

# **Lincoln County Schools**



**QUALITY LEARNING FOR ALL**

## **BOARD FOLDER**

**LINCOLN COUNTY SCHOOL DISTRICT  
BOARD OF DIRECTORS  
Tuesday, July 22, 2014  
SPECIAL AND WORK BOARD SESSIONS- 7:30 p.m.  
Newport Intermediate School  
Newport, Oregon**

**LINCOLN COUNTY SCHOOL DISTRICT**  
**Board of Directors- Special Session/Work Session**  
**Tuesday, July 22, 2014 –7:30 p.m.**  
**Newport Intermediate School**  
**Newport, Oregon**

**AGENDA- Special Session**

	<b>Page No.</b>
<b>I. CALL TO ORDER- ESTABLISHMENT OF A QUORUM</b>	
<b>II. Election of 2014/15 Board Officers</b>	1
A. Chairman	
B. Vice Chairman	
<b>III. Personnel Action</b>	2-6
<b>IV. Policies</b>	
A. ECAC, Video Surveillance	7-8
B. JFCEB, Personal Electronic Devices and Social Media	9-11
<b>V. Recess into Work Session</b>	

**AGENDA- Work Session**

<b>I. Rules and Responsibilities of Board Members</b>	
<b>II. Board/Superintendent Working Agreements</b>	12-14
<b>III. Communication Skills</b>	
<b>IV. Board Goal Setting (begin discussion)</b>	
<b>V. Adjourn</b>	

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
7/22/14**

**ITEM:**

**TOPIC:** Board Officers

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** 2013/14 Board Chair Ron Beck

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

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**DESCRIPTION OF AGENDA ITEM:**

Each year, the Board of Directors elects a Chairman and Vice-Chairman to serve for the new fiscal year. Elections for 2014/15 are to be held this evening.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends the Board elect a Chairman and Vice-Chairman for 2014/15.

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

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA  
July 22, 2014**

**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 — July 22, 2014 — Personnel Action

### New Classified Hire(s):

Brooke Helmandollar      Accounts Payable/District Office

### New Licensed Hire(s):

Courtney Baker      Grade 2 Teacher -Crestview Heights

Heidi Barney      ESOL Teacher – Oceanlake

Katelyn Bean      Grade 2 Teacher - Toledo Elementary

Josh Beaudry      Grade 6 Teacher – Toledo Elementary

Kawika Boro      Music Teacher - Toledo Elementary & Toledo Jr/Sr High

Amanda Bottimore      Language Arts & Social Studies - District Alt Ed

Mellie Bukovsky-Reyes      ESOL Teacher - Taft Elementary

Benton Canaga      Science Teacher - Taft 7-12

Theresa Chirgwin      Grade 2 Teacher - Sam Case

Rohan Cordy      Grade 4 Teacher – NIS

Kelsey Culbertson      Grade 2 Teacher - Taft Elementary

Nick Culbertson      Grade 4 Teacher - Taft Elementary

Lindsay Fuson      Music Teacher - Oceanlake & Taft Elementary

Paulina Gralow      PE Teacher - Toledo Elementary

Dawny Guidry      School Psychologist - Sam Case & NIS

Rebecca Hatfield      Grade 4 Teacher - Oceanlake

John Helmandollar	PE & Health Teacher - Toledo Jr/Sr High
Matt Hilgers	PE & Tech Teacher - Taft 7-12
Ashley Hill	Grade 3/4 Teacher - Crestview Heights
Nichole Hoffman	ESOL & Spanish Teacher - Sam Case
Sarah Horobin	Special Ed Teacher - Taft 7-12
Angie Kay	Grade 3 Teacher - Taft Elementary
Brooke Klautt	Grade 3 Teacher - Sam Case
Kali Knudson	Grade 6 Teacher - Toledo Elementary
Abi Kurfman	Language Arts Teacher - Taft 7-12
Rachel Martin	Grade 5 Teacher - Taft Elementary
Tia Maslen	Grade 5 Teacher – Oceanlake
Penny McDermott	Math Teacher – NIS
Andrea McDonald	Special Ed Teacher - Taft Elementary
Shawn McDonald	Math & Elective Teacher - Crestview Heights
John McIntyre	Grade 3/4 Teacher - Crestview Heights
Cassie Nickerson	Grade 6 Teacher – Crestview Heights
Lauren Nixon	Grade 4 Teacher – Toledo Elementary
Donna Norris	Special Ed Teacher – Toledo Elementary
Glenda Patterson	School Psychologist – Taft Elementary/Taft 7-12
Asia Richardson	Health/Technology Teacher – Taft 7-12
Heather Rivas	Grade 6 Teacher – Oceanlake

