

Lowell School District

45 S. Moss St. ♦ Lowell, Oregon 97452 ♦ (541) 937-2105

Board of Director's Meeting

July 7, 2015

Professional Development Center

8:15 AM

AGENDA

The Lowell School Board encourages public input. Persons wishing to address the Board on school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comments" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time for individual agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, please complete a Public Comment Form and turn it in to the Assistant to the Superintendent. The Board requests complaints or charges against an employee be held in Executive Session. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing prior to the meeting.

1.0 OPENING OF PUBLIC SESSION—Professional Development Center

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Swearing in of newly elected Board Members by Mr. Chapman

1.3.1 Suzanne Kintzley

1.3.2 Mike Galvin

1.3.3 Dennis McCallum

1.4 Attendance:

___ Dennis McCallum

___ Suzanne Kintzley

___ Mike Galvin

___ Joyce Donnell

___ Jim Chapman

___ Walt Hanline, Ed. D., Superintendent

___ Kay Graham, Principal

___ Marisa Owsley, Student Body Representative

___ Michelle Stephens, Assistant to the Superintendent

1.5 Approval of Agenda – July 7, 2015

Recommended Action: Approval of Agenda

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

2.0 PUBLIC COMMENT

***Opportunity for Citizens to address items not on the Agenda. Persons wishing to address the Board on any school related issue not listed elsewhere on the agenda are invited to do so now. Board Members are*

limited, but not required, to give a brief response to public statements or questions regarding non-agenda items.

3.0 **ACTION DISCUSSION**

3.1 Approve the Lowell School Board Chair

Chair: _____

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

3.2 Approve the election of the Lowell School Board Vice-Chair

Vice-Chair: _____

MOTION: _____ 2nd: _____ AYES: _____ NOES: _____ ABSTAIN: _____

3.3 Approve the 2015-16 Board Calendar— (Attachment)

3.4 Designate the location of 2015-16 of Lowell School Board Meetings: Professional Development Center, Lundy Elementary

3.5 Designate the Lowell School District Chief Administrative Officer: Walt Hanline

3.6 Designate the Lowell School District Business Manager/Chief Financial Officer: Dave Standridge

3.7 Designate the Lowell School District Budget Officer(s): Walt Hanline, Dave Standridge

3.8 Designate the Custodian(s) of district funds: Walt Hanline, Kay Graham, Board Chair

3.9 Designate fidelity bond amounts and employees to be bonded : \$250,000 and all employees are bonded

3.10 Designate bank or banks as the depository of district funds: Banner Bank, Oregon State Treasury (Local Government Investment Pool)

3.11 Designate the Auditor for Lowell School District: Accuity, LLC

3.12 Designate the Legal counsel for Lowell School District: Hungerford Law Firm

3.13 Designate the Insurance Agent and Agency of record for the Lowell School District: WHA Insurance Agency Inc. – Tammy Fitch and Jake Stone

3.14 Designate the Newspaper of Record for official district notices: The Register Guard

3.15 Appoint the members of the Budget Committee

Budget Committee Members:

- 1. _____
- 2. _____
- 3. _____
- 4. Warren Weathers -- Term expires June 30, 2016
- 5. Kathy Hern – Term expires June 30, 2016

3.16 Establish daily rate of pay for substitute teachers: \$173.76 per day

3.17 Establish rent/lease payments for district owned property: \$750.00 per month

3.18 Establish mileage rate for travel in private vehicles on approved district business:
Board Policy BHD, DLC, DLC-AR/IRS Established rate (Attachment)

3.19 Designate district fees:

3.19.1 Use of facilities: Board Policy KG and KG-AR (Attachment)

3.19.1.1 Review/Adopt Board Policy KG-AR

3.19.2 Activity/sports participation: \$50.00 MS; \$75.00 HS

3.19.3 Meals: Adults: \$3.75; Lundy students: Free; Mt. View Academy, Lowell Jr & Sr. High: \$2.75

MOTION TO APPROVE ITEMS 3.3 THROUGH 3.19.3: _____ 2nd: _____ AYES: _____ NOES: _____

ABSTAIN: _____

4.0 ADJOURNMENT

Any documents that are public records and are provided attachments to public session items on this agenda are accessible to the public on the District’s Website, with the exception of documents provided at the time of the meeting. Documents that are public records, and are provided at the time of the meeting to a majority of the Board regarding a public session item, will be made available for public inspection upon request to the Superintendent’s Assistant.

