

Lincoln County Schools



QUALITY LEARNING FOR ALL

BOARD FOLDER

LINCOLN COUNTY SCHOOL DISTRICT
BOARD OF DIRECTORS

Tuesday, March 10, 2015- 6:30 p.m. and 7:00 p.m.

EXECUTIVE AND REGULAR BOARD SESSIONS

Toledo Elementary School

Toledo, Oregon

LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors- Executive and Regular Sessions
Tuesday, March 10, 2015- 6:30 p.m. and 7:00 p.m.
Toledo Elementary School
Toledo, Oregon

6:30 p.m. Executive Session- ORS 192.660(2)(d) Labor Negotiations; (f) Exempt Public Records

AGENDA

		Page
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1.	CALL TO ORDER	
	a. DECISION: Appointment of Zone 5 Representative; Oath of Office	1

2.	ROLL CALL- ESTABLISHMENT OF A QUORUM	
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3.	INTRODUCTIONS	
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4.	COMMUNICATIONS	
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(During this time the audience will have the opportunity to speak to the Board. We ask that if several individuals plan to speak on the same topic, they select one speaker to share their views. The Chairman reserves the right to limit the time allotted to each presenter. The Board cannot by law hear specific criticisms on an employee in this setting. Please complete a "Board Communication Request" form, available from the board secretary. 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	
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6.	CONSULTANT REPORTS/STAFF/COMMUNITY REPORTS	
	a. Student Representative	2
	b. East Area Report	3
	c. Financial Reports	4

7.	SUPERINTENDENT'S REPORT	
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8.	ADOPTION OF THE CONSENT CALENDAR	
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(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.)

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|--|---|------|
| | a. MINUTES OF THE BOARD | |
| | 1. February 10, 2015 Regular Session | 5-8 |
| | b. EDUCATION SERVICES | |
| | c. HUMAN RESOURCES | |
| | 1. Regular Items | 9-10 |
| | 2. Renewal of Probationary/Permanent Licensed Personnel | 11 |
| | d. BUSINESS SERVICES | |
| | e. SPECIAL PROGRAMS | |
| | f. FACILITIES/MAINTENANCE/TRANSPORTATION/ FOOD SERVICES | |
| | g. BOARD | |

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
- 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/FOOD SERVICES
- d. SPECIAL PROGRAMS
- e. FACILITIES/MAINTENANCE/TRANSPORTATION
- f. BOARD
 - 1. Discussion on Policies: Sections E and F
- g. OTHER

12

11. ADJOURNMENT

The next regular session meeting of the Board is April 14, 2015, 7:00 p.m. at Crestview Heights School.

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
3/10/15**

ITEM:

TOPIC: Zone 5 Board Appointment

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Board Chair Liz Martin

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

The resignation of board member Terri Woodd due to health concerns created a vacancy in Zone 5 (south area of the district). The board declared the vacancy at the last meeting and sought individuals to serve until June 30, 2015. (Those parties interested in serving the two-year remainder term must file with the county clerk by March 19, 2015.)

The board is scheduled to hold interviews of applicants the evening of March 4, 2015 during a special session meeting of the board. They will interview no more than three applicants and recommend one of them for the appointment.

SUPERINTENDENT'S RECOMMENDATION:

The Superintendent recommends the Board appoint a representative to the Zone 5 board position, to serve through June 30, 2015. The oath of office will be administered to the appointee following the vote.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
March 10, 2015**

ITEM:

TOPIC: Introduction of Student Representatives

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, students from the east 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
3/10/15**

ITEM:

TOPIC: East Area Report

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: East Area Principals

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

East area principals will update the Board regarding activities at the schools in that area.

SUPERINTENDENT'S RECOMMENDATION:

None; for information only.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
March 10, 2015**

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 February 28, 2015 will be distributed and discussed at the March 10, 2015 board meeting.

RECOMMENDATION:

None; for information only.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

BA-03

12/27/01 lku

4

LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors- Regular Session
Tuesday, February 10, 2015 – 7:00 p.m.
Newport High School
Newport, Oregon

Minutes

- PRESIDING:** Liz Martin, Chairman
- Present:** Liz Martin, Chairman; Karen Bondley, Vice Chairman, Kelley Ellis, Director
- Also Present:** Steve Boynton, Superintendent; Laurie Urquhart, Secretary
- Handouts:** Personnel Addendum; January 31, 2015 Financial Reports; Letter from City of Lincoln City (offer for 'old' Taft Elementary); Letter to David Hawker from Rich Belloni, (re. offer for 'old' Taft Elementary); Seismic Rehabilitation Grant Application

Call to Order- Establishment of a Quorum

Chairman Liz Martin convened the meeting and called the session to order at 7:01 p.m. with a quorum of three board members present. Director Beck was excused from the meeting.

