

# Lincoln County Schools



QUALITY LEARNING FOR ALL

## BOARD FOLDER

**LINCOLN COUNTY SCHOOL DISTRICT  
BOARD OF DIRECTORS**

**Tuesday, May 12, 2015- 6:30 p.m. and 7:00 p.m.**

**EXECUTIVE AND REGULAR BOARD SESSIONS**

**Oceanlake Elementary School**

**Lincoln City, Oregon**

**LINCOLN COUNTY SCHOOL DISTRICT**  
**Board of Directors- Exec. and Regular Sessions**  
**Tuesday, May 12, 2015- 6:30 p.m. and 7:00 p.m.**  
**Oceanlake Elementary**  
**Lincoln City, Oregon**

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

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|---|-------------|
| 1. CALL TO ORDER  |             |
| 2. ROLL CALL- ESTABLISHMENT OF A QUORUM   |             |
| 3. INTRODUCTIONS  |             |
| 4. COMMUNICATIONS   |             |
| <p>(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.)</p> |             |
| a. Written  |             |
| b. From the Audience  |             |
| c. Staff Recognition  |             |
| 5. BOARD REPORTS  |             |
| 6. CONSULTANT REPORTS/STAFF/COMMUNITY REPORTS   |             |
| 7. a. Student Representatives   | 1           |
| b. Transportation Plan, 15/16- Rich Belloni   | 2           |
| c. Food Services Corrections- John Stone  | 3           |
| d. STAR Report- Vince Dye   | 4           |
| e. North Area Report  | 5           |
| f. Financial Reports  | 6           |
| 8. SUPERINTENDENT'S REPORT  |             |
| 8. ADOPTION OF THE CONSENT CALENDAR   |             |
| <p>(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.)</p>   |             |
| a. MINUTES OF THE BOARD   |             |
| 1. March 31, 2015 Special/Work Sessions   | 7-9         |
| 2. April 14, 2015 Regular Session   | 10-14       |
| b. EDUCATION SERVICES   |             |
| c. HUMAN RESOURCES  |             |
| 1. Regular Items  | 15-16       |
| d. BUSINESS SERVICES  |             |
| 1. Banking Services- One Year Extension- Oregon Coast Bank  | 17          |
| 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  |    |
|    | 1. <b>DECISION:</b> 2015/16 School Calendars                    | 18 |
|    | 2. <b>DECISION:</b> Out of County Field Trip- Taft ROVs, Canada | 19 |
| b. | HUMAN RESOURCES   |    |
| c. | BUSINESS SERVICES   |    |
| d. | SPECIAL PROGRAMS  |    |
| e. | FACILITIES/MAINTENANCE/TRANSPORTATION/FOOD SERVICES             |    |
| f. | BOARD   |    |
|    | 1. <b>DECISION:</b> Need for Layoff of Personnel                | 20 |
| 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                                     |       |
|    | 1. Secondary School Accreditation                        | 21    |
| b. | HUMAN RESOURCES  |       |
| c. | BUSINESS SERVICES/FOOD SERVICES                          |       |
|    | 1. Food Services, 2015/16- Price Increase, Elem. Lunches | 22-27 |
| d. | SPECIAL PROGRAMS   |       |
| e. | FACILITIES/MAINTENANCE/TRANSPORTATION                    |       |
| f. | BOARD  |       |
|    | 1. 2015/16 Board Meeting Calendar                        | 28-29 |
| g. | OTHER  |       |

## 11. ADJOURNMENT

The next regular session meeting of the Board is June 9, 2015, 7:00 p.m. at Newport High School.

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA**  
May 12, 2015

**ITEM:**

**TOPIC:** Introduction of Student Representatives

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Student Rep

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

In continuing the Board's inclusion of student representatives at Board meetings, students from the north 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  
5/12/15**

**ITEM:**

**TOPIC:** Transportation Plan- Reconfiguration

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Rich Belloni

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

Full day kindergarten will be implemented beginning in 2015/16. Schools and grade levels have been reconfigured to accommodate this change. Bus routes, particularly in the north area, will be affected.

Director of Support Services Rich Belloni has worked closely with Mid Columbia Bus Co. to develop the best plan possible to ensure that no student will be on the bus longer than they currently are. He will share an overview of the north area plan at the May 12, 2015 board meeting.

**SUPERINTENDENT'S RECOMMENDATION:**

For information only.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
5/12/15**

**ITEM:**

**TOPIC:** Food Services- Corrections

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Rich Belloni, Director of Support Services

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

At the April, 2015 board meeting, registered dietician Janet Beer shared outcomes of her visits to school kitchens around the district, both accolades and needed improvements.

Sodexo Food Services District Manager John Stone will share strategies to correct the areas identified for improvement.

