport Prep have really changed our culture,” said Zagel. He thanked Board members for their hard work on the bond measure, and gave kudos to Rich Belloni and staff for in depth communication with employees in schools to learn their opinions about what will work best in new classrooms/space.

Mr. Zagel reported several Chinese educators visited Newport High recently to explore the IB program. He noted the visitors represent a school with high test scores and a 100% graduation rate. But in deeper discussions, it was learned the school has zero teen parents, speakers of a different language, or homeless students. “Our doors are open to everyone,” said Zagel. He thanked the Board and Superintendent for their outstanding contributions, and said he is proud to be a part of this district.

State Revenue Forecast

Business Manager Julie Baldwin presented an overview of the current year's budget as well as projections for the coming year. Staff has six fewer work days this year, compared to 12 last year. Administrators/Confidential/Exempt employees volunteered to accept pay freezes. There were reductions to positions this year as a result of decreased state funding.

The state revenue forecast for the current year is down by \$306 million from the close of the legislative session. Mid-year cuts to K-12 education are not expected, but future forecasts bear watching. The volatile global market has a significant impact on Oregon's economy.

For the coming school year, the state school fund is expected to be \$25 million less than the current year, which will result in a reduction of approximately \$235,144 to LCSD. In addition, "School Year Subaccount Funds" will not be available to districts. These two factors, combined with "roll up" costs for the coming year (assuming no reduced days), could result in a reduction of approximately \$2.5 million compared to the current year's adopted budget.

Student enrollment has flattened, moving away from the steep decreases seen in prior years. Because the district has been able to maintain an adequate beginning fund balance, borrowing funds has been eliminated, saving between \$25,000 and \$60,000. Building carryover funds have been used to hire additional staff.

Ms. Baldwin explained "stop loss," the category LCSD has been in with regard to state funding for the last several years. Stop loss states that state school fund money is based on either the higher ADMw of the prior year, or the actual ADMw of the current year. The district is close to exiting stop loss status (in a few years). Superintendent Rinearson reported the state legislature initiated this funding mechanism for districts with declining enrollment (over 70% of districts in the state). "It backs you off the cliff, though the cliff is still there," said the Superintendent.

Other unknowns for 2012/13 include a reduction in federal grant funding, the possible elimination of federal forest fees, and uncertain ESD funding levels.

Ms. Baldwin reported the Learning Support Team will continue to monitor the budget picture, looking at ways to lessen the impact of reductions with a focus on student achievement.

Chairman Beck left the meeting at this point due to travel plans, and turned the gavel over to Vice Chairman Jean Turner.

Monthly Financial Report

Business Manager Julie Baldwin reported the District received substantial state timber revenue in November. She learned from County Treasurer Linda Pitzer that this timber revenue stream appears to be stronger than last year's. This is considered "local revenue." When local revenue is higher than expected, state school fund monies decrease to the district. Strong local revenues could mean a negative adjustment from the state in May of 2013.

Superintendent Rinearson cautioned the Board that though the district received higher than expected local revenue, it would be offset by a reduction in the state school fund.

Capital Construction (Bond) Update

Director of Support Services Rich Belloni and Business Manager Julie Baldwin updated the Board on the progress of bond projects around the district, sharing pictures and the monthly budget reports for each project.

The artificial turf fields are substantially under budget.

“We are keeping our word with what we said we would do with bond funds,” said Belloni. “We do as much ourselves as we can, thus saving money. The tough economic times have resulted in good prices for us.”

The school by school financial reports divide projects between those funded with bond revenue, construction excise tax funds, and building maintenance funds. Superintendent Rinearson said the natural tendency would be to move forward on projects listed in columns other than bond projects. “We need to complete everything we said we would do in the bond first.”

Mr. Belloni stated an unanticipated cost has arisen at the new Waldport High site as a result of a different fire marshal in that area. (He met with the previous fire marshal last year, though the plan developed then has been superseded). The new fire marshal is considering the need for a new water tank that could cost up to \$500,000. “I am hoping to reduce that cost substantially,” said Belloni.

Mr. Rinearson noted the significant impact on local builders, suppliers, etc., saying he has been told by several that the bond work has enabled them to stay in business. He said Mr. Belloni will present an in-depth report on bond projects every six months or so.

Superintendent’s Report

Superintendent Rinearson recognized Crestview Heights Learning Specialist Krista Williams for obtaining a Target field trip grant. The grant will fund an excursion to the Hatfield Marine Science Center for 48 students in February.