Lowell School District 71

Code: **BHD**
Adopted: 10/12/87
Readopted: 3/17/14
Orig. Code(s): BHD

Board Member Compensation and Expense Reimbursement

In order to enhance the expertise, knowledge, training, background and effectiveness of Board members, the district encourages attendance at workshops, seminars, conferences, conventions and meetings, directly associated with public education. Members will be reimbursed from district budgeted funds for expenses incurred.

Reimbursements

Board members – Attendance at workshops, seminars, conferences, conventions and meetings will be limited by the total financial funds placed in the school budget. Board member attendance will be regulated as follows:

1. Reservations

Reservations will be made by the superintendent and, whenever possible, the district will be billed for registration fees, motel/hotel charges, materials costs and other related expenses directly associated with the activity.

2. Attendance

- a. In-state – No Board approval required.
- b. Out-of-state – Approval by majority of other Board members.

3. Financial Limitations

- a. Per diem for meals as established by the Board or state and federal law.
- b. Mileage for use of private vehicles will be reimbursed based on IRS mileage rate in effect at the time of use.
- c. Registration fee.
- d. Motel/hotel room charges.
- e. Material costs.
- f. Other related expenses.
- g. Alcohol related expense shall not be reimbursed.

4. Reimbursement Procedures

- a. Individual expenses incurred will be reimbursed to the Board member, by the superintendent, upon verification of expenses.
- b. Receipts must be submitted to the superintendent within one month of the conclusion of the activity and prior to the conclusion of the fiscal year, June 30.

5. Advanced Funding

There will be no advanced funding paid to any Board member.

6. Reports

Each member will present an oral or written report of the activity to the other Board members at the next Board meeting.

7. Entertainment Expenses

Expenses incurred by any Board member for entertainment will not be paid from district funds.

END OF POLICY

Legal Reference(s):

[ORS 244.020\(15\)](#)
[ORS 244.040\(1\)\(a\)](#)
[ORS 244.040\(2\)\(c\)](#)
[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 93A-1007 (Nov. 18, 1993).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 97A-1004 (Apr. 21, 1997).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Cross Reference(s):

BBAA - Individual Board Member's Authority and Responsibilities
BHB - Board Member Development
DLC - Expense Reimbursements

Lowell School District 71

Code: **DLC**
Adopted: 9/26/05
Readopted: 3/17/14
Orig. Code(s): DLC

Expense Reimbursements

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense reimbursement form as required by the superintendent or as delineated by collective bargaining agreements.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Board and/or the superintendent. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved.

Persons who travel at district expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between business expenditures and those for personal convenience.

The Board authorizes the superintendent to establish regulations controlling payment of vehicle allowances to employees for use of private vehicles in transaction of district business and reimbursement for educational meeting transportation and lodging costs.

The mileage rate, unless in a collective bargaining agreement, for travel by car will be set at the current IRS rate.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-1660](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

EEBB - Use of Private Vehicles for District Business

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct district business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of the district for damages resulting from vehicle accidents is not the same as set forth in the district's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.
3. All district employees operating private vehicles on approved district business are required to complete and maintain on file with the district verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required annually or prior to any district approval to conduct district business in a private vehicle. Employees are required to update their verification of vehicle liability information maintained on file with the district upon any change in the employee's vehicle insurance coverage.

Meals and Meetings

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. See Expense Reimbursement Request and Accounting Procedures below.
2. Expenses in excess of the district's established limit are ordinarily the responsibility of the employee and may be reimbursed only with superintendent approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel Advances

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds \$50. The travel advance may be requested by completing the form provided by the district.
2. The cost of commercial travel tickets will not be included in a cash advance request.
3. In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a district-provided credit card.
4. At least 15 working days are required for processing an advance check after the approved request is received by the business office.
5. Only one cash advance may be outstanding to any employee at any time.