**SUPERINTENDENT'S RECOMMENDATION:**

For information only.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
May 12, 2015**

**ITEM:**

**TOPIC:** STAR Update

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Vince Dye

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

The District began using STAR for assessing students in grades K-8 this year. It is a formative assessment tool that measures student growth in regular intervals.

Data Coordinator Vince Dye will provide an overall summary of results and progress from this school year.

**SUPERINTENDENT'S RECOMMENDATION:**

For information only.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
5/12/15**

**ITEM:**

**TOPIC:** North Area Report

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** North Area Principals

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

North 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  
May 12, 2015**

**ITEM:**

**TOPIC:** Financial Reports

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Julie Baldwin

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

The General Fund summary report, Bills and Claims, Special Revenue Fund Financial Report, and the Investment Report as of April 30, 2015 will be distributed and discussed at the May 12, 2015 board meeting.

**RECOMMENDATION:**

None; for information only.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

BA-03

12/27/01 lku

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**LINCOLN COUNTY SCHOOL DISTRICT  
Board of Directors- Special and Work Sessions  
Tuesday, March 31, 2015– 5:45 p.m.  
Newport High School- Boone Center  
Newport, Oregon**

**Minutes**

**PRESIDING:** Liz Martin, Chairman

**Present:** Liz Martin, Chairman, Karen Bondley, Vice Chairman; Ron Beck, Kelley Ellis, Amanda Remund, Directors

**Also Present:** Steve Boynton, Superintendent; Aaron Belloni, Student Services Administrator; Laurie Urquhart, Secretary; Diane Vance, *News Times*; Larry Coonrod, Lincoln County Dispatch

**Call to Order- Establishment of a Quorum**

Chairman Liz Martin convened the special session meeting and called the session to order at 5:51 p.m. with a quorum of three board members present. Director Ellis arrived shortly thereafter, and Director Bondley arrived at approximately 6:15 p.m.

**Special Session- Funding Resolution**

Superintendent Boynton explained that the state House had approved a K-12 biennium education budget the day of the board meeting of \$7.255 billion. The funding is proposed to be distributed equally in both years of the biennium. This would mean cuts in LCSD of approximately \$470,000 in year one, and \$1.7 million in year two. The Superintendent noted this amount of funding should be the worst case scenario.

Discussions in Salem are ongoing regarding keeping part of the “kicker” revenue, but it remains to be seen (even if that occurs) how much of it would be distributed to schools.

Director Beck commented it appears there are higher priorities with the state legislature than K-12 education. He asked about the proposed cuts in LCSD for the coming year.

Superintendent Boynton noted district administrators built the budget for 2015/16 based on a state biennium budget of \$7.5 billion. After that time, the state budget for K-12 schools was reduced to \$7.255 billion; reductions were made to district budgets for the coming year, trying to direct most reductions to the central structure.

He stated the budget is still not truly finalized, since the Oregon Department of Education still needs to finalize the amount of funding that will actually come to LCSD. For 2015/16 the

district may receive \$100 more per student in year one, and the same number in year two, which is a cut.

Mr. Boynton said he has turned his attention to SB 898, which is related to the OEIB grant. If this grant was reallocated to a school improvement fund, it could greatly help our district. This bill has had a hearing and will go on to the Ways and Means Committee.

Director Beck wondered if the legislature has funding set aside to alleviate the "sticker shock" of what this education budget will mean to districts around the state. Superintendent Boynton said his goal is to impact students as little as possible; he said reductions will be made in areas that could be backfilled later through the initiative process.

#### **Approval of Resolution 2014/15-11**

#### **Motion 14/15-33**

On motion of Director Beck, seconded by Director Ellis, the Board unanimously approved Resolution 2014/15-11 regarding school funding as presented 3/31/15.

The special session was adjourned at 6:03 p.m., and the work session convened at 6:04 p.m.

#### **Work Session- Policies, Sections E and F, continued**

Student Services Administrator Aaron Belloni reported he and Laurie Urquhart will be meeting the week of April 6<sup>th</sup> with OSBA representatives to review Section G. The Board started the review of Sections E and F on March 4, 2015; the discussion on March 31<sup>st</sup> continued with Policy EEACD. Board members referred to the summary document prepared by Mr. Belloni.

Board members agreed with staff recommendations on the summary document, with the following notations:

**EEACD-AR**, Operation and Maintenance of District Conforming Passenger Vans and Type A Mini Buses. This policy will be deleted, as the district does not own the bus fleet at this time. Superintendent Boynton noted proposed legislation that will make contracting out services more difficult. He noted that if the legislation is approved and in some future year many districts in the state are purchasing buses, the pool of money for schools will be substantially reduced. LCSD's initial expenditure would be approximately \$4 million.