Cody Rosenthal	Grade 6 Teacher – NIS
Amy Shumate	Grade 1 Teacher – Sam Case
Noelle Stoll	Special Ed Teacher – Oceanlake
Colleen Stover	School Psychologist – Crestview Heights/WHS
JoAnn Sustrick	Special Ed Teacher – Oceanlake
Shaun Templeton	PE Teacher – Sam Case
Arlene Thompson	ESOL/Title Teacher – NIS
Brad Thompson	Language Arts Teacher – NHS
Eddie Townsend	Math Teacher – Toledo Jr/Sr High School
Kelsey Triner	Grade 2 Teacher – Crestview Heights
Coley Wallin	Grade 2 Teacher – Toledo Elementary
Anna Zimmerman	Grade 3 Teacher – Toledo Elementary

**Resignation(s):**

MaryBeth Rew	21 <sup>st</sup> Century Site Coordinator Crestview Heights	Resignation 10/8/2013 – 6/13/2014
Amanda Richey	ESOL Teacher Taft Elementary	Resignation 8/21/2013 – 6/30/2014
Kapla West	TOSA Teacher Toledo Elementary	Resignation 10/2/2006 – 6/30/2014
Dani Fricke	4 <sup>th</sup> Grade Teacher Oceanlake Elementary	Resignation 8/25/2010 – 6/30/2014

Kim Reed	School Psychologist Taft 7-12	Resignation 8/25/2008 – 6/30/2014
Scott Reed	Alt Ed & School Improvement Administrator District Office	Resignation 7/1/2007 – 6/30/2014
Stephanie Doney	Grade 3 Teacher Toledo Elementary	Resignation 7/11/2012 – 6/30/2014
Matt Love	Ocean Literacy TOSA District-Wide	Resignation 8/31/2004 – 6/30/2014
Meg Groat	Language Arts Teacher Toledo Jr/Sr High School	Resignation 8/28/2006 – 6/30/2014



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

July 22, 2014

**ITEM:**

**TOPIC:** Policy ECAC, Video Surveillance

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Aaron Belloni

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

**DESCRIPTION OF AGENDA ITEM:**

To enhance school safety, the District has installed video cameras in many of its schools over the last few years. New policy ECAC, Video Surveillance, outlines the parameters for their use.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends the Board approve new Policy ECAC, Video Surveillance, as contained in the 7/22/14 board folder.

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

# Lincoln County School District

Code: ECAC  
Adopted: 7/22/14

## Video Surveillance

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

END OF POLICY

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### Legal Reference(s):

ORS 30.864

ORS 192.420 - 192.505

ORS 326.565

ORS 326.575

ORS 332.105

ORS 332.107

ORS 336.187

ORS 342.850

OAR 581-021-0210 to -0440

OAR 581-022-1660

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2011); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2011).

In the matter of A.O., A Minor (March 28, 1988) (Superintendent of Public Instruction Ruling).

**LINCOLN COUNTY SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA**  
July 22, 2014

**ITEM:**

**TOPIC:** Policy JFCEB, Personal Electronic Devices and Social Media

**PREPARED BY:** Laurie Urquhart

**WILL BE PRESENTED BY:** Aaron Belloni

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

**DESCRIPTION OF AGENDA ITEM:**

State law changed with regard to personal electronic devices and social media. One caveat of the new law is the requirement for an appeal process when a student is denied the use of a personal electronic device; this was added to the policy.

The Board is being asked to consider the policy this evening in order that the new language be included in student handbooks. The policy was sent to board members under separate cover in late June.

**SUPERINTENDENT'S RECOMMENDATION:**

The Superintendent recommends the Board approve revised policy JFCEB, Personal Electronic Devices and Social Media, as contained in the 7/22/14 board folder.

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

**Personal Electronic Devices and Social Media\*\***

(Student may possess a personal electronic device with certain restrictions)

Student possession or use of personal electronic devices on district property, in district facilities during the school day and while the student is in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the principal and approved by the superintendent.

A "personal electronic device (PED)" is a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

"Independent communication" means communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.

Personal electronic devices shall be turned off during instructional or class time or at any other time where such use of the device would cause a disruption of school activities or violate school rules. Personal electronic devices must not be displayed in plain view during prohibited times of use. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a student is engaged in district-sponsored activities, unless as expressly authorized in advance by the principal or designee. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities and independent communications.

If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices, for curriculum.

A process for responding to a student's request to use a personal electronic device, including an appeal process if the request is denied, will be provided.