Reservations, Commercial Carrier and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the district.

2. Each employee is responsible for making his/her own reservations by obtaining a purchase order number from the business office and furnishing that number to the local travel agency or commercial carrier.

Vehicle Rentals

1. Rental vehicles may be used only when use will effect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible.
2. Rental of a compact vehicle is recommended when suitable for approved district business because of the lower initial rate and the guaranteed rate.
3. Rental vehicles will be used only for official travel or in lieu of tax if or necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
4. Employees will be informed if the district carries the rental car endorsement as part of its insurance coverage. In the event the district does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.
4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.

4. Vacation or other personal leave may be taken in conjunction with approved district travel subject to the following:
 - a. Time delays related to approved district business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increase fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
 - e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the superintendent in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 10 working days of the conclusion of the trip.
 - a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 10 working days to the business office with the report.
 - b. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes.
 - a. Names of guests;
 - b. Organizations involved;
 - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchases of gas and oil which have been deducted from the rental charge by the rental agency must be included.

4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than 90 calendar days of incurring the expense. Reimbursement claims later than 90 calendar days of the expense will be denied.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. Meal expenses for approved district business travel purposes may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved district business purposes in which district business is conducted with at least one or more other persons or that is incurred on approved district business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.
7. In the event the total of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Lowell School District 71

Code: **KG**
Adopted: 3/15/00
Readopted: 5/19/14
Orig. Code(s): KG

Community Use of District Facilities

It is the policy of the district that school facilities shall be made available under capable and adult supervision, for community activities of an educational, recreational or civic nature. The district reserves the right to grant permission for building use and to deny any and all building use permits at its sole discretion.

Application must be filed on the regular Facility Use Application form which may be obtained from the principal or district office.

Meetings and activities for school purposes shall have precedence over all meeting and activities in the use of classrooms, gymnasiums, school kitchens, athletic fields and school grounds.

The serving or use of alcoholic beverages within the boundaries of school property is prohibited. Any patron becoming obnoxious or using profane language, or engaging in conduct which is not conducive to an educational atmosphere will be asked to leave. If said person should refuse to comply with such request, any school personnel, including the custodian, people in charge of meetings or any responsible person, may have the person removed. School authorities may request the presence of police or fire personnel at any meeting.

School facilities may be used by patrons only under the direct management of persons qualified to use and care for any equipment or apparatus contained therein; competent help to handle same shall be provided by those to whom the accommodation is granted. Damage to school facilities or district-owned equipment is the responsibility of the person to whom the accommodation is granted. Failure to clean the facilities after use may result in denial of future requests for use of district-owned facilities or equipment.

Groups using facilities will be classified as listed below with priority for use in the order listed:

1. Class I – School District Activities
 - a. School sponsored activities for students.
 - b. School sponsored activities for parents.
 - c. School related groups and organizations sponsored by the school.
2. Class II – Programs Provided to Patrons of District
 - a. Adult education classes sponsored by the district.
 - b. Parent and/or community organization sponsoring programs for youth of the district (scouts, summer activities, sports camps, etc.). If the program or organization requires district personnel to open or secure the facility, the program or organization will be charged according to Class III rates.
 - c. Community organizations of a civic or service nature.

3. Class III – Civic and Service Use **
 - a. Church sponsored activities.
 - b. County, city, state and federal agencies.
 - c. Local boards, commissions, etc.
 - d. Adult or youth education programs sponsored by educational institutions (University of Oregon, Lane Community College, etc.)
 - e. Adult groups residing in the district if no fees are charged to participants.

* Fees for a Class III organization’s money raising ventures for the organization’s own treasury or for private commercial gain will be charged at Class IV or Class V rates.
4. Class IV – Miscellaneous (Nonprofit Organizations, Out-of-District Groups, Profit-making Education Classes, etc.) **
 - a. Local nonprofit organizations collecting admissions fees or donations.
 - b. Out-of-District groups if no fees are charged.
 - c. Profit-making organizations if no fees or donations collected.
 - d. Adult or youth education classes sponsored by profit making individuals or organizations. (Dance, exercise classes, lectures, real estate classes, etc.)
5. Class V – Private Interest Groups **
6. Profit-making organizations charging admission fees. (See exceptions for adult and youth education classes, Item D, Class IV.) **

A deposit of \$50 will be required prior to using facilities.