**EEACE**, Loading and Unloading Zones. OSBA suggests the district delete the current version of this policy and adopt their version 2. Mr. Belloni noted the T-4 form (Student Transportation Request) is uniform throughout the district, but the systems used by schools is not. Staff is working on making the process uniform.

**EEBA**, Purchase and Replacement of District Transportation Vehicles. Delete.

**EEBB**, Use of Private Vehicles for District Business. New policy for LCSD; modified by district staff to fit LCSD's needs.

**EFA, EFA-AR, Local Wellness Program.** Still being developed; Curriculum Administrator Betsy Wilcox has provided input, as has District Nurse Julie Turner and Sodexo food services. Mr. Belloni noted the number of Physical Education hours for students will change in 2017/18, so the policy will have to be modified then. He will remove the employee wellness portion of the policy, as it will be covered elsewhere.

**EFAA, EFAA-AR- District Nutrition and Food Services.** Adopt; Sodexo will apprise as to whether requirements are being met.

**EGAAA-AR, Use of Copyrighted Materials.** Mr. Belloni noted the warning notices regarding use of copyrighted materials are not posted as widely as they should be. Principals are responsible for disseminating the information.

**EIA, Extent of Insurance Coverage.** Mr. Belloni sent this policy to insurance agent John Russell for his review; Mr. Russell corrected the limits which were shared with OSBA.

The board was scheduled to have their next policy review work session on April 28, 2015 but that date will now be used for the joint LCSD/OCCC boards meeting. The policy meeting is now scheduled for Thursday, May 28<sup>th</sup>.

The meeting was adjourned at 7:03 p.m.

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Chairman

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Superintendent

**LINCOLN COUNTY SCHOOL DISTRICT**  
**Board of Directors- Regular Session**  
**Tuesday, April 14, 2015 – 7:00 p.m.**  
**Crestview Heights School**  
**Waldport, Oregon**

**Minutes**

- PRESIDING:** Liz Martin, Chairman
- Present:** Liz Martin, Chairman; Karen Bondley, Vice Chairman; Ron Beck, Kelley Ellis, Amanda Remund, Directors
- Also Present:** Steve Boynton, Superintendent; Laurie Urquhart, Secretary
- Handouts:** March, 2015 Financial Statements; Personnel Addendum, 4/14/15

**Call to Order-Establishment of a Quorum**

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

**Communications**

Waldport teacher and LCEA representative Holly Schell addressed the Board regarding bargaining between the district and union. She noted concerns of LCEA members, including academic freedom and the evaluation system. She urged board members to take an active role in the negotiations, adding that historically the board has had a member on the team.

Food Services Director Patty Graves noted the ‘future chefs’ event went well, with 16 elementary-aged finalists competing to prepare healthy after-school snacks. Participants were allowed to keep the chefs hats and coats worn during the competition.

Ms. Graves reported a “Farm to Market” event was scheduled for April 15<sup>th</sup> at Toledo Elementary. She noted the initiation of a canned food drive contest between schools. Both the winning secondary and elementary schools will receive a 7” tablet respectively for their efforts.

She presented a \$2,000 scholarship check to the district, continuing a tradition begun several years ago. Each regular high school will receive a \$500 scholarship for a graduating senior from this award.

**Board Reports**

Director Ron Beck noted his attendance (as well as that of Chairman Martin’s) at a recent education forum held at the Central Lincoln P.U.D. with presentations by Superintendent Boynton, Head Start Director Suzanne Miller, and Oregon Coast Community College President Birgitte Ryslinge. State Representative David Gomberg and State Senator Arnie Roblan were present via teleconference. Mr. Beck said he was hoping to hear the representatives opinion of where school funding would end up, but that did not occur.

Vice Chair Karen Bondley visited Taft 7-12, where she observed students building robots.

Chairman Liz Martin visited Newport Intermediate where Principal Tiana Tucker provided an overview of activities at the school. Ms. Martin also attended the recent Newport Chamber of Commerce "Young Readers" event along with Director Remund. Each year, emerging readers (this year from Sam Case) visit the Chamber to read to attendees.

### **Student Representatives**

Waldport High Principal Diana MacKenzie introduced Learning Specialist Monika Robinson. Two students in Ms. Robinson's class described the many job skills activities in which they are participating, including a laundry service, coffee sales and delivery, window cleaning, and preparing fields for track meets.

In addition, students are helping clear invasive species, participated in a clean-up of the Alsea River, and are making a DVD movie (which will be for sale) on crabbing.

### **Food Services Consultant Update**

Last spring, registered dietician Janet Beer conducted an impartial review of food services in the district. She shared both accolades and needed improvements with the board at that time.

She revisited the district in late February of this year, and reported Food Services Director Patty Graves is doing excellent work, has attended a significant amount of training and has a great staff. She said the variety bars are outstanding and that the district is offering every program possible to feed kids.

