

LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors- Work Session
Tuesday, May 26, 2015- 6:30 p.m.
Newport High School
Newport, Oregon

Minutes

- PRESIDING:** Ron Beck, Acting Chairman
- Present:** Ron Beck, Acting Chairman; Kelley Ellis, Amanda Remund- Directors
- Also Present:** Steve Boynton, Superintendent; Aaron Belloni, Student Services Administrator; Laurie Urquhart, Secretary
- Excused:** Liz Martin, Chairman; Karen Bondley, Vice Chairman
- Handout-** Policy Summary, Section G (Personnel)

Call to Order- Establishment of a Quorum

Acting Chairman Ron Beck convened the meeting and called the session to order at 6:39 p.m. with a quorum of three board members present. Chairman Liz Martin and Vice Chairman Karen Bondley were excused from the meeting.

Policy Review- Section G, Personnel

Student Services Administrator Aaron Belloni prepared a “Policy Review” document for section G (Personnel), 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 received the original set of policies from OSBA along with the revised set under separate cover.

Board members reviewed the 24-page long Section G Review document. They considered each policy along with the staff recommendation. Board members reached consensus to accept the staff recommendations in most cases. Some in the “recommendation” column required Board consensus as to whether to retain/revise/delete the policy. Mr. Belloni also had questions on some policies. A list of those policies along with the Board’s consensus follows:

GBC, Conflict of Interest, Staff Ethics. Question regarding allowing employees in the same family not being assigned to the same building except with the Superintendent or designee’s approval. OK to adopt with this addition.

GBCA, Staff Dress and Grooming. LST members selected version 1, adding “All staff dress and grooming shall be appropriate and not disruptive to the educational process.”

GBD, Board- Staff Communications. This was to be discussed by the board; they reached consensus not to adopt this policy as the information is covered in Policy BG, Board-Staff Communications.

GBEB- Communicable Diseases. District Nurse Julie Turner and Safety Coordinator Sue Graves selected Version 2 from OSBA. Ebola was added as a school restrictable disease.

GBEBA, Staff- HIV, AIDS and HBV. Second to last sentence deleted, and last sentence added: "The district may develop policies and/or procedures on a case-by-case basis for rumor control, infection control and public relations/media."

GBEC, Drug-Free Workplace. Mr. Belloni checked with OSBA to see if smell could be added to the list of 'reasonable suspicion' items. It cannot be added as it will not stand up in court, per OSBA. The district nurses are working on a drug and alcohol awareness presentation that will be posted to the district website.

GBEC-AR, Drug-Free Workplace. Discussion occurred as to whether to leave the ARs as they are, or delete them because the information may be contained in an employee handbook. Aaron will check with Chelsi regarding which way to proceed.

GBED, Pre-Employment Drug Testing OR Medical Examinations/Drug Testing. OSBA recommends separating the fingerprinting portion of the policy from the medical exam portion. Mr. Boynton said the district currently does not have any positions for which a medical exam would be required, but the policy would allow it to occur if it was needed. Mr. Belloni will follow up with Human Resources Director Chelsi Sholty regarding who pays for drug tests (employee or district).

GBED-AR(1) Pre-Employment Drug Testing. The Board reached consensus to delete the AR since it is now covered in the policy and/or is covered by existing procedures.

GBED-AR(2). Pre-Employment Drug Testing Form. Recommendation to delete the form as procedures exist to deal with this.

GBEDA, Drug and Alcohol Testing, Transportation Personnel. Although we contract out transportation services, the board reached consensus to retain the policy as revised by OSBA. Director Beck noted he would like to see post-accident drug testing done on a driver driving a district vehicle.

GBEDA-AR, Drug and Alcohol Testing, Transportation Personnel. As requirements are prescribed by state statute and the district outsources busing, the board reached consensus to delete this AR.

GBH/JECAC- Child Custody Actions. Board reached consensus to adopt Version 3. This should help with situations that come up regularly at schools regarding custody issues.

GBH/JECAC-AR- Child Custody Actions. ARs proposed for deletion as the proposed policy covers most situations.

