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## **MEETING MINUTES**

<b><u>BOARD MEMBERS PRESENT:</u></b>	<b><u>EXECUTIVE STAFF PRESENT:</u></b>
Tom Oliver, Chair	Bo Yates, Superintendent
Richard Borden	Jennifer Meckley, Assistant Superintendent
Mike Martin	Kim Grousbeck, Human Resources Director
Todd Gestrin	William Lewis, Business Director
Tammy Schilling, Absent	Rachel Cannon, Director of Alternative Ed.

The meeting minutes were recorded by Executive Secretary Ruth Hopkins, as part of a Zoom meeting.

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

Chair Tom Oliver called the meeting to order at 6:16 PM and led the Pledge of Allegiance.

### **2. AUDIENCE COMMENTS**

Staff member Bonita Randklev submitted a statement for the Board, which was read into the record by Chair Tom Oliver.

Vice Chair Mike Martin added that he had talked to people in his neighborhood and have received positive comments from them regarding distance learning in our school district, and he felt everyone was doing a good job with it.

### **3. DISTANCE LEARNING OVERVIEW**

Superintendent Yates reviewed the timeline of the school closure by our district and the direction that has come from Governor Brown. He shared that the food service workers started right away serving meals, along with the Welcome Center and the Boys and Girls Club. He went through the timeline for developing the distance learning program and process in our district. We currently have 2000 Chrome Books checked out to our students. He said that it has been stressful, but not as stressful as some districts have had. He shared that he is grateful to have such a strong group of staff members that he works with and for the support of our school board.

Assistant Superintendent Meckley provided information on the development of the distance learning program for the district. She went through the teacher responsibilities and guideline for distance learning that was included in the information packet and is available online. She added that the office hours required were a little challenging. Some teachers were doing Zoom meetings, some are doing it through Class Dojo and other ways, and those are all going well. She then shared the plan on what teachers are doing with the students that they have not been able to make contact with and how contact attempts are being tracked.

For special education and 504 plans, the special education department is doing business as usual and having meetings and completing IEPs, which has been a challenge.

Vice Chair Mike Martin asked about AP classes. Assistant Superintendent Meckley said that AP classes have continued and that the College Board has completely changed their AP test process to allow students to take them home and use notes.

The biggest challenge is how students are going to be graded. The state has given the districts guidance for all grades as of now. Basically, we are using a pass or incomplete system, where if a student is 60 or above, they pass. If they are not or haven't participated, then they get an incomplete.

Vice Chair Martin also asked if students were short one or two credits, if they could make it up this summer. Assistant Superintendent Meckley said that was the plan to have summer school and offer credit recovery.

Chair Tom Oliver added that staff had been doing a great job in a completely different model. He asked if they were all holding up.

Assistant Superintendent Meckley said that principals have been in close contact with their staff and were trying to address issues as they come up. She said it had been a grieving process not having that connection with students.

Member Todd Gestrin asked about going outside of the scheduled hours to reach teachers if timelines do not work for a family, and what the alternative might be, and how do parents get in touch with the school if it is outside of the guidelines. Assistant Superintendent Meckley answered that staff was available by email for hours outside of those times offered. She also said that teachers are available 24/7 to parents with Class Dojo. She felt staff was accessible and responsive to parents most of the day.

Chair Tom Oliver added that, as a parent, he feels that everyone has gone out of their way to get information out to students and communicate.

Assistant Superintendent Meckley then provided an update for Seven Oak Middle Schools. She reported that they have been able to reach all but four of their students, and of those four, one had completed work but hasn't made contact. They are checking in with students for their well-being and for content as well. They are working with classified staff to make paper packets. Currently, they have issued 340 Chromebooks to students. Counselors have started a Spartan self care challenge to keep students connected. They are being creative and working through some of the challenges that come up.

Rachel Cannon then shared regarding Lebanon High School and Ralston Academy. The high school have been able to connect with all but 34 students. They have certified letters out to all 34 students, trying to communicate with families. The attendance team is also working on way to connect with those students. For Ralston Academy, they originally had four student that they had not been able to connect with and that is now down to two. They are going through the same process as the high school to try to reach out to those students.