Concerns include more help from Sodexo, correcting all recipes, forms and documentations, and developing menus for all programs.

Director of Support Services Rich Belloni reported Sodexo District Manager John Stone or his representative will present a plan for correction at the next board meeting. He gave kudos to Patty Graves for all of her efforts, and said another review would be conducted next year and until "we get it right."

### **Financial Reports**

Business Services Supervisor Kim Cusick reported the projected State School Fund (SSF) was updated based on the April estimate. Local revenue is being received at increased amounts above the projection, which will result in a large adjustment in May 2016. ADM saw a slight dip in March. The ending fund balance is expected to decline as spring building projects are completed.

The District received \$569,013 in revenue from the state for the facilities grant. Director of Support Services Rich Belloni reported most of the bond funds have been expended, so capital construction financial reports have been discontinued. An ending bond report will be presented this summer.

### **Superintendent's Report**

Superintendent Boynton thanked the Lincoln County Foundation, who generously added extra funds they received to the LCSD Administrators scholarships. The Foundation received donations in memory of long-time district administrator Harry McAdams who passed away recently.

Mr. Boynton thanked the district's three major contractors (Sodexo Food, Sodexo Custodial and Mid-Columbia Bus Co.) for their continuing tradition of distributing scholarships. Each of the three entities gives \$2,000, which results in \$500 scholarships from each contractor in the four regular district high schools.

The Superintendent thanked Taft 7-12 parent Jenny Tougas, who won \$5,000 for the school in an online "Zoinks Points for Education" contest.

He reported Newport Intermediate will have a spring concert on Monday, May 4, 2015- 6:30 p.m. in the school Commons.

Waldport High will hold a community event on Thursday, May 7<sup>th</sup> at 6:30 p.m. regarding the vision for the school.

Culinary students at Taft 7-12 will hold "Cooking at Conferences" classes for interested north area students in grades one through six on April 16<sup>th</sup> (a no-school, conference day).

The Superintendent noted a candidates' forum will be held for those candidates in contested races for the LCSD Board of Directors and the OCCC Board. It is planned for Wednesday, April 22, 2015 7:00 p.m. at the Central Lincoln PUD meeting room in Newport.

Mr. Boynton briefly updated the board regarding the proposed budget for the coming year, reporting that staffing sheets were originally built on a state biennium budget for K-12 education of \$7.5 billion, including full day kindergarten. When the state approved the funding level at \$7.255 billion, reductions were made in the budget to keep cuts as far from classroom teachers as possible. To that end, the following reductions have been proposed:

- a reduction in Classified staff of approximately 7%;
- elimination of the licensed tech instructor position;
- reduction of two elementary counselor positions;
- operations administrator cut;
- communications coordinator cut;
- special education administrator position cut;
- expanded options programs decreased by \$150,000;
- alternative education and distance education have been combined;
- high school athletics reduced by \$110,000.

Overall reductions for the district will be approximately \$500,000 in 2015/16 and \$1.3 million in 2016/17. State school funds are to be distributed 50/50 each year of the two year biennium. Traditionally this split was 49/51 to help cover roll up costs the second year.

Mr. Boynton stated the financial picture is more difficult this year since the economy is gaining ground, yet education funding is going backward. "We are working every angle we can and will keep fighting," said Boynton.

Chairman Liz Martin encouraged all to be in touch with their state legislators; "We need to keep the pressure on," said Martin.

The Budget Committee will have its first meeting on Tuesday, May 19, 7:00 p.m. at Newport High. The school board will hold a hearing on the budget and will consider it for adoption at the June 9, 2015 meeting.

### **Approval of the Consent Calendar**

**Motion 14/15-33**

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

- March 4, 2015 Special/Work Sessions;**
- March 10, 2015 Regular Session;**
- Regular Personnel Items and Addendum dated 4/14/15.**

### **Approval of Teacher Appreciation Week Resolution**

**Motion 14/15-34**

On motion of Director Bondley, seconded by Director Remund, the Board unanimously approved Resolution 2014/15-10, proclaiming May 4 through 8, 2015 as "Teacher Appreciation Week." Chairman Martin read the proclamation to the audience and thanked teachers for their important work.

### **Proposed 2015/16 School Calendars**

Student Services Administrator Aaron Belloni presented three school calendars for the 2015/16 year. All three share several common days, including the first day for new teachers (August 31), first day for returning teachers (September 1<sup>st</sup>), winter break (December 21 through January 1), and spring break (March 21-25, 2016).

High schools in Toledo and Waldport will go to a trimester schedule and will have "Friday school/professional development" days once per month. The calendars for all schools in these areas are similar, though the elementary schools' conference days are different.