Mr. Rinearson thanked Optometric Physician Dr. Rick Letherer for his donation of six eye exams to students, along with glasses for those who need them. Dr. Letherer started this tradition in 1994, and has given this gift every year since then.

The Superintendent thanked Road and Driveway for their recent donation of paving behind the softball backstop at Toledo Jr./Sr. High.

He recognized Crestview SLP Heather Loman, whose thesis will be presented at an international conference.

//

He noted he and Assistant Superintendent Sara Johnson attended a STEM (Science/Technology/Engineering/Math) meeting with district ocean literacy partners and the Oregon Department of Education. "ODE is very interested in learning about how we developed these partnerships" said Rinearson.

He also congratulated Newport Intermediate School, Attendance Flag winners for November, the third consecutive month.

Toledo Elementary will host a winter festival on December 15th at 1:00 p.m., and Newport High's winter concert is the same date, 7:00 p.m. at the Newport Performing Arts Center.

Mr. Rinearson noted that Communications Coordinator Mary Jo Kerlin developed a brochure to help share financial information about the bond projects.

The Superintendent wished Director Liz Martin "Happy Birthday" on December 28th. He noted Friday, December 16th is the last day of school before Winter Break; school resumes Tuesday, January 3rd.

Approval of the Consent Calendar

Motion 11/12-32

On motion of Director Martin, seconded by Director Ellis, the Board unanimously approved Consent Calendar items, including:

- Minutes, 11/8/11 Regular Session;
- Policy IK, Academic Achievement;
- Policy IKA, Grading System;
- Policy IKFB, Graduation Exercises;
- Regular Personnel Items and Addendum;
- Policy AD, Educational Philosophy;
- Policy AE, District Goals.

Mr. Rinearson noted that early notification by employees planning to retire this year has been very helpful.

Appointment of Gary Nees to Budget Committee, Zone 2

Motion 11/12-33

On motion of Director Ellis, seconded by Director Martin, the Board unanimously approved Gary Nees as the Zone 2 Budget Committee member, to serve a one-year remainder term to June 30, 2012. (The previous Zone 2 representative resigned the position. The standard term of office for budget committee members is three years.) The first Budget Committee meeting is scheduled for May 15, 2012.

Mr. Nees was recruited by Zone 2 Board member Liz Martin.

Approval of OSBA Resolutions; Candidate

Motion 11/12-34

On motion of Director Bondley, seconded by Director Ellis, the Board unanimously approved two resolutions and a candidate to the OSBA Legislative Policy Committee. One resolution would allow

consecutive terms for the secretary/treasurer; the other would allow the legislative policy committee more flexibility to make changes to legislative policies and priorities.

David Dowrie was approved as the Zone 10 representative to the Legislative Policy Committee. He currently serves on the Linn Benton Lincoln Board of Directors.

Discussion on Superintendent's Evaluation Instrument and Timeline

Each year, the Board conducts an evaluation of the Superintendent. In addition to input from Board members, District administrators will be asked to complete the forms. The evaluation will take place during January, 2012.

Director Martin noted the Board has mentioned using a different evaluation tool; the Superintendent said it would be a good topic for a board retreat.

The meeting was adjourned at 9:13 p.m.

Chairman

Superintendent

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**
January 10, 2012

ITEM:

TOPIC: Personnel Action

PREPARED BY: Jennie Scarborough - Human Resources

WILL BE PRESENTED BY:

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Regular personnel action requiring Board approval.

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent recommends the Board approve the attached personnel items.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

Board Agenda — January 10, 2012 — Personnel Action

New Classified Hire(s):

Cody Miller	Technology Support Specialist III/F & M	8 Hours/12 Month
-------------	-----------------------------------------	------------------

Leave of Absence(s):

Diane Cook	1/30/12-6/16/12	FMLA
------------	-----------------	------

Cyndy Salisbury	1/6/12-2/20/12	FMLA
-----------------	----------------	------

Resignation/Retirement(s):

Brian Flynn	Science Teacher/Taft 7-12	Retiring 08/27/1984 – 6/30/12
-------------	---------------------------	----------------------------------

Robyn Medici	1/ 2 Grade Teacher/CVH	Retiring 8/26/1991 – 6/30/2012
--------------	------------------------	-----------------------------------

