

LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors- Work Session
Tuesday, March 15, 2016
Newport High School
Newport, Oregon

Minutes

- PRESIDING:** Liz Martin, Chairman
- Present:** Liz Martin, Chairman; Karen Bondley, Vice Chairman; Ron Beck, Amanda Remund- Directors
- Also Present:** Steve Boynton, Superintendent; Aaron Belloni, Principal; Laurie Urquhart, Secretary
- Excused:** Kelley Ellis, Director
- Handout-** Policy Review, Section I; Policy Review, Sections K/L

Call to Order- Establishment of a Quorum

Chairman Martin convened the meeting and called the session to order at 6:30 p.m. with a quorum of four board members present. Director Ellis was excused from the meeting.

Policy Review- Section I, Instruction

Principal Aaron Belloni prepared a “Policy Review” document for sections I (Instruction), and K/L (District-Community Relations) showing the name of the policy, notes about it, the reviewers of the policy and the notes about each policy (including whether to adopt or not, delete). The Board started its review of Section I at the work session January 26th.

The Board received the original set of policies from OSBA via their Dropbox account. They reviewed each policy, as follows.

IIAD, Student Publications/Productions. This policy was moved to **IGDB** and was discussed at the January work session. The accompanying AR was also moved to IGDB-AR.

IIAD, Special Interest Material. This is a new policy for LCSD, proposed by OSBA. It gives teachers the ability to use materials from non-educational sources and restricts the distribution of non-school related materials by students. Adopt.

IIBGA, Electronic Communications Systems. There is a need to better educate students about on-line safety. Superintendent Boynton noted he and other administrators are developing age appropriate lessons on internet safety (not part of the policy). Adopt.

IIBGA-AR. Electronic Communications Systems. Part of this AR addresses staff using their own devices to perform district business. For instance, if a teacher uses his/her own computer to do grades, the district would have the right to examine that computer. Staff are encouraged not to use their own devices in this manner. Technology staff are working to bring all computers to the same level.

The forms in IIBGA-AR are not current, but Mr. Belloni supplied OSBA with the correct forms. They will be updated to what we actually use. Adopt.

IIBGB, Web Pages. No substantive change was suggested for this policy. Mr. Belloni suggested removing numbers 5, 6 and 7 on page 3 of the policy as these directions are no longer current. The Board reached consensus to do so.

IIBGB (AR)(1). Internet Account Agreement Web Picture Publishing Student Permission Form. This is completed each year at registration by parents and students. Aaron provided our current (pink) form to Spencer at OSBA, which will continue to be used.

IIBGB (AR)(2). We will use the pink form noted above.

IIBGB-AR, Web Page Guidelines. This applies to student generated web pages. Recommendation to adopt, but remove page 3, which is the form.

IICA, Field Trips and Special Events. No change. Adopt.

IICA-AR (AR)(1), Student Field Trips. Discussion occurred around the part of the AR designating “100 mile radius of Portland.” Mr. Boynton noted crossing state lines, no matter by how far, would generate the same issues. One suggestion was to have it read “within 100 miles of the home school.”

This AR also designates the school board as approver of out of country field trips. Mr. Boynton reported he has had conversations with PACE (the district’s general liability insurance carrier), who told him if a trip is directly tied to a course, it might possibly be covered. If it is not, it wouldn’t be. He recommended the district not be in the international travel business.

Mr. Belloni will ask Spencer at OSBA to develop language around the fact that the board does not generally approve out of country travel.

Another part of the AR to be deleted is #1 on page 4-4, “Immediate Community as an Extension of the Classroom.” This is no longer done; each field trip is treated as a stand-alone, so that medical issues, parent permissions, etc. are all addressed. If there are recurring trips to the same location, another form must be completed. Adopt with changes.

IICA-AR (2) High School Activity Day. No change. Adopt.

IICC. Volunteers. An employee cannot volunteer to do their own job. This stipulation is contained in a new paragraph. Adopt.