In Newport and Lincoln City, high schools will remain on a semester schedule and all schools in those areas will share the same calendar. These schools will have early release every Wednesday for interventions and professional development.

Superintendent Boynton noted the original calendar was two days short of meeting the number required by the teachers' contract. The statewide in-service day in October and Martin Luther King Jr. day are now student contact days. Activities commemorating the civil rights leader's work will take place in all schools on MLK day, said Boynton.

Director Ellis asked why there are so many calendars, since the district had one calendar for all areas in past years. Superintendent Boynton stated staff met with principals to develop the calendars, looking at data across the district including absenteeism. "We wanted to preserve the unique and good things going on in areas that a common calendar would change."

Director Ellis asked how interventions occur for elementary students who need them. Superintendent Boynton replied this can be answered at the next meeting, during consideration of the calendars. The calendars will continue to be refined in the coming weeks.

### **Information on Achievement Compact**



Student Services Administrator Aaron Belloni noted district staff will create an annual growth plan for students. "We used the 'safe harbor' method before, which we will continue to do."

Safe harbor reduces the number of students who do not meet targets by 10%. "This time, we will drill down to the school level," said Belloni. The Achievement Compact is currently due to OEIB on October 15, 2015. Superintendent Boynton noted several pieces of legislation are in process that will impact achievement compacts.

### **Information on Student Fees**

Student Service Administrator Aaron Belloni presented information gathered by Director of Secondary Education Eric Clendendin, who met with principals regarding student fees. He recommended increasing athletic participation fees at the high school level from \$100 to \$125 per sport, with a \$500 annual family limit. The fee was last increased in 2003 and is in line with fees charged around the state. Costs have increased substantially in the intervening years.

The fee for middle school sports will increase from \$50 to \$100. Superintendent Boynton reported the district will fully fund every head coach in all existing programs. For safety, one coach will be added to football and track. "No sports have been cut," he added. The district will not fund sports that need a minimum threshold to go forward.

### **Banking Services- One Year Extension**

Director of Support Services Rich Belloni reported that Oregon Coast Bank has provided banking services to LCSD since 7/1/05. District staff has been very satisfied with the service and would like to continue the relationship.

Staff is proposing a one-year extension to the contract, the second of three allowed by policy. The extension will return for consideration at the next meeting.

### **Policies- Sections E and F**

The Board met in work session meetings on March 4 and March 31, 2015 to discuss Policy Sections E and F. The next scheduled policy work session (subject to change) is Thursday, May 28, 2015, 5:45 p.m. at Newport High School.

### **Other**

Board members reviewed the enrollment report included in the board folder. Superintendent Boynton noted Director of Secondary Education Eric Clendenin is working on reducing absenteeism. Director Beck said he would like to understand what constitutes an absence and what the percentages represent.

The meeting was adjourned at 8:37 p.m.

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Chairman

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Superintendent

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
May 12, 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

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**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 — May 12, 2015 — Personnel Action

### Classified Hire(s):

|               |                                    |
|---------------|------------------------------------|
| Taya Keese    | School Secretary/Sam Case          |
| Jayne Kirchem | School Secretary/Crestview Heights |

### Temporary Licensed Hire(s):

|              |   |
|--------------|---|
| Cathy Piazza | Title Teacher & Assessment Coordinator /Toledo Elementary |
|--------------|---|

### Resignation(s):

|                 |  |                                       |
|-----------------|--|---------------------------------------|
| Chris Ampersand | Grade 5 Teacher<br>Oceanlake   | Resignation<br>8/22/2013 – 6/30/2015  |
| Billie Crane    | Grade 4 Teacher<br>Newport Intermediate School                       | Resignation<br>8/15/2012 – 6/30/2015  |
| Ann Edmondson   | Special Education Teaching Asst/<br>Toledo Jr/Sr High School         | Retirement<br>2/13/1992 – 6/30/2015   |
| Brooke Gates    | 21 <sup>st</sup> Century Site Coordinator<br>Sam Case                | Resignation<br>10/28/2013 – 6/5/2015  |
| Patty Hunter    | School Secretary<br>Crestview Heights                                | Retirement<br>1/22/1990 – 6/30/2015   |
| Allison Kurt    | Special Education Teacher<br>Toledo Elementary School                | Resignation<br>9/10/2013 – 6/30/2015  |
| Penny Lengwenus | Special Education Teaching Assistant<br>Sam Case                     | Retirement<br>11/1/1990 – 6/30/2015   |
| Alice McNamara  | Special Education Teaching Assistant II<br>Newport High/Newport Prep | Retirement<br>3/29/1993 – 6/30/2015   |
| Allison Samuel  | Math Teacher<br>Taft 7-12  | Resignation<br>11/22/2004 – 6/30/2015 |
| Amber Sprague   | Art Teacher<br>Newport Intermediate School/Isaac Newton              | Resignation<br>8/21/2013 – 6/30/2015  |

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
May 12, 2015**

**ITEM:**

**TOPIC:** Banking Services Contract

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Julie Baldwin

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

Oregon Coast Bank (OCB) has provided banking services to LCSD since July 1, 2005. We have been very satisfied with the service and banking relationship we've had with OCB. Board Policy DG allows three one-year extensions to the original five-year contract.