Communications

South Beach resident Cari Jenkins asked about the boundaries for Zone 5 of the school board. The zone includes Makai and Ona Beach as well as Waldport and Yachats.

Seismic Rehabilitation Grant

Business Oregon has awarded LCSD a \$1.5 million seismic rehabilitation grant for the Toledo Jr./Sr. High gym. Director of Support Services Rich Belloni reported much of the grant was developed by ZCS Engineering, Inc.

Since ZCS Engineering was instrumental in putting the grant together and developed costs, Mr. Belloni reported this firm will be performing architectural, engineering and some construction management duties on the project. The contract with ZCS is approximately \$200,000; Attorney Pete Gintner noted this contract is within the bounds allowed by district policy and state law.

Student Representative

Newport High ASB President Maddy Baker updated the Board regarding student activities at the school, including: •homecoming week was successful, despite the rainy weather; •the Leadership class has focused on reaching out to the local community by donating \$200 for six Thanksgiving dinner baskets for disadvantaged families; •another six baskets were distributed at Christmas; •NHS had a giving tree at Christmas, and 25 families were sponsored; •a blood drive was held in early December; •the school

'adopted a mile' from the Coast Watch organization. Students are tasked with walking the mile four times per year to report unusual findings on the beach; •Leadership class teamed with the Robotics club to install a hydration station; •winter ball and Mr. NHS will be combined this year and will raise funds toward the new Pacific Communities health education center's kitchen, specifically geared toward diabetes education; •On behalf of NHS, Ms. Baker presented coffee cups to board members in thanks for their service.

Financial Reports

Business Manager Julie Baldwin reported no unusual activity in January. Fluctuations in local revenue are continuing; ADM is holding steady.

Common School fund revenues were not received in January, but should arrive in February. The district is drawing down its cash balance as occurs every year at this time.

For capital construction, spending is winding down. Approximately 63.5% of bond proceeds were spent in Lincoln County; in January, this figure reached 71%.

Ms. Baldwin noted Taft Elementary's remodel is being funded by Construction Excise Tax (CET) revenue.

Superintendent's Report

Superintendent Boynton congratulated Newport High student Kathryn Bouchat for her receipt of the Horatio Alger Scholarship. Six awards were given in Oregon with an average award of \$7,000. Recipients of this award are those who succeed academically when faced with adversity.

Mr. Boynton reported 16 elementary students from around the district were selected as finalists in the Future Chefs Program. The students submitted recipes for after school healthy snacks. About three students from each elementary school will compete in the first annual LCSD/Sodexo Culinary Cooking Competition on March 14, 9:00 a.m. at Sam Case.

The Superintendent noted the District, in partnership with Samaritan Health Services and Lincoln County Health & Human Services Nurse Home Visiting, will provide a book to every newborn at the two hospitals in Lincoln County. Known as the "Books for Babies" program, families will also obtain a second book to be picked up later from the child's neighborhood school. The idea for the program originated from Principal Clint Raever.

Mr. Boynton wished board member Kelley Ellis a "happy birthday" from her birthday earlier this month, and wished board member Karen Bondley the same for her day in early March.

He reported Sam Case will have a bingo fundraiser on Friday, February 13th; doors open at 5:00 p.m. and bingo starts at 5:30 p.m.

Approval of the Consent Calendar

Motion 14/15-26

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

- Minutes, 1/13/15 Regular Session;
- Minutes, 1/27/15 Work Session;
- Regular Personnel Items and Addendum;
- 2015-16 ESD Local Service Plan.

Admittance of Non-Resident Students

Motion 14/15-27

On motion of Director Ellis, seconded by Director Bondley, the board unanimously approved admitting “zero” students under the provisions of Policy JECB, Admission of Non-Resident Students.

At the January board meeting, Student Services Administrator Aaron Belloni noted a state law enacted in 2011 allows districts to continue to enter into voluntary inter-district transfers with other districts, but also created a new transfer process that does not require the consent of the district in which the student lives. LCSD’s geographic isolation renders the process moot. Inter-district transfers will continue as they have for many years.

Sale of “Old Taft Elementary” Property

Motion 14/15-28

On motion of Director Ellis, seconded by Director Bondley, the board unanimously approved the sale of property known as the “old Taft Elementary” to the City of Lincoln City, subject to review by LCSD’s attorney of the provisions of the offer presented to the Board 2/10/15. Significant tenets of the offer approved by the city council the night before the board meeting include: •City of Lincoln City will pay the District \$350,000 for the property; •City may relocate the bus storage and portable office building to another location on the property; •City will rezone the property.