IICC-AR, Community Volunteers. Under number 2, Recruitment, the Superintendent would like to have discretion to consider which volunteers may be allowed to volunteer, despite a prior criminal conviction. The superintendent would consider each on a case by case basis. Adopt with changes.

IJ, Counseling and Guidance Program. OSBA recommends deleting our current version and adopting Version 2, which Mr. Belloni agreed with if Reyna Mattson's notes are added. She suggested school counselors "coordinate" the completion of Personal Education Plans at the secondary level, rather than develop them themselves. Adopt with changes.

IJ-AR, Child Development Specialist. We do not do this; delete.

IK, Academic Achievement. This policy refers to grade level standards. C&I Administrator Betsy Wilcox reviewed the policy and suggested changing "at least four times a year" to "at least annually." She also suggested not adopting letter "c", which is bracketed language and can be skipped. Adopt with changes.

IKA, Grading and Reporting System. Title changed to add the word "Reporting." Addition to paragraph one due to a change in an OAR. Adopt.

IKA-AR, Classroom Subject/Grading Requirements. Mr. Belloni suggested changing the dissemination of written procedures to parents within the first two weeks of school, rather than the first week. Consensus to adopt.

IKAB, Student Progress Reports to Parents. OSBA's suggestion to delete this policy was accepted by the board. Much of the content of this policy is addressed in policy IK.

IKAD, Grade Reduction/Credit Denial. OSBA deleted a sentence in paragraph one, which Mr. Belloni agreed with. Mr. Boynton asked if this is a required policy and suggested that, if it is not, the policy be deleted. Mr. Belloni will follow up with Spencer Lewis at OSBA.

IKAD-AR. To be discussed with OSBA; if the policy is deleted, the AR would be as well.

IKE, Retention/Acceleration for Grades K-8. Required policy. Adopt.

IKE-AR, Retention/Promotion/Acceleration Grades K-8. Ms. Wilcox suggested removing Light's Retention Scale as a tool to evaluate a student's status, as it is no longer used. Adopt with changes.

IKF, Graduation Requirements. There are several elements of the policy that need work. Aaron will work with Spencer; it is on hold for now.

IKFA, Early Graduation. The board reached consensus to adopt this policy without the last, bracketed paragraph.

IKFB, Graduation Exercises. No change; adopt.

IL, Assessment Program. This policy was formerly called IFA, which was deleted in order to be replaced by IL. OK to adopt as.

INB, Studying Controversial Issues. OSBA added a paragraph defining controversial issues. OK to adopt as proposed.

INB-AR. Mr. Belloni will ask OSBA to add a sentence asking patrons to refer to Policy KL, Public Complaints.

ING, Animals in the District. The title changed from “Animals in the Classroom.” Adopt.

ING-AR. Animals in the District. Title change only. Adopt.

ING-AR(2), Service Animals in District Facilities. Delete district’s current version; use proposed from OSBA.

Section K/L, District/Community Relations.

KA/KAA, School/Community Relations Goals. No change; adopt.

KAB, Parental Rights. Legal references changed; adopt.

KAB-AR, Parental Rights. This policy applies to items such as the Healthy Teens survey. Legal references were updated. Adopt.

KB, Public Engagement and Communications. No change; adopt.

KBA, Public Records. No change; adopt.

KBA-AR, Public Records. Suggestion to delete current version and adopt one proposed by OSBA as it is more flexible. Requests for records would go to the Superintendent’s office first. Adopt.

KC, Community Involvement in Decision Making. No change; adopt.

KG, Community Use of District Facilities. Suggestion to delete Version 1 and adopt Version 3 from OSBA as it is more flexible and provides more latitude. Director of Secondary Education Eric Clendenin and Director of Business Services Julie Baldwin will review the policy and administrative rules to ensure costs and procedures are appropriate. **On hold.**

KG-AR, Community Use of District Facilities. This AR was slightly updated with the addition of one paragraph regarding access to school facilities by non-school affiliated groups, but the remainder of the AR was not addressed. Suggestion was made to ask Julie Baldwin and Eric Clendenin to review all versions for verbiage and cost. **On hold.**

KGC/GBK/JFCG, Prohibited Use, Possession, Sale or Distribution of tobacco Products and Inhalant Delivery Systems. This policy was previously revised in another section. Adopt.