Staff is proposing a one-year extension to the contract with Oregon Coast Bank for banking services. This is the second one-year extension.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends the Board offer a one-year extension for banking services to Oregon Coast Bank for the July 1, 2015 through June 30, 2016 time period.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
May 12, 2015**

**ITEM:**

**TOPIC:** 2015-16 Area Calendars

**PREPARED BY:** Aaron Belloni

**WILL BE PRESENTED BY:** Aaron Belloni

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

The 2015-16 area calendars were developed by principals to best address the needs of their schools, using the approved 2015-16 District calendar as their template. They were presented to the Board at the April, 2015 meeting.

Since that time, principals have been refining and correcting the calendars. They will be distributed at the May 12, 2015 board meeting for the board's consideration.

**RECOMMENDATION:**

The Superintendent recommends the Board consider the 2015/16 calendars as presented May 12, 2015.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

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

May 12, 2015

**ITEM:**

**TOPIC:** Out of Country Field Trip- Canada

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Aaron Belloni

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

**DESCRIPTION OF AGENDA ITEM:**

LCSD recently sent several teams to the statewide underwater robotics competition. Taft 7-12 had first and second place winners at the Ranger Class level, and were invited to compete in the international competition in St. John's, Newfoundland, Canada. The team would very much like to compete, but needs the Board's approval to do so.

The district also had first and second place winners from Toledo Jr./Sr. High in the Navigator class. Congratulations to all who competed!

The Board will receive paperwork on the trip under separate cover.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends the Board approve the out of country field trip for Taft 7-12's ROV team to travel to Canada to compete in the international robotics competition in June, 2015.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
May 12, 2015**

**ITEM:**

**TOPIC:** Need for Layoff of Personnel

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Human Resources Director Chelsi Sholty

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

Due to program changes at schools, a layoff of personnel may be necessary. The school board will declare the need for a layoff of personnel for next school year, directing staff to do all possible to minimize the effects to our students and staff.

When there is such a need, this declaration is specified in the agreement with LCEA (teachers' union) and begins other timelines/processes for both employee associations.

**RECOMMENDATION:**

The Superintendent recommends the Board declare the need for a layoff for the 2015/16 school year, though every effort will be made to minimize the effects to our students and staff.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
May 12, 2015**

**ITEM:**

**TOPIC:** Secondary School Accreditation

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Steve Boynton

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

High schools in LCSD have participated in accreditation activities on and off over the past several years. Superintendent Boynton will provide an overview of the merits and costs related to regional school accreditation.

**RECOMMENDATION:**

For information at this time

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No



**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
5/12/15**

**ITEM:**

**TOPIC:** Food Services Contract, 2015/16; Meal Prices

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Julie Baldwin

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

The District currently has a contract with Sodexo for food services. State law requires annual renewals for food services, so although the District renewed its contract with Sodexo for food services for a five year term during 2012/13, a one year renewal is required for the coming year.

Also, in order to move toward parity with the National School Lunch Program, LCSD elementary lunches will increase by \$0.10 per meal in 2015-16.

**SUPERINTENDENT'S RECOMMENDATION:**

For discussion at this time.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

AMENDMENT

LINCOLN COUNTY SCHOOL DISTRICT

AND

SODEXO AMERICA, LLC

THIS AMENDMENT, dated May 1, 2015, is between LINCOLN COUNTY SCHOOL DISTRICT ("LEA") and SODEXO AMERICA, LLC ("FSMC").

WITNESSETH:

WHEREAS, LEA and FSMC entered into a certain Management Agreement dated June 30, 2013, whereby FSMC manages and operates LEA's Food Service operation located in Lincoln County, Oregon;

WHEREAS, the parties now desire to further amend the aforesaid Agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Any and all references to the "2014-2015" school year shall be changed to "2015-2016" school year.

2. Section 1.3 is deleted in its entirety and the following substituted therefor:

1.3 Term of the Agreement. The term of this Agreement commences on July 1, 2015 and continues until June 30, 2016. The Agreement is subject to maximum two (2) additional one-year renewals upon the consent of both parties, unless terminated earlier as provided in the Article concerning General Terms and Conditions. Extensions or renewals are contingent upon the fulfillment of all contract provisions related to donated foods.