Teachers are using Google Classroom and have regular office hours. They are providing printables for the students that need that.

Grading is currently a pass or incomplete. As of last week, there are 227 students who have graduated. There are currently 106 seniors who have not met graduation requirements. They are meeting with those students individually to create a graduation plan so that they are able to meet the graduation requirements.

Some successes that she shared were that they have send out congratulation letters to all 227 seniors who have graduated so far. The Gillott Team have provided signs for all of the seniors and they put together a parade to deliver those to all of our seniors, which went really well. The high school football field is also being lighted every Friday at 8:20pm for the seniors.

Superintendent Yates also brought up that there are currently a couple of dates that would be a possibility if graduation was not able to be held in June. There are a couple of dates in July that the high school will send out information regarding.

Tami Volz joined the meeting at 6:50 pm. She then provided an update on our elementary levels. She shared they had created a template early on for teaching the different grade levels. She said the pass/incomplete on grading will be a whole new topic, as well as attendance. She said that teachers were communicating with students and families through Class Dojo, Google Classroom and email. The ELL teacher has also been working to reach out to our ELL students. All students have been contacted and have a connection in some way, unless they don't want to sign up for Internet. She currently does not have a hard number for those that haven't been reached.

Superintendent Yates added that he wanted to be able to take what we have learned this year and see what we can apply to next year to continue to get better at what we are doing.

#### **4. FINANCIAL ADJUSTMENTS AND BUDGET IMPLICATIONS**

Superintendent Yates shared information regarding the budget process, current contract negotiations, Student Investment Account and Measure 98.

Currently, the information from state leadership is that the May 20<sup>th</sup> revenue forecast appears to be devastating. He shared that the district is trying to be as conservative as possible with staffing needs, but we are not going to be able to overstaff or support where we might have been able to do that before. We are trying to prepare for a significant decrease in the amount of state revenue we will receive. Therefore, we are trying to determine the best way to keep moving forward and meet the needs of our students the best that we can.

Member Gestrin asked if there was added expense with the change over to distance learning. Superintendent Yates said that we have actually been able to cut some of our operating costs, such as electricity and heating costs by shutting down the boilers early. There have not been substitutes, so that has been a huge savings. He feels that our budget will not have a negative hit for this school year as a result of the distance learning.

#### **5. SUMMER SUPPORT**

Superintendent Yates reviewed plans for summer support. Since there is not a known end to the current situation, it will be important to offer summer supports for our students to help them get caught up and move forward. There is not a definite plan for summer school at this time. It might end up being bigger and broader than originally plan. It is not an expensive program and we

should be able to use the same online support that we are currently using through the end of August.

## **6. MEASURE 98 AND STUDENT INVESTMENT ACCOUNT**

Superintendent Yates shared that the Measure 98 funds and the SIA funds will really be scrutinized and not as broad as they previously would have been. We are still hoping to keep class sizes down and will be concentrating on supporting core classes.

Assistant Superintendent Meckley added that the SIA application was submitted on time to the state, but that we have not heard anything back on it as of yet. She added that we are supposed to plan for decreases of 25 to 50% in that account.

There was some conversation around the projected funding and our district plans.

## **7. BUDGET PROCESS UPDATE**

Business Director William Lewis shared information regarding the budget process. He discussed the budget committee vacancy and asked for a motion to approve the posting for that vacancy.

Upon motion made by Member Todd Gestrin, duly seconded by Vice Chair Mike Martin, the Board voted unanimously to approve posting the declaration of the budget committee opening and the process as presented by Business Manager William Lewis.

Chair Tom Oliver asked about the budget committee meeting dates. William Lewis said that we have to have it completed by the June 11, 2020 board meeting where it goes for approval. He recommended that we move board meeting back and the budget committee meetings accordingly. It was decided that the June board meeting be rescheduled to June 25<sup>th</sup>, with the first budget committee meeting date changed to June 4<sup>th</sup> and second one to June 11<sup>th</sup>, with final approval of the budget on June 25<sup>th</sup>, 2020.