GBI- Gifts to District Personnel. OSBA recommends deleting Version 1 (current policy for LCSD). Director Ellis noted that the part of the policy dealing with gifts is also contained in the Conflict of Interest Policy (Staff Ethics, Policy GBC). Mr. Belloni will check with OSBA to see if the “gifts” language can be removed and the “solicitation” language retained.

GBJ- Weapons in the Schools. (This policy was added by Mr. Belloni; it was not included with the Board’s set of Section G policies). The policy prohibits employees from bringing dangerous weapons to school. After discussion, the board asked to have a procedure that would allow antique or historical weapons, weapons part of a hunter safety course, etc. to be brought to school by staff for classroom learning. Director Beck noted the School Resource Officer would need to be exempted from this requirement, as he/she would be a district employee in part.

GBM-AR(2) Staff Complaints. Board members asked that the word “staff” be added to the form.

GBN, Sexual Harassment. Board reached consensus to adopt version 2. It was determined that Chelsi Sholty is the Title IX coordinator for staff complaints, and Eric Clendenin for student complaints. Director Beck said the District must be sure it is training students to recognize sexual harassment.

GBN/JBA-AR, Sexual Harassment Complaint Procedure. A question was raised in Step 2 about the length of time listed in which to discuss a complaint with concerned parties (five days). Mr. Belloni will follow up with OSBA to see if this is state law or can be adjusted.

GBNA-AR, Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying- Staff. This AR simplifies the definition of cyberbullying. Step two of the complaint procedure lists five days as the length of time for staff to arrange meetings with concerned parties after learning of the complaint. Mr. Belloni will investigate whether this is a legal requirement, or if the time can be adjusted to a longer period.

GCAB, Personal Electronic Devices and Social Media- Staff. LST suggests changing language regarding texting students to “Texting individual students is strongly discouraged.”

GCBDA/GDBDA(AR)(5) and/or (7), FMLA/OMLA- Board members asked why the sample letters were part of the policy. Mr. Belloni will investigate.

GCBDB/GDBDB, Early Return to Work. Board members reached consensus to adopt the policy after the “Or,” suggested by OSBA.

GCBDB/GCBDB-AR. Board members asked that OSBA check to ensure the AR aligns with the version of the policy selected.

GCC/GDC, Recruitment/Hiring/Fingerprinting/Initial Employment. OSBA recommends deleting our current version of the policy and ARs, and replacing them with two different policies and one set of ARs: GCC, Recruitment of Licensed Staff; GCDA/GDDA, Criminal Records Checks/Fingerprinting, and ARS to match the second policy listed.

GCC/GDC-AR. Mr. Belloni will check to see if information in this AR is covered elsewhere. OSBA recommends deleting this.

GCDA/GDDA, and accompanying AR. Criminal Records Checks/Fingerprinting. Superintendent Boynton and the Board would like OSBA to examine this policy and administrative rules to examine if there is a way for undocumented parents to volunteer (while supervised) at their child's school. OSBA will also look into mitigating certain disqualifying events (i.e., an adult that committed a crime as a teen that does not reflect that person as an adult). Mr. Belloni will work with OSBA on this policy and ARs.

Several policies will be deleted in this section as they no longer apply or are used.

GCL-AR, Continuing Professional Development Program. Mr. Belloni needs to check with OSBA to ensure which version to use (note: after the meeting, OSBA advised using version 2, above the "or").

GCQB, Research Involving Human Subjects. Superintendent Boynton recommends deleting this policy as teachers are already trained in action research.

GCQBA, Copyrights and Patents. Superintendent Boynton would like Mr. Belloni to discuss this policy with attorneys and OSBA. He does not wish to remove innovation but encourage it. However, staff should not be able to profit from something created using district resources. The intellectual property (process; stays with whoever created it) must be separated from the tangible (product; stays with the district).

GD, Classified Staff Positions. Director of Human Resources Chelsi Sholty and Mr. Belloni prefer version 1. Confidential/Exempt employees need to be added to this policy.

GDIA, Notice of Employment. Remove "certified letter;" this is not current practice.

GDPD and GDPD-AR, Dismissal of Classified Employees. Director Ellis asked if it should change to "non-licensed staff." Mr. Belloni will check; he will also check with Director of Human Resources Chelsi Sholty.

The meeting was adjourned at 9:12 p.m.

Chairman

Superintendent