KGF/EDC, Authorized Use of District Equipment and Materials. Already considered in Section E; adopt.

KGFA, Nondistrict Use of the District Instruction Media Center’s Materials and Equipment. OSBA suggests the intent of this policy be embedded with KG. Also, the district no longer has this structure (Instructional Media Center) in place.

KGFA-AR, Nondistrict Use of the District Instructional Media Center’s Materials and Equipment. Consensus reached to delete this AR.

KH, Public Gifts to the District. Suggestion to change the stipulation in the policy stating gifts of \$2,500 “shall not be permanently changed without the prior consent of the donor” to “the donor will be contacted as a courtesy.” Adopt.

KI, Public Solicitation in District Facilities. (Name changed from “Promotion of Community Service Activities”.) Suggestion to **combine with KJ**, Commercial Advertising/Merchandise Sales. Preference for Version 2. Remove the “sellers of travel services.”

KI/KJ-AR, Commercial Advertising/Merchandise Sales. This is not in current policy, but is much needed as questions arise constantly. Page 2-2, #2 should be changed to “Students will be discouraged from going door to door.” **On hold.**

KJ, Advertising in District Facilities. May be combined with KI, though KJ by itself may provide more clarity. **On hold.**

KJA, Materials Distribution. Not in current policy, but needed. If the material is from a for-profit organization, it cannot be distributed but may be displayed. This policy needs clarification; what about religious materials, Boy Scouts, etc.? Also, is it “distribution” if fliers are placed on a community table? **On hold.**

KK, Visitors to District Facilities. Spencer combined Versions 1 and 2 to: “The Board encourages parents and other district citizens to visit the school and classrooms to observe the work of students, teachers and other employees. Such visitations should be pre-arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students. Teachers’ work must not be impeded by interruption of visitors or by unreasonable demands on their time.” Adopt with changes.

KL, Public Complaints. Policy has been revised to include all of the different policies that may be used to address particular kinds of complaints (i.e., discrimination, sexual harassment, hazing, etc.) Complaints against the Board Chair would go to the Board Vice Chair. Adopt.

KL-AR, Public Complaints. A step will be added back in so the appropriate Director hears the complaint after the Principal and before the Superintendent. The biggest addition to the policy has to do with complaints against the board and the superintendent. Adopt.

KM, Interagency Relations. No change; adopt.

KM-AR, Interagency Relations. No longer relevant- delete.

KN, Police Investigations and Interviews. Added paragraph by OSBA; OK to adopt.

KN-AR, Policy Investigations and Interviews on Campus. The board, superintendent and Mr. Belloni all prefer the district's current version rather than the one proposed by OSBA. Mr. Belloni will also ask OSBA to add a sentence asking the police to complete a form.

KN-AR(2), Abuse of a Child Investigations Conducted on School Premises. This is a new, proposed form. Consensus to adopt.

KNA, Cooperation with Public Agencies. OSBA recommends deleting this policy; consensus to delete.

LBE, Public Charter Schools. Policy was reviewed by Susan Van Liew; no change. Adopt.

LBE-AR Public Charter Schools. Spencer Lewis distributed an updated version of this AR to Aaron Belloni and Laurie Urquhart when he last visited the district. There were a few legal additions added. Susan Van Liew reviewed; OK to adopt.

LGA, Compliance with Standards. No change; adopt.

LGA-AR (1) Public Appeals and Complaints about Alleged Violations of Standards. Adopt.

LGA-AR (2), Appeal to the State Superintendent for Alleged Standards Violation. Adopt.

The meeting was adjourned at 8:58 p.m.

Chairman

Superintendent