Elaine Logan	7/8 Grade Teacher/CVH	Personal Reasons 8/25/2011 – 12/31/2011
--------------	-----------------------	--------------------------------------------

Jason Nehmer	7/8 Grade Teacher/CVH	Relocating 8/27/2007 – 6/30/2012
--------------	-----------------------	-------------------------------------

Wendy Dexter	Special Ed. T.A./WHS	Personal Reasons 9/17/2008 – 12/16/2011
--------------	----------------------	--------------------------------------------

Pamela Simpson	Family & Consumer Studies Teacher/Taft 7-12	Retiring 8/30/1983 – 6/30/2012
----------------	---------------------------------------------	-----------------------------------

Jerry Paustian	Special Ed. T.A./CVH	Retiring 9/5/2006 – 12/16/2011
----------------	----------------------	-----------------------------------

David Bernardi	Teacher/Juvenile Detention	Retiring 8/29/1995 – 6/30/2012
----------------	----------------------------	-----------------------------------

Other:

CORRECTION TO TEMPORARY LICENSED HIRE:

Ashley Perkins Kindergarten/Oceanlake BA/1

RESCIND RESIGNATION:

Marsha Rider Teaching Assistant I/Tol Jr/Sr High .5 FTE

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**

1/10/12

ITEM:

TOPIC: Evaluation of Superintendent Rinearson

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Chairman Ron Beck

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Each year, the Board of Directors conducts an evaluation of Superintendent Rinearson as prescribed by policy and the Superintendent's contract. The Board, Learning Support Team and Principals have completed the evaluation instrument in past years.

At a previous board meeting, the Board reached consensus to use the same evaluation instrument (form) as has been used the last several years. The form and a timeline for this year's evaluation are attached.

RECOMMENDATION:

The Superintendent recommends the Board consider the timeline and form for the 11/12 evaluation of the Superintendent.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

Superintendent's Evaluation Process and Timeline, 2011/12

1. **Dec. 13, 2011** Process and timeline for 11/12 Evaluation on board agenda
2. **Jan. 10, 2012** Process and timeline on board agenda for approval
3. **January 11** Evaluation materials distributed to Board and others by Laurie
4. **January 24** Superintendent presents information if requested by Board (via mail or email)
5. **January 31** Evaluation materials returned to Laurie for tabulation. Laurie tabulates forms and prepares a summary for board review.
6. **February 7** Summary distributed to Board and Superintendent
7. **February 14** Board meets to discuss evaluation without Superintendent in attendance, then he joins the group; closed session. Report to the community.
8. **March 13** Discussion on Superintendent's contract; open session
9. **April 10** Decision on Superintendent's contract; open session

LINCOLN COUNTY SCHOOL DISTRICT
Superintendent Evaluation Form- 2011/12

STANDARD #1 — LEADERSHIP AND DISTRICT CULTURE

This standard stresses the superintendent's performance in leadership through empowering others, visioning, helping shape school culture and climate and understanding multi-cultural and ethnic difference.

Performance Indicators:

- 1.1 Facilitate a process to develop and implement a shared vision that focuses on teaching and learning
 - 1.2 Promote academic rigor that focuses on learning for all students and excellence for schools
 - 1.3 Create and support a community of learners that empowers others to reach high levels of performance to achieve the school's vision
 - 1.4 Promote understanding and celebrating school/community cultures
 - 1.5 Promote and expect a school based climate of tolerance, acceptance and civility
 - 1.6 Develop, implement, promote and monitor continuous improvement processes
-

Summary Rating — Standard #1:

(circle one rating only)

- | | | |
|----------|--------------------------|-------|
| 4 | Outstanding | _____ |
| 3 | Very Good | _____ |
| 2 | Satisfactory | _____ |
| 1 | Needs Improvement | _____ |
| 0 | Unacceptable | _____ |

Comments:

STANDARD #2 — POLICY AND GOVERNANCE

Working with the board to formulate internal and external district policy, defining mutual expectations of performance with the board and demonstrating good school governance to staff, students and the community at large.