** The superintendent can waive fees on a case by case basis.

General Rules

1. No one group will be allowed to use the same facility more than three times during a week for the same activity. If the facility is not being used, an exception to this statement could be made by the principal. If a group is granted use of a facility for more than the stated three days a week, the additional days may be curtailed if another group applies for use of the facility.
2. No group will be granted the use of any facility without the presence of a supervisor approved by the principal. The principal shall maintain a record of the name and phone number of the supervisor.
3. Facilities shall not be used for Class II, III, IV, or V activities unless a Facility Use Request form has been completed and permission granted by the appropriate principal.
4. The use of alcoholic beverages and illicit drugs on the school premises is illegal. Use in any form shall be prohibited on the school premises. Smoking will not be permitted except in areas designated by the principal.
5. Equipment and furniture, including pianos, shall be used and moved only with approval of the principal or his/her designee and shall not be removed from the premises.

6. Items of equipment such as audiovisual equipment, athletic equipment, chairs, bleachers, etc., will not be loaned nor rented for use off the school premises.
7. Buildings shall be closed at the time the custodians go off duty. The buildings may be used after the normal closing time only if an approved supervisor is present. This supervisor must be a district employee.
8. All school employees who supervise school facilities will be paid by the district. The district will be reimbursed by the user.
9. Any organization sponsoring the use of the buildings or grounds shall assume liability for any accidents that may occur upon the grounds or in the building during the times such facilities are in the use under its supervision.
10. The maximum number of people permitted in any school facility shall be restricted to its occupancy as indicated by the Fire Marshal.
11. The district reserves the right to require policy supervision at any event the administration deems necessary and to charge the user for that supervision.
12. All users of district facilities must comply with all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.
13. The building administrator or designated supervisor has the right to stop any activity at anytime if, in his/her judgment, there are violations of the rules or if the activity is deemed to be hazardous to personnel, buildings, equipment, etc.
14. School gymnasiums may be used for purposes and activities appropriate to the facilities. Gym shoes are required of participants in all active sports and games. Gym shoes are defined as shoes specifically designed for indoor sports and are not nor have been used as general footwear out of doors.
15. The user of outside facilities will be expected to provide for clean up of the grounds. Organizations not providing the necessary clean up will be charged for custodial wages plus payroll costs.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)
[ORS 332.107](#)
[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KGF/EDC - Authorized Use of District Equipment and Materials

Lowell School District 71

Code: **KG-AR** Revised/Reviewed: 3/15/00;
5/19/14; **7/7/15**

Orig. Code(s): KG

Use of District Facilities Fee Schedule **2015-16**

| Class | I | II | III | IV | V |
|---------------|-----------|-----------|--|--|--|
| Classroom | No Charge | No Charge | \$50 Custodial fees Open/Close Fees | \$100 Custodial fees Open/Close fees Utilities *Set up fee | \$100 Custodial fees Open/Close fees Utilities *Set up fee |
| Library | No Charge | No Charge | \$50 Custodial fees Open/Close Fees | \$100 Custodial fees Open/Close fees Utilities *Set up fee | \$100 Custodial fees Open/Close fees Utilities *Set up fee |
| Gymnasium | No Charge | No Charge | \$50 Custodial fees Open/Close Fees | \$150 Custodial fees Open/Close fees Utilities *Set up fee | \$150 Custodial fees Open/Close fees Utilities *Set up fee |
| Playing Field | No Charge | No Charge | \$50 Custodial fees Open/Close Fees | \$150 Custodial fees Open/Close fees Utilities *Set up fee | \$150 Custodial fees Open/Close fees Utilities *Set up fee |

All fees will be determined annually by the Board, according to current costs.

* If necessary and may include chairs, tables, sound system and other requested equipment.