The City hopes to develop a park there. District legal counsel will review the offer before it is finalized by both parties.

Chairman Martin noted the agreement is good for both sides.

Classified Employees Week, March 2-6, 2015

Motion 14/15-29

On motion of Director Bondley, seconded by Director Ellis, the Board unanimously approved Resolution 2014/15-9, proclaiming the week of March 2-6, 2015 as “Classified Employees Week” in Lincoln County School District. Chairman Martin read the proclamation to the audience and thanked Classified employees for the vital work they do.

Declaration of Vacancy, Zone 5 School Board

Motion 14/15-30

On motion of Director Ellis, seconded by Director Bondley, the Board unanimously declared a vacancy in Zone 5 of the LCSD Board of Directors. School board member Terri Woodd regrettably tendered her resignation due to health concerns prior to the board meeting. This zone is comprised of the south area of the district, including Ona Beach, south to Waldport and including Yachats.

The Board hopes to appoint a representative to the position to serve until June 30, 2015. Applicants must reside in Zone 5, must have resided in the district for the past year, must be registered voters, and may not be employees of LCSD.

Applications are available on the District's website, in Waldport schools, at the District Administration Office and upon request to Laurie Urquhart. The deadline for submitting applications is Monday, March 2, 2015; applicants must be available for an interview the early evening of March 4, 2015.

This board position, along with those in Zones 1 and 2, will be up for election in the May 19, 2015 special districts election. The Zone 5 position is a two-year remainder term in the election; the other two zones are full four year terms. Interested parties must file with the County Clerk by March 19, 2015 to be included on the ballot.

Discussion on Policies- Portion of A/B; Sections C and D

The Board met in a work session setting January 27, 2015 to continue their review of policies. They discussed part of Sections A/B (Board Governance and Operations), Section C (General Administration) and Section D (Fiscal Management).

Their goal is to adopt all of the policies at once, hopefully in June 2015. The next work session will focus on Sections E (Support Services) and F (Facilities Development).

Public Statement, Superintendent's Evaluation

Chairman Liz Martin shared the results of the Board's annual evaluation of Superintendent Boynton. Ms. Martin commended the Superintendent for his exceptional work with curriculum planning and development, instruction leadership, and values/ethics.

The statement notes his leadership "truly speaks to his emphasis on 'every child, every day.'"

Ms. Martin stated the Board is prepared to offer the Superintendent a three-year contract, the longest allowed by state law.

The meeting was adjourned at 7:44 p.m.

Chairman

Superintendent

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
March 10, 2015**

ITEM:

TOPIC: Personnel Action

PREPARED BY: Jennie Scarborough - Human Resources

WILL BE PRESENTED BY: Chelsi Sholty, HR Director

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 — March 10, 2015 — Personnel Action

New Temporary Hires:

Kate Houston	Grade 2/Oceanlake Elementary
Teanna Franklin	Grade 1/Sam Case Primary

New Coach Hires:

Stephen Arbona	Golf /Newport High
Mike Lee	Assistant Softball/Waldport High
Wes Glenn	Assistant Baseball/Waldport High

Resignation(s):

Amy Becksted	Homeless Outreach Worker East Area	Resignation 9/29/2011 – 3/5/2015
Lynn Smith	Lead Technology/Network Specialist District-Wide	Retirement 7/20/1995 – 6/30/2015
Dan Hagan	Special Education Teaching Assistant Crestview Heights	Retirement 8/28/2008 – 2/19/2015
Glenda Patterson	School Psychologist Taft Elementary School	Resignation 8/12/2014 – 3/20/2015

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
March 10, 2015**

ITEM: Licensed Contract Renewals

TOPIC: Annual Contract Renewals/Non-Renewals

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Chelsi Shoity, HR Director

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

As required by law, districts must annually notify all licensed staff of their contract status not later than March 15th. Staff are recommended either for renewal, non-renewal, extension, or non-extension of individual contracts.

Individuals hired as "temporary" employees are automatically non-renewed; this action is not based on performance.

The Board received the list of licensed staff and the recommended actions under separate cover.

RECOMMENDATION:

The Superintendent recommends the Board approve the list of renewals, non-renewals, extensions and non-extensions as presented.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

**LINCOLN COUNTY SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA
3/10/15**

ITEM:

TOPIC: Policy Re-Write: Sections E and F

PREPARED BY: Laurie Urquhart

WILL BE PRESENTED BY: Student Services Admin. Aaron Belloni

TYPE OF ITEM: Consent Information Discussion Decision

DESCRIPTION OF AGENDA ITEM:

LCSD has contracted with OSBA to do a complete re-write of district policies over the course of the school year. Student Services Administrator Aaron Belloni worked with OSBA representatives and district staff to review Sections E (Support Services) and F (Facilities Development) of the policy binder.