Performance Indicators:

- 2.1 Understand and articulate the system of public school governance and differentiate between policy making and administrative roles
- 2.2 Establish procedures for superintendent/board interpersonal and working relationships
- 2.3 Promote shared decision making as pervasive throughout the system
- 2.4 Create a framework for policy development and monitoring
- 2.5 Understand and interpret the role of federal, state and regional governments, policies, and politics and their relationships to local districts and schools
- 2.6 Work collaboratively with local governments, other colleagues, professional organizations, business and community groups in furthering educational goals
- 2.7 Use legal counsel in governance and procedures to avoid civil and criminal liabilities

Summary Rating — Standard #2:
(circle one rating only)

- 4 **Outstanding** _____
- 3 **Very Good** _____
- 2 **Satisfactory** _____
- 1 **Needs Improvement** _____
- 0 **Unacceptable** _____

Comments:

STANDARD #3 — COMMUNICATIONS AND COMMUNITY RELATIONS

This standard emphasizes the skills necessary to establish effective two-way communications not only with students, staff and parents, but the community as a whole including beneficial relationships with the media. It also stresses responding to community feedback and building community support for the district.

Performance Indicators:

- 3.1 Clearly articulate district vision, mission, and priorities to community and media
- 3.2 Demonstrate understanding of political forces and skills to build coalitions for educational process
- 3.3 Develop formal and informal techniques to assess external perceptions of district
- 3.4 Demonstrate effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments)
- 3.5 Promote involvement of all students, staff, and patrons to fully participate in the process of schooling
- 3.6 Demonstrate mediation and conflict resolution skills
- 3.7 Establish effective school/community relations, school/business partnerships and public service
- 3.8 Understand the role of media in shaping and forming opinions as well as how to work with the media
- 3.9 Develop and carry out internal and external communication plans

Summary Rating — Standard #3:

(circle one rating only)

- 4 **Outstanding** _____
- 3 **Very Good** _____
- 2 **Satisfactory** _____
- 1 **Needs Improvement** _____
- 0 **Unacceptable** _____

Comments: _____

STANDARD #4 — ORGANIZATIONAL MANAGEMENT

Gathering, analyzing and using data for decision making, framing and solving problems and quality management.

Performance Indicators:

- 4.1 Identify, analyze, and resolve problems using effective problem solving techniques and decision-making skills
- 4.2 Exhibit sound organizational and personal planning and time management skills including appropriate delegation of responsibilities
- 4.3 Acquire, allocate and manage all resources to ensure successful student learning
- 4.4 Demonstrate budget management including financial forecasting, planning, cash flow management, account auditing and monitoring
- 4.5 Articulate budget complexities to public in respectful, understandable manner
- 4.6 Demonstrate the ability to use technology to enhance administering business, student and other information and support systems
- 4.7 Develop and monitor long range plans for school and district technology and information systems making informed decisions about computer hardware and software and staff development and training needs
- 4.8 Demonstrate knowledge of school facilities and develop a process that builds internal and public support for facility needs, including bond issues
- 4.9 Establish procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma

Summary Rating — Standard #4:

(circle one rating only)

4	Outstanding	_____
3	Very Good	_____
2	Satisfactory	_____
1	Needs Improvement	_____
0	Unacceptable	_____

Comments: _____

STANDARD #5 — CURRICULUM PLANNING AND DEVELOPMENT

Designing curriculum and strategic planning to enhance teaching and learning, using theories of cognitive development, using valid assessments and use of technology.

Performance Indicators:

- 5.1 Develop core curriculum design and delivery system based on content and assessment standards and best practices which will ensure educational equity throughout the district
- 5.2 Establish curriculum planning to anticipate occupational trends and school-to-career needs
- 5.3 Use child development and learning research to create developmentally appropriate curriculum and instruction
- 5.4 Include the use of computers, the Internet, networking, distance learning and other technologies in educational programming
- 5.5 Assess student progress using a variety of appropriate techniques
- 5.6 Involve faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment which will ensure educational equity throughout the district

Summary Rating — Standard #5:

(circle one rating only)

- 4 **Outstanding** _____
- 3 **Very Good** _____
- 2 **Satisfactory** _____
- 1 **Needs Improvement** _____
- 0 **Unacceptable** _____

Comments:

STANDARD #6 — INSTRUCTIONAL LEADERSHIP

Knowledge and use of research findings on learning and instructional strategies and resources to maximize student achievement. Applying research and best practice.

