



**LEBANON COMMUNITY SCHOOL DISTRICT  
BOARD MEETING  
AUGUST 13, 2020, 6:00 PM**

Zoom Meeting

## **MEETING MINUTES**

<b><u>BOARD MEMBERS PRESENT:</u></b>	<b><u>EXECUTIVE STAFF PRESENT:</u></b>
Tom Oliver, Chair	Bo Yates, Superintendent
Mike Martin, Vice Chair	Jennifer Meckley, Assistant Superintendent
Richard Borden	William Lewis, Business Director
Tammy Schilling	Kim Grousbeck, Human Resources Director
Todd Gestrin	Tami Volz, Director of School Improvement

The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

### **1. WELCOME AND CALL TO ORDER**

Board Chair Tom Oliver called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

### **2. AUDIENCE COMMENTS**

Chair Oliver read a public comment into the records that was submitted by Bonita Randklev and a copy of that is attached to these minutes.

Chair Oliver acknowledged the uncertainty that exists and added that the Board was there to support staff on this undertaking. He wanted everyone to know that the Board was there to support everyone in the district during this challenging time.

### **3. CALENDAR ADJUSTMENT**

Assistant Superintendent Jennifer Meckley mentioned that the Board had previously agreed to move the first week of school back to September 8<sup>th</sup>. She discussed that September 4<sup>th</sup> was currently a non-contract day on the adopted calendar. She is asking the Board to change the calendar to make September 4<sup>th</sup> a contract day for teachers. The union is in agreement with this change.

Upon motion made by Vice Chair Mike Martin, and duly seconded by Member Tammy Schilling, the Board voted unanimously to amend the 2020-21 school calendar to reflect September 4, 2020 as a contract day for staff.

### **4. COVID OPERATION PLAN**

Superintendent Yates wanted to establish with the Board that the district will be following the ODE guidance. He then mentioned all of the different protocols that had to be in place for COVID. He added that anxiety was high in the district and acknowledged that all of us were out

of our comfort zones. He mentioned that one thing that they want to have happen is for the district staff to feel supported. He said his team has been working hard with the union to put in mutually agreeable conditions.

He then shared the county and state metrics. The metrics have to be met three weeks in a row. The data is updated weekly and will come out on Fridays. It is also posted on the website. He mentioned that a big concern was the metrics for last week, as the number of cases jumped to 26 cases per 100,000. He added that Oregon did not meet the requirement for test positivity for the week, which is up as well. He added that the K-3 plan is focused on getting kids in school to help them learn. He mentioned that the metrics came out after the last board meeting. So as long as we keep meeting the requirements from the state, we can keep our K-3 in classrooms. He added that if we hit 30 cases per 100,000, then we would be starting online only, so we are currently very close to that number. When it is time to bring kids back, it will be in a staggered manner with bringing back K-5 after two weeks, the middle school at three weeks and then the high school at nine weeks.

Tami Volz then shared the operation plan for K-3. They will be in two groups, an AM and a PM group, Monday, Tuesday, Thursday, and Friday, with Wednesday being a day out for distance learning and deep cleaning. Grades 4-12 will be online with Canvas, the online learning platform the district is using.

Superintendent Yates then added that the middle school and high school were currently making traditional schedules, so that they can transition back easily with the schedules they have. He mentioned that athletics was going to be divided into three seasons, with September-December just being practices and trying to keep kids engaged. January and February will be winter sports. March and April will be spring sports. May and June will be fall sports.

Superintendent Yates then shared a preview video of Canvas. He added that the functionality in using Canvas was going to be outstanding.

Tami Volz shared that there are 46 teachers currently learning Canvas that will be teacher coaches, with 13 of them being Canvas experts. They will work with one of our district teachers, Evan Brammer, as he has used the program for a number of years. They have made sure that grading in Canvas will be streamlined with the ESD.

Assistant Superintendent Jennifer Meckley added that there are a lot of moving parts and that the team is currently creating modules. There will be some training during the soft start week of that August 28, and there will be many opportunities for students and parents to get up to speed for the start of the school year.

Vice Chair Mike Martin asked if we would be able to offer training on it before the soft start. He mentioned he had looked at it and felt the dashboard was not that easy to navigate.