The district will not be liable for personal electronic devices brought to district property and district-sponsored activities.

Students may not access social media websites using district equipment, while on district property or at district-sponsored activities unless the access is approved by a district representative. The district will not be liable for information or comments posted by students on social media websites.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior principal or designee approval or when use is provided for in a student's individualized education program (IEP).

Students are subject to disciplinary action up to and including expulsion for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of this policy<sup>1</sup>. A referral to law enforcement officials may also be made. Personal electronic devices brought to district property or used in violation of this policy are subject to confiscation and will be released to the student's parent or property owner, as appropriate.

The superintendent shall ensure that the Board's policy and any subsequent school rules developed by building administrators are reviewed and approved in advance to ensure consistency with this policy and that pertinent provisions of policy and school rules are communicated to staff, students and parents through building handbooks and other means.

END OF POLICY

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**Legal Reference(s):**

ORS 332.107

ORS 336.840

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2006).

R6/12/14 | PH

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<sup>1</sup>The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies.

## **BOARD AND SUPERINTENDENT WORKING AGREEMENTS**

### **I. Purpose:**

The Board of Directors is the policy making body for the district. In order to effectively meet the district's challenges the Board and Superintendent must function together as a leadership team. To ensure effectiveness among team members, group agreements must be in place. The following are the group agreements for the Board and Superintendent.

### **II. The Board Job Description:**

1. Work with members of the Board and the Superintendent in a cooperative and collaborative partnership aligned toward a common mission.
2. Select, work with and evaluate the superintendent.
3. Evaluate the Board's own leadership and governance.
4. Ensure fiscal and legal accountability.

### **III. Governance Principles**

1. Focus on policy-making, planning and evaluation, rather than day-to-day operations.
2. Make decisions as a whole board only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district matters.
3. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.
4. Recognize and respect the superintendent's responsibility to manage the district and to direct employees in district matters.
5. Give careful consideration to all issues brought you by individuals and special interests. Actively solicit input and listen to all perspectives. We will operate as representatives and make decisions in the best interest of the whole district.
6. Value the role we play in the community and represent the District, when possible, by attending school and community functions.

### **IV. Meeting Operational Agreements:**

1. Contact the Board Chair or Superintendent to request an item be placed on the agenda.
2. Uphold the legal requirement for confidentiality on all matters arising from the Board meeting in Executive Session.
3. Start our meetings and end our meetings on time.

4. Attend regularly scheduled board meetings unless a situation occurs that makes attendance impossible.
5. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
6. Cast a vote on all matters except when a conflict of interest arises.

**V. Communication Agreements:**

1. Communicate directly with the superintendent when a question arises or a concern is voiced by a staff or community member.
2. Communicate directly with the Superintendent or Board Chair prior to meetings of the Board to address questions and/or concerns about agenda items.
3. Communicate one-on-one, when an individual concern arises, with the superintendent or other board member, as appropriate.

**VI. Annual Planning and Evaluation:**

1. Set priorities as a Board for Board professional development annually.
2. Participate in annual self-assessment of the Board's performance.
3. Participate in establishing annual expectations and goals for the superintendent.
4. Objectively evaluate the superintendent's performance against established expectations, and provide appropriate feedback.

**VII. Orientation of New Board Members:**

1. Assure timely orientation of new Board members.
2. The Vice Chair will take the lead for orientation of new board members, unless the Board makes other arrangements.

**VIII. Role of the Chair:**

1. The role of the Chair is to:
  - speak for and about the Board;
  - describe the Board's process and positions;
  - convene meetings;
  - develop the agenda with the superintendent;
  - execute documents, as appropriate.

## **IX. Expectations of the Superintendent**

1. Work toward becoming a team with Board members.
2. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Superintendent.
3. Work with the Board to establish a clear vision for the district.
4. Prepare preliminary goals annually for the Board's consideration.
5. Provide data to the Board members so that data driven decisions can be made.
6. Possess a working knowledge of all legal and local policies.
7. Inform the Board of all critical information including relevant trends, anticipated media coverage, or critical external or internal changes.
8. Distribute appropriate information to all Board members.
9. Communicate with Board members promptly and effectively.
10. Ensures timely distribution of board packet.
11. Respect the confidentiality requirement of Board Meeting Executive Sessions.
12. Treat all Board members professionally.
13. Communicate to individual Board members if a problem or issue is observed developing with an individual board member.
14. Conduct a self-assessment or arrange for individual meetings with board members prior to the Board's evaluation of the superintendent's job performance.
15. Represent the district by being visible in the community.
16. Provide follow-up information to Board members on concerns and issues they have referred to the superintendent-close the loop.