Performance Indicators:

- 6.1 Collaboratively develop, implement and monitor change process to improve student and adult learning
- 6.2 Implement appropriate safety and security practices in schools
- 6.3 Formulate plan to assess appropriate teaching methods, classroom management and strategies for all learners
- 6.4 Analyze available instructional resources including applications of technology and assign them in cost effective and equitable manner to enhance student outcomes
- 6.5 Establish instructional strategies that include cultural diversity and differences in learning styles
- 6.6 Apply effective methods of monitoring, evaluating and reporting student achievement by using credible research and assessments to improve the learning process
- 6.7 Encourage various staffing patterns, student grouping plans, class scheduling plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcomes

Summary Rating — Standard #6:

(circle one rating only)

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

Comments:

STANDARD #7 — HUMAN RESOURCES LEADERSHIP

Skill in developing staff evaluation and assessment and supervisory system to improve performance. Describing and applying ethical, contractual and legal requirements for personnel selection, development, retention and dismissal.

Performance Indicators:

- 7.1 Work with staff, students and patrons to identify, organize, facilitate and evaluate the professional development experiences needed to reach district and school priorities and to improve student learning.
- 7.2 Demonstrate use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development
- 7.3 Develop and implement a teacher evaluation model that will allow the retention of the best teachers
- 7.4 Diagnose and improve organizational morale
- 7.5 Identify and apply appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity
- 7.6 Assess individual and institutional sources of stress and develop methods for reducing stress

Summary Rating — Standard #7:

(circle one rating only)

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

Comments:

STANDARD #8 — VALUES AND ETHICS OF LEADERSHIP

Understanding and modeling appropriate value systems, ethics and moral leadership. Exhibiting multi-cultural understanding, coordinating social agencies and human services to help each student grow as a caring, informed citizen.

Performance Indicators:

- 8.1 Exhibit multi-cultural and ethnic understanding and sensitivity
- 8.2 Promote the value of schooling in a democratic society
- 8.3 Model and promote accepted moral and ethical standards in all interactions
- 8.4 Explore and develop ways to find common ground in dealing with difficult and divisive issues
- 8.5 Promote the value that moral and ethical practices are established in every classroom, every school and throughout the district.

Summary Rating — Standard #8:

(circle one rating only)

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

Comments:

STANDARD #9 — LABOR RELATIONS

Understanding collective bargaining law and processes, contract management and effective relationships with bargaining groups.

Performance Indicators:

- 9.1 Develop bargaining strategies based upon collective bargaining laws and processes
- 9.2 Identify contract language issues and propose modifications
- 9.3 Participate in the collective bargaining processes as determined by the board
- 9.4 Establish productive relationships with bargaining groups while managing contracts effectively

Summary Rating — Standard #9:

(circle one rating only)

- 4 Outstanding _____
- 3 Very Good _____
- 2 Satisfactory _____
- 1 Needs Improvement _____
- 0 Unacceptable _____

Comments:

STANDARD #10 — DISTRICT GOALS

This standard requires the superintendent to direct attention to attainment of district goals as adopted by the board of directors and to report progress toward goal attainment on a regular, prescribed periodic basis.

Performance Indicators:

10.1

Summary Rating — Standard #10:

(circle one rating only)

4 Outstanding

3 Very Good

2 Satisfactory

1 Needs Improvement

0 Unacceptable

Comments:

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**

1/10/12

ITEM:

TOPIC: Priorities for Development of the 2012/13 Budget

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Superintendent Tom Rinearson

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

Part of the budget development process includes input from the Board of Directors. This agenda item is intended to give Board members an opportunity to finalize their priorities with regard to development of next year's budget.

Last year, the Board recommended keeping as much money in the classroom as possible and asked administrators to consider sustainability of programs.

RECOMMENDATION:

The Superintendent recommends the Board identify and approve their priorities for development of the 2012/13 budget.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
January 10, 2012**

ITEM:

TOPIC: Utilization of 2011-12 School Year Sub Account Funds

PREPARED BY: Julie Baldwin

WILL BE PRESENTED BY: Julie Baldwin

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

The 2011 Legislature allocated \$125 million in School Year Subaccount funds for increasing educational opportunities and school days. A requirement of these funds is that each district submit a report on how they utilized the funds and the impact to students.

A budget note associated with SB 5552 identified legislative intent to have Board involvement. The Board was involved at the time the 2011-12 budget was adopted. The district's report is attached.