3. Section 6.1 is deleted in its entirety and the following substituted therefor:

6.1 Billing for Fixed Price per Meal. The LEA and the FSMC have mutually agreed upon the fixed price per meal as follows:

**SBP**

-Breakfast \$3.275 per meal  
-Meal Equivalents \$3.275per meal based on \$3.20 rate

**NSLP**

-Lunch \$3.275 per meal  
-Snack \$3.275 per snack  
-Meal Equivalents \$3.275 per meal based on \$3.20 rate

**SFSP**

-Breakfast \$3.275 per meal  
-Lunch \$3.275 per meal

- Snack \$3.275 per snack
- Meal Equivalents \$3.275 per meal based on \$3.20 rate

**CACFP**

- Breakfast \$3.275 per meal
- Lunch \$3.275 per meal
- Supper \$3.275 per meal
- Snack \$3.275 per snack

**Vended Meal Programs and all other Meal and Meal Equivalents Served**

- Breakfast \$3.275 per meal
- Lunch \$3.275 per meal
- Supper \$3.275 per meal
- Snack \$3.275 per snack
- Meal Equivalents \$3.275 per meal based on \$3.20 rate

**A. Meal Equivalent Defined:**

1. For fixed price per meal purposes, each reimbursable lunch shall be considered one (1) meal/meal equivalent, each reimbursable breakfast shall be considered one-third (1/3) of a meal/meal equivalent, and one reimbursable snack shall be considered one-fourth (1/4) of a meal/meal equivalent.

2. For cash meal sale other than reimbursable meals, the number of meal equivalents shall be determined by dividing the total of all food sales except reimbursable meal and snack sales (including sales of adult meals, a la carte meals, snack bar, catering, conference, and any other function sales) by the sum of the current school year free meal reimbursement rate and the commodity value. (Example: The meal equivalency rate = \$2.86 plus \$0.2275 equals \$3.20 and Lunch Equivalents = total Ala Carte dollars divided by \$ 3.20).

**B. The FSMC shall submit the following supporting documents to the LEA monthly:**

- Daily meal counts by benefit category by school for each program
- Daily menu production records by program
- Monthly summary of Value of Commodities used
- Monthly summary of Revenues from other sales

**C. Expenses paid by the FSMC and not charged to the LEA or the food service operations include, but are not limited to:**

- Reports filed to the State
- Corporate income tax

**D. Crediting Value of Commodities Received by the LEA – The FSMC must credit the LEA for the value of all donated food received, entitlement and bonus, for use in the LEA's meal service during the school year. This includes the value of donated food contained in processed end products. The FSMC shall list on the invoice the value of commodities received, for the period and deduct the amount of value from the total owed by LEA for the NSLP meals served. The value of commodities for entitlement and bonus is the average USDA**

purchase price as listed by ODE. For processed commodities it is the processing agreement value.

4. Exhibit 1 has been replaced with the attached Exhibit 1

5. This Amendment is effective July 1, 2015 and thereafter, unless amended. All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect, except by necessary implication.

IN WITNESS WHEREOF, the duly authorized officers of the parties have executed this Amendment, as of the date indicated in the first paragraph of this Amendment.

SO AGREED:

Print Name \_\_\_\_\_ Signature of FSMC Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Signature of LEA Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Exhibit 1

### Lincoln County Nutrition Services Breakeven Budget Assumptions 2015-16 School Year

- Changes in LEA's policies, practices, and service requirements shall result in an appropriate adjustment;
- Legislation, regulations and reimbursement rates that create changes in the school lunch & breakfast program shall remain consistent throughout the year;
- Average Daily Membership ("ADM") shall be approximately Four Thousand Nine Hundred (4,900);
- Usable commodities, of adequate quality and variety required for FSMC's proposed menu cycle, valued at \$0.2525 per Pattern Lunch for the 2015-2016 school years shall be consistent throughout the year;
- The government reimbursement rates shall increase by a minimum of three percent (3% annually);
- Changes to meal components and quantities required by the National School Lunch Act or the National School Lunch Program;
- There shall be no competitive sales during any meal service period (Breakfast, Lunch and Snacks), except those approved by LEA and mutually agreed upon by FSMC and LEA;
- Service hours, service requirements, type or number of facilities selling food and/or beverages on LEA's food service facilities shall remain consistent throughout the year;
- HHFKA Reimbursement shall be .06 cents per reimbursable lunch for the 2015-16 school year;
- State Matching Fund Reimbursements deposited to the food service fund shall be at least Seventeen Thousand Three Hundred and Six Dollars (\$17,306.00) for the 2015-16 School Year;
- Vended Meal Program revenue shall be at least Sixty Six Thousand One Hundred Thirty Three Dollars (\$66,133.00) for the 2015-16 School Year;
- For purposes of the FSMC's financial guarantee, Annual School Year Direct and indirect costs charged to the program shall not exceed Eighty Six Thousand Dollars (\$86,000.00);
- Capital improvements and expenditures shall be paid outside of the food service fund direct operating costs;