Upon motion made by Member Richard Borden, duly seconded by Member Todd Gestrin, the Board voted unanimously to approve the revised budget calendar.

## **8. PLAN OF ACTION FOR LCSD**

Business Director William Lewis then reviewed the Plan of Action that was provided in the board information and is available online. The Plan of Action for the audit findings is a document that needs to be submitted to the Secretary of State. The plan has already been implemented and the corrections have been made.

Upon motion made by Vice Chair Mike Martin, duly seconded by Todd Gestrin, the Board voted unanimously to approve the Plan of Action for LCSD as presented.

## **9. CONSTRUCTION EXCISE TAX RESOLUTION #1920-5**

Business Director William Lewis asked for approval of the contract with Lebanon to approve the construction excise tax.

Chair Tom Oliver asked if we needed to go through the same process with Linn County and William Lewis said that we did.

Member Gestrin mentioned that years ago when this was looked at before, that both city and county needed to be implemented at the same time. He wasn't sure if the information was still the same. William Lewis responded that he had not read that in the law, but he could check with our attorney to make sure that wasn't the case.

Chair Tom Oliver tabled the Construction Excise Tax Resolution until we have a contract in place from the City and information from the attorney regarding implementing both the city and the county excise taxes at the same time. It will come back to the board for approval before July 1, 2020.

## **10. CONSENT AGENDA:**

### **A. April 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 April 23, 2020 Board meeting minutes as presented.

### **B. Policies – Second Reading**

Upon motion made by Member Richard Borden, duly seconded by Vice Chair Mike Martin, the Board voted unanimously to approve policies GCA, JHCD/JHCDA and JHCD/JHCDA-AR as presented on second reading.

## **11. DEPARTMENT REPORTS**

### **A. Operations**

Superintendent Yates shared that food services has been serving over 1,500 meals a day. We gave some student who could not access the meals and the district has delivered those meals out to them. Angie Gorman and her team in the Nutrition Services Department have done a great job, along with our Transportation Department.

Our Technology Department has been doing a fantastic job with all of the extra work that has come up lately. There are only two people in the department and they do a great job and are very conscientious in what they do.

The Maintenance and Custodial Departments have been doing a great job getting all of the cleaning and extra work done, while making sure they follow all of the guidelines.

### **B. Human Resources**

Kim Grousbeck echoed everything that has been said about our staff. They have stepped up to the plate and been heroes in all of this, as well as the classified staff and transportation. Staff members are all eager to help in the work and have been willing to work outside of the scope of their normal job duties. We have an amazing staff in this district.

Chair Tom Oliver asked about hiring for next year. Kim Grousbeck said that there were some positions posted for the people who were leaving the district. There are some IAs for the

SIA fund. We are obtaining applications right now and the principals are looking through those.

**C. Finance**

Business Director William Lewis shared about the financial reports that were provided in the board information packet and are available online. He mentioned that the final school fund payments comes in three weeks. He said that we are going to look at a more conservative forecast.

**12. COMMUNICATION**

**A. Board**

Vice Chair Mike Martin shared that he is amazed at how well the whole district staff has really been measuring up to what they need to do. They are adjusting and doing well at it and he is proud of all of them.

Chair Tom Oliver echoed that same sentiment. He also expressed appreciation to parents of younger students who have been engaged, while maintaining work schedules and everything else that they need to do.

**B. Superintendent**

Superintendent Yates thanked the Board for their leadership and support. He also thanked the district leadership team, the principals, teachers and classified staff. The best things are being exhibited by everybody in our small community and it feels good to be a part of that.

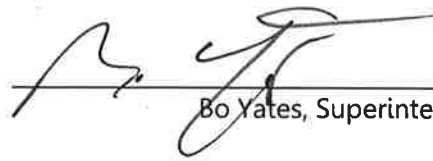
Chair Tom Oliver added regarding the funds that we are receiving from the Heatherington Foundation to aid in our distance learning. He expressed heartfelt appreciation to their support of our community.

**13. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:36 PM.



Tom Oliver, Chair



Bo Yates, Superintendent