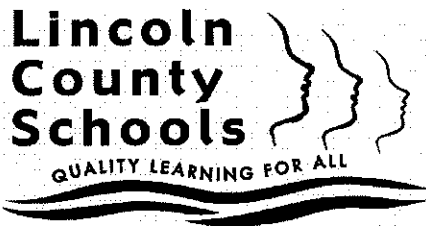
RECOMMENDATION:

None; for information only.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

BA-03

12/27/01 lku



District Office
P.O. Box 1110
Newport, OR 97365
(541) 265-9211
Fax (541) 265-3231
www.lincoln.k12.or.us

Tom Rinearson, Superintendent

January 11, 2012

Senator Peter Courtney
President of the Senate
900 Court St. NE, S-201
Salem, OR 97301

Representative Bruce Hanna
Speaker of the House
900 Court St. NE, H-269
Salem, OR 97301

Legislative Fiscal Office
900 Court St. NE, H-178
Salem, OR 97301

Representative Arnie Roblan
Speaker of the House
900 Court St. NE, H-295
Salem, OR 97301

Re: Report of Utilization of the 2011-12 School Year Subaccount Funding

Honorable Members of the House and Senate:

In response to the legislative requirement, the Lincoln County School District hereby submits their report on the 2011-12 School Year Subaccount Funding in the amount of \$1,181,942.86. This funding represents 2.7% of Lincoln County School District's General Fund revenue. This is equivalent to 9 school days or 13.4 licensed teacher FTE.

The Lincoln County School District will spend 100% of the School Year Subaccount Funding in the 2011-12 on the following budget priorities:

\$ 795,696	Increasing six instructional days to the school year (District had 12 cut days in 2010/11)
<u>386,247</u>	Retaining 4.38 teachers - reducing class size increases by .86 students per teacher
\$1,181,943	

This funding has gone directly to supporting student learning in the classroom through length of school year and class size.

Sincerely,

Tom Rinearson
Superintendent

Ron Beck, Chairman
LCSD Board of Directors

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**

1/10/12

ITEM:

TOPIC: Policy EBB, Integrated Pest Management

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Rich Belloni

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

The 2009 Legislature passed Senate Bill 637 requiring districts to adopt, on or before July 1, 2012, an integrated pest management (IPM) plan and policy. The LCSD Board of Directors approved an IPM plan in June, 2011 and will now consider the policy.

SUPERINTENDENT'S RECOMMENDATION:

For discussion at this time.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

DRAFT

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the district shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of district buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;
10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

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

The Superintendent shall designate an Integrated Pest Management Plan Coordinator.

END OF POLICY

Legal Reference(s):

ORS 634.116

SB 637 (2009)

DRAFT

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
January 10, 2012**

ITEM:

TOPIC: Update on Construction Excise Tax

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Rich Belloni/Julie Baldwin

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

The construction excise tax (CET) is allowed by a law approved by the state legislature in 2007, and approved in LCSD in May of 2008. The purpose of the law is to generate revenue for schools with new construction.

At the last board meeting, board members mentioned emails they received from a patron regarding the CET, and asked that this topic be placed on the January 10th agenda for their discussion.

Staff has gathered data about the CET in Lincoln County School District, which they will share this evening.

SUPERINTENDENT'S RECOMMENDATION:

For information only.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**
January 10, 2012

ITEM:

TOPIC: Roofing at Taft 7-12

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Rich Belloni

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

One of the major projects for Taft 7-12 is replacement of the roof. To that end, staff is recommending the District use the services of Garland Industries. Garland Industries is part of the U.S. Communities cooperative; LCSD is also a member of this group

Since LCSD is part of the cooperative purchasing agreement through U.S. Communities, this purchase can be accommodated using this agreement. Staff has heard good recommendations regarding Garland Industries for all projects of similar cost and size to the one proposed for Taft.

Staff would like to negotiate a contract with Garland Industries, to return for the Board's consideration at the next meeting.

SUPERINTENDENT'S RECOMMENDATION:

For discussion at this time.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA**

1/10/12

ITEM:

TOPIC: Board Retreat

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Chairman Ron Beck

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

The Board sometimes meets in a retreat setting to allow more time for discussion, conversation, etc. on topics of interest and goals.

Usually, the Board adopts Board goals (goals for the Board to accomplish). They also adopt goals for the District ("District Priorities" most recently). This process is typically started by the Board meeting in a retreat setting.

This agenda item is intended to allow the Board to discuss the retreat. The Superintendent recommends the Board meet in this setting by mid-spring as Governor Kitzhaber is requiring learning compacts to be in place by July 1, 2012.

SUPERINTENDENT'S RECOMMENDATION:

For discussion at this time.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No