The Board received the policies under separate cover and met in a work session meeting to discuss them. They will continue this process until all of the policies have been updated; the hope is to adopt all of the policies in June, 2015.

SUPERINTENDENT'S RECOMMENDATION:

For discussion at this time.

ADDITIONAL MATERIAL Attached: Yes No Available: Yes No

LINCOLN COUNTY SCHOOL DISTRICT ENROLLMENT

February 28, 2015

ACTUAL ENROLLMENT														TOTAL	PRIOR YR.	COMPARE	CURRENT	CURRENT	Projected*	YTD	ABSENTEEISM
SCHOOL	K	1	2	3	4	5	6	7	8	9	10	11	12		SAME MO	DIFFERENCE	MO. ADM	MO. ADA	Yr end ADM	ADM	RATE
NORTH AREA																					
Oceanlake	72	58	78	55	66	62	48							439	442	-3.0	404.6	367.9	419.5	401.8	9.07%
Taft Elem.	68	69	91	78	63	69	71							509	455	54.0	469.8	429.5	435.2	458.8	8.56%
Taft High								128	108	115	111	108	108	678	580	98.0	669.8	583.9	623.7	674.7	12.83%
SUB-TOTAL	140	127	169	133	129	131	119	128	108	115	111	108	108	1,626	1,477	149.0	1544.1	1381.3	1478.4	1535.3	10.55%
EAST AREA																					
Toledo Elem.	62	72	75	62	58	63	55							447	398	49.0	415.6	373.9	346.4	408.8	10.04%
Toledo Jr/Sr High								51	43	60	47	44	55	300	269	31.0	285.8	249.4	279.3	288.4	12.75%
SUB-TOTAL	62	72	75	62	58	63	55	51	43	60	47	44	55	747	667	80.0	701.4	623.3	625.7	697.1	11.14%
WEST AREA																					
Sam Case	139	136	149	127										551	566	-15.0	486.6	448.4	479.7	487.6	7.86%
Newport Intermediate					137	131	136							404	381	23.0	402.9	376.4	366.2	400.3	6.58%
Isaac Newton								39	67					106	129	-23.0	105.8	100.4	163.2	106.1	5.08%
Newport Prep.								94	85					179	165	14.0	180.6	163.1	149.3	184.9	9.71%
Newport High										153	163	136	173	625	554	71.0	613.9	549.7	548.1	616.5	10.45%
SUB-TOTAL	139	136	149	127	137	131	136	133	152	153	163	136	173	1,865	1,795	70.0	1789.9	1638.0	1706.5	1795.3	8.48%
SOUTH AREA																					
Crestview Heights	38	57	43	44	37	39	42	46	46					392	389	3.0	369.8	340.3	358.0	368.2	7.98%
Waldport High										50	40	46	39	175	179	-4.0	175.8	153.1	183.7	176.3	12.89%
SUB-TOTAL	38	57	43	44	37	39	42	46	46	50	40	46	39	567	568	-1.0	545.6	493.5	541.7	544.5	9.56%
TOTAL	379	392	436	366	361	364	352	359	349	378	361	334	375	4,805	4,507	298.0	4581.0	4136.0	4352.3	4572.2	9.71%

ADM=Average Daily Membership ADA=Average Daily Attendance K Enrollment totals at 1.0 / K ADA and ADM using K = .5
 *Projected ADM allocated from budget tool for 2013-2014

CHARTERS																					
Eddyville Charter	11	21	21	16	20	17	19	19	22	6	17	12	12	213	213	0.0	206.3	186.4	200.0	203.0	9.66%
Siletz Charter	11	13	14	13	12	12	22	18	17					132	178	-46.0	126.4	117.7	170.0	127.8	6.90%
Siletz Early Academy										19	14	17	14	64	59	5.0	64.0	57.4	68.0	67.0	10.39%
Lincoln City Tech HS										11	8	18	20	57	52	5.0	55.9	50.0	50.0	53.9	10.52%
SUB-TOTAL	22	34	35	29	32	29	41	37	39	36	39	47	46	466	502	-36.0	452.6	411.4	488.0	451.5	9.10%
LCSD Alt.Schools														0	95				0.0		
Insight School														0	23				0.0		
All Schools GRAND TOTAL:	401	426	471	395	393	393	393	396	388	414	400	381	421	5,271	5,127	144.0	5033.6	4547.4	4840.3	5023.7	9.07%