Assistant Superintendent Meckley said that they could offer it as soon as it was ready, and could try to send it out early to give everyone a jumpstart.

Chair Oliver added that it would be helpful to see some examples of content and put it out there for parents to see. He felt that we were definitely on the right path.



There was then some discussion regarding Canvas and how it will look and work for teachers, students and parents.

Member Todd Gestrin brought up a concern that he has regarding credits and summer school. He asked if a student does not have the support of their parents, what the plan is for how the district will get them to earn credits for graduation. Superintendent Yates answered that the high school will be auditing grades and getting extra support for students who need it. He said that we will need to look at it long term as well.

Member Tammy Schilling asked if there was a part of Canvas that would have face time for the general student body, because it is much more effective and efficient. She said that Canvas was already providing what she has already in Pinnacle, so she wondered about face time. Assistant Superintendent Meckley answered that teachers will be live and teaching, and students will be able to log in and do live work.

Vice Chair Mike Martin asked about students uploading homework. Assistant Superintendent Meckley answered that they could upload a file, do a screenshot or do a video of answering the question. Vice Chair Martin then asked what age level the software was designed for. Assistant Superintendent Meckley answered that it was designed for K through adult. It just depended on how complicated you set it up, but that she felt kids figured things out pretty quickly.

There was then a discussion around what Canvas was designed to do and how teachers and students will utilize the program.

Member Todd Gestrin then brought up that he had been inundated with emails from employees and said that the instructors and educators are saying they are in the dark and that principals do not have answers for them. He is just asking why he would be getting these emails and who is responding to those. Superintendent Yates answered that he has been informing people of current information. He said that as soon as the district has the information, that they tried to get it out to the staff and to the Board. He added that we do not have a lot of answers to the questions, but they are working through them and working with the unions to get answers.

Member Tammy Schilling mentioned that a facts page is a good idea for information, even if the answer is not known. She said that maybe just having the information out there would help, even if there was no answer.

Chair Oliver added that staff is usually able to plan and we are able to tell them what is going on, but that we just do not have some of that information now.

Superintendent Yates added that we have just finished the operational book today and that it covers everything from custodial, food services and how a classroom will look. It covers a lot of information and has over 200 pages regarding protocols and how things will work. He is confident that we will have a model that is safe and well thought out for the safety of staff and students.

Member Todd Gestrin then asked about child care issues, if students will be in the morning or afternoon cohorts, and when those decisions will be made. Superintendent Yates answered that he has asked principals to look through their enrollment and determine the best way to divide students into cohorts. He thinks they will be divided by alpha, but will work with parents if that

does not work. Once registration is completed, then schools can let parents know information regarding cohorts.

Vice Chair Mike Martin asked about teacher evaluations and how that would be handled for online teaching. Assistant Superintendent Meckley answered that they had discussions with the association about what would need to be modified for online instruction. She shared the different domains that teachers were evaluated on and that administrators will have the ability to be present online when a teacher is teaching and perform observations virtually.

## **5. LCSD ORGANIZATIONAL CHART**

Business Director William Lewis shared the organizational chart that was presented. He mentioned that this was what we had last year and that it was a Title I requirement and is needed for compliance with the state.

Upon motion made by Member Richard Borden, and duly seconded by Vice Chair Mike Martin, the Board voted unanimously to approve the organizational chart as presented.

## **6. LBL ESD SERVICE PLAN ADDENDUM**

Superintendent Yates mentioned that there were some updates that needed to be approved in the service plan. Vice Chair Mike Martin asked if the ESD will be able to offer services with the same effectiveness, given our new operational plan. Superintendent Yates answered that he did not think they would, as he believes the ESD has incurred a cut in their funding. He feels that they have done a good job in supporting our district.

Upon motion made by Member Todd Gestrin, duly seconded by Member Richard Borden, the Board voted unanimously to approve the LBL ESD Service Plan addendum as presented.

## **7. CONSENT AGENDA**

### **A. July 23, 2020 Meeting Minutes**

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Richard Borden, the Board voted unanimously to approve the July 23, 2020 meeting minutes as presented.

### **B. Hiring**

Member Todd Gestrin indicated that he has a question about hiring a PE teacher at this stage, since we do not know how long it will be before we are back in the classroom. He asked why we would not want to save the money now and wait until we are back in the buildings.

