



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

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## **MEETING MINUTES**

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

The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

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

Chair Tom Oliver called the meeting to order at 6:01 PM and led the Pledge of Allegiance.

The National Anthem by Pioneer School Choir, Lebanon High School Band performance and the AVID presentation have been postponed.

### **2. AUDIENCE COMMENTS**

No members of the audience requested an opportunity to address the Board.

### **3. ESP/DISTRICT MENTORING PROGRAM**

Laura Warren, Kim Grousbeck and Joy Huber presented to the Board on the district mentoring program. The district and classified union are working together on a professional development program. Kim Grousbeck went through the mentoring program, which is a partnership between two individuals, the mentor and the mentee. The mentee benefits from the program will be increased professional skills, improved interpersonal skills and identification of personal growth opportunities, greater career satisfaction, and enhanced ability to help students succeed. The mentor benefits are new perspectives on problem solving and improved interpersonal relationship skills, recognition as a trusted leader within our district, greater career satisfaction and enhanced ability to help students succeed at every level. The district benefits from having these career related skills and professionalism developed over time. This will help with retention and the program should be self-sustainable. They will be selecting mentors through an application process and training them, then they will connect new hires to a mentor. They will be given SMART goals and have ongoing meetings to measure achievement.

The target launch to learn about ESP mentoring is 4/22/20 at 5:00 pm at Riverview School. The roll out of the program and training of mentors will happen in August and it will continue year round.

Laura Warren shared that the NEA has provided training for the program. They have received a grant for \$1,500 and have applied for a \$20,000 grant from the NEA to get the program off the ground and to keep the program running. The program should eventually be self-sustaining by decreasing hiring.

Chair Oliver added that it was great to see the investment in the classified staff and asked what was needed from the district. Laura Warren shared that if they did not receive the \$20,000 grant, then they might need to ask for money from the district. Right now the need is flexibility and support with the staff to allow the program to happen.

Vice Chair Mike Martin asked if all staff would be trained. Kim Grousbeck indicated that all new classified would have a mentor attached to them as the district hired them. The mentors will be job specific.

Lebanon School District is a leader in the nation for this program and was the only west coast team to attend the NEA training in Washington, D.C.

#### **4. LHS UPDATE**

Principal Craig Swanson presented the LHS update to the Board and shared around the freshman success at the high school, which has become an item on the state report card. He shared that he meets regularly with the administration team at the high school to look at the freshman growth and presented data on the student grades as they were with six weeks left of semester one and the growth that was made. There were targeted areas that they were able to focus on for the end of semester one, which were the math and language arts grades. They looked at the ones that were failing and they were able to provide support to where all but three students were able to raise their grade to a passing grade. The freshman now have 86 percent of their cohort that are on track to graduate.

Chair Oliver asked what attendance for these students looked like and wondered if there was a correlation between the ones that weren't coming to class to the ones that had failing grades. Principal Swanson said that attendance was definitely a part of the conversation when looking at the grade trends. Chair Oliver asked if attendance information could be added to the data that was presented for the future and Principal Swanson said he would do that.

#### **5. 2018-19 LCSD AUDIT**

Business Director William Lewis shared that our auditing firm, Accuity, LLC, had notified him that due to the COVID-19 situation, they were not going to be in attendance tonight for the presentation of the 2018-19 audit findings. Chair Oliver asked if we had to accept the audit since the auditors were not able to present it. Lewis indicated that he would need to check their contract, but that there was an official resolution that will need to be provided to the Secretary of State that will need to be voted on as a response to the findings of the audit. Chair Oliver indicated that he would like to have the auditor present the report, if there was not a timeline that is involved, especially with the deficiencies that were given and he would like to have more conversation with them on those. Vice Chair Mike Martin and Member Richard Borden were in

agreement. Business Director William Lewis also agreed to have Accuity come back to present the audit.

Lewis then went over a few of the items of deficiencies that were found in the report. They found that Title I is a reimbursement grant, so we needed to pay first and ask for reimbursement later, and that process was not followed initially. Lewis said they had found that early and knew it was going to come up in the audit. He immediately took steps to rectify it once it was found. He further shared from the report that bank requisitions were behind and they have now been brought up to date. Those are now done within a month at this point. He also discussed incorrect coding and missing documentation. He continued that one of the deficiencies was in regards to contract law. The district has to follow certain requirements for dollar amounts of purchases that are allowed without getting three quotes. So if several purchase orders come through for the same project, the dollar amount is combined and if it is over \$10,000, then three quotes are needed. If it is over \$150,000, then it goes out for an RFP. The last item was violating local budget law by spending in excess of appropriations in the special revenue fund. He said there will be a quarterly review from now on to look at them and make sure they don't go over.

He will contact Accuity to arrange them to present the 2018-19 audit after the COVID-19 situation has passed.

## **6. CORONOVIRUS**

Superintendent Yates provided an update on COVID-19. At this point the district is trying to minimize exposure to kids. He explained that all after school activities have been shut down, except for high school sports practices. The OHA and the governor are guiding how we are handling the situation, so we are trying to see what happens and work with the government entities and follow the guidelines.

Superintendent Yates said that he has received communication from parents from both sides, those that are for and those that are against shutting the schools. He has talked with district supervisors to create a plan for sanitizing the school buildings. Chair Oliver added that the decision to stay open or to close the schools comes from OHA, ODE, Linn County Health and the governor. Superintendent Yates added that the direction he has right now is to stay open.

Superintendent Yates then shared the attendance numbers at the schools currently. He said the district was conscientious of staff that were at high risk, such as the sick, elderly or pregnant. There are also a lot of students that live with grandparents, and he would prefer they stay home at this point.

There was a discussion held around attendance numbers for staff and students, as well as long-term closure.

Superintendent Yates said that the intention right now is to remain in session up to spring break and come back after break, unless there is something that comes down from the state level. If staffing dropped to where we could not hold classes, then the Board is okay with district administration making the call to close the schools. Currently, the administration team at the district office is meeting every three hours to update on the rapidly changing situation, and trying to keep the staff and parents updated as well. Human Resources is looking at our more vulnerable staff and trying to keep them home. The school conferences that were scheduled are now not going to be held arena-style, but over the phone instead.

Chair Oliver asked if administrative staff had the ability to work from home, and Superintendent Yates indicated that they did.

(Chair Oliver called a five-minute recess at 7:01pm. Meeting was reconvened at 7:06 pm.)

## **7. SUPERINTENDENT'S RECOMMENDATIONS FOR RENEWAL AND NONRENEWAL**

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Richard Borden, the Board voted unanimously to approve the Superintendent's Recommendations for Renewal and Nonrenewal as presented.

## **8. 2020-21 CALENDAR ADOPTION**

Superintendent Yates presented the 2020-21 licensed staff calendar drafted by the calendar team. Chair Tom Oliver asked about having September 4, 2020 as a non-school day to give a four-day weekend for Labor Day, and that was agreed to. June 4, 2021 was added back in