-- Meal Prices for the 2015-16 School Year shall at a minimum remain as follows:

|                                     | <u>Paid</u> | <u>Reduced</u> |
|-------------------------------------|-------------|----------------|
| Elementary School Student Lunch     | \$2.50      | \$.00*         |
| Middle School Student Lunch         | \$2.65      | \$.00*         |
| High School Student Lunch           | \$2.90      | \$.00*         |
| Elementary School Student Breakfast | \$0.00      | \$.00*         |
| Middle School Student Breakfast     | \$0.00      | \$.00*         |
| High School Student Breakfast       | \$1.25      | \$.00*         |

\*The Oregon Department of Education will subsidize the cost of reduced price meals. As long as the state of Oregon continues to provide an additional \$0.30 cents reimbursement for reduced breakfasts and \$0.40 for reduced lunches. If the state discontinues this subsidy not reduced, breakfast price shall be \$0.30 and reduced lunch price shall be \$.40.

-- The actual number of full feeding days for shall remain at:

- Toledo Elementary and Crestview Heights K-6
  - Lunch and Breakfast Service – 167
- Newport High, Newport Middle, Sam Case Elementary, Yaquina View Primary, Taft 7-12, Taft Elementary and Oceanlake Primary
  - Lunch and Breakfast Service – 172
- Toledo Jr./Sr. High, Waldport High and Crestview Heights 7-8
  - Lunch and Breakfast Service – 170
- CACFP Program Service – 170
- Summer Program Service – 54
- Vended Program Service – 165

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
May 12, 2015**

**ITEM:**

**TOPIC:** Board Meeting Calendar

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Superintendent Boynton

**TYPE OF ITEM:** Consent  Information  Discussion  Decision

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**DESCRIPTION OF AGENDA ITEM:**

Board meetings have been scheduled on the second Tuesday of each month by policy, but may be changed by a majority of the board. During the school year, board meetings take place at varying locations around the District. Fourth and fifth Tuesdays have been set aside for work sessions.

The September, 2015 board meetings are scheduled for the third and fifth Tuesdays due to school starting the day after Labor Day. Also, there are several work sessions scheduled to continue the policy re-write begun this year.

**RECOMMENDATION:**

For discussion only at this time.

**ADDITIONAL MATERIAL** Attached: Yes  No  Available: Yes  No

**LINCOLN COUNTY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
BOARD MEETING CALENDAR FOR 2015-16 FISCALYEAR**

The Board of Directors generally meets on the **second Tuesday** of each month at **7:00 p.m. for regular business meetings**; work sessions may be scheduled on the fourth or fifth Tuesdays of certain months. Agendas are prepared by the Superintendent and Board Chairman ten days in advance. Persons interested in topics on the agenda, or interested in placing an item on the agenda, should contact the Superintendent or the Board Secretary a minimum of ten days before the Board meeting.

|                       |                             |                        |
|-----------------------|-----------------------------|------------------------|
| <b>July 14</b>        | <b>Newport High</b>         | <b>Regular Session</b> |
| <b>August 11</b>      | <b>Newport High</b>         | <b>Regular Session</b> |
| <b>September 15*</b>  | <b>Taft 7-12</b>            | <b>Regular Session</b> |
| <b>September 29**</b> | <b>Newport High</b>         | <b>Work Session</b>    |
| <b>October 13</b>     | <b>Waldport High</b>        | <b>Regular Session</b> |
| <b>October 27</b>     | <b>Newport High</b>         | <b>Work Session</b>    |
| <b>November 10</b>    | <b>Toledo Jr./Sr. High</b>  | <b>Regular Session</b> |
| <b>December 8</b>     | <b>Yaquina View</b>         | <b>Regular Session</b> |
| <b>January 12</b>     | <b>Newport Middle</b>       | <b>Regular Session</b> |
| <b>January 26</b>     | <b>Newport High</b>         | <b>Work Session</b>    |
| <b>February 9</b>     | <b>Newport High</b>         | <b>Regular Session</b> |
| <b>March 8</b>        | <b>Toledo Elementary</b>    | <b>Regular Session</b> |
| <b>April 12</b>       | <b>Crestview Heights</b>    | <b>Regular Session</b> |
| <b>May 10</b>         | <b>Oceanlake Elementary</b> | <b>Regular Session</b> |
| <b>June 14</b>        | <b>Newport High</b>         | <b>Regular Session</b> |

\*Sept. 15 is the third Tuesday; since schools open Sept. 8.

\*\*Sept. 29 is the fifth Tuesday.

Most work sessions (through January, 2016) are scheduled to continue the work on the policy rewrite.