Superintendent Yates answered that part of the operational plan at Lacombe School was to support students, as well as providing support for K-3 teachers. He indicated that the district will probably have a difficult time getting substitute teachers this year and that this position might be used for subbing. Chair Oliver clarified that it was a position that was built into the budget already and needed to be filled.



Upon motion made by Member Richard Borden, and duly seconded by Vice Chair Mike Martin, the Board voted unanimously to approve the hiring Eric Bickenstaff and Ryan Renner as presented.

## **8. DEPARTMENT REPORTS**

### **A. Operations**

Superintendent Yates shared the COVID Operational Safety Plan is in place and will be reviewed and constantly updated. He is trying to keep principals out of that and just support them by providing the plan and taking that off of their plates.

He added that the large freezer was currently going into the warehouse for food services and the installation was going well with that.

### **B. Human Resources**

HR Director Kim Grousbeck shared an update for Human Resources. She shared that staff are starting to receive their Work Share checks. They are in the middle of hiring and getting classified staff tested in areas that they need to be tested in, if they need to be tested, and also setting up systems to be successful with employees on registering their time, whether we are online or in the buildings.

Member Richard Borden asked if there was any feedback from the state on the rest of release of funds for staff on the Work Share Program. He has a concern regarding the time it has taken to get funds out to staff for the furlough days. Kim Grousbeck answered that she has been in continual contact with the state office regarding staff that had not been paid yet and helping to process claims. However, there is an issue with the waiting week not being paid yet and indicated that the state has made that a priority and they are trying to get that resolved statewide.

### **C. Finance**

Business Director William Lewis provided the financial report. He explained that the business office is working to wrap up 2019-20. There is currently not a lot of information to present for 2020-21 as there have not been many expenditures so far.

Member Todd Gestrin asked if we were in balance with all of the June 30 bank statements and William Lewis indicated that we were.

## **9. COMMUNICATION**

### **A. Board**

Member Todd Gestrin brought up emails that were going out to Board members and wondered if anyone is responding to them and acknowledging receipt of them. He was not looking for a detailed response, but just an acknowledging response. Chair Oliver answered that there was not a reason that he could not respond to those personally, or at least acknowledge their concerns. He mentioned that it was helpful to hear the different perspectives and get feedback from staff.

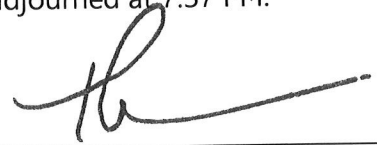
He added that he was pleased to see the positive comments from staff made on social media and supporting the district on that platform.

B. Superintendent

Superintendent Yates thanked the Board for their good work. He will continue to provide more information as we define what our processes will be. He added that we will take the information that has been provided and try to improve on our processes.

**10. ADJOURNMENT**

There being no further questions or comments, the meeting was adjourned at 7:37 PM.



Tom Oliver, Chair



Bo Yates, Superintendent



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DATE: August 13, 2020

TO: Board of Directors

FROM: Bonita Randklev

RE: Public Comment to the Board

School Board Members:

I am Bonita Randklev, and I am speaking to you all tonight as a teacher at Lebanon High School, and the Association President of Lebanon Education Association.

As you are all probably aware, anxieties are high as educators are preparing to go back to work in just over a week's time. Personally, going into this school year seems daunting, and it has not even begun yet. This is a challenge that I never imagined facing in my career, and I am sure that is true for all of the wonderful people I work with in the Lebanon Community School District.

Tonight, I ask the Board to afford Lebanon's educators as much time to prepare for the official student start of school as possible. Our K-3 educators, who based on the Governor's metrics may be teaching in a in-person hybrid model need time to learn and plan to implement ODE's health and safety protocols for their classrooms, work within their buildings administrator and peers to plan for the modified teaching model, and unfortunately plan for the potential that they may need to pivot to an online format. Our 4-12 educators need time to be trained on CANVAS, build digital courses on the platform, and be ready to assist students and families on accessing their education.

The more time we receive, the better off the students of Lebanon will be to receive the highest quality of education that we can give them.

Thank you for your time and consideration,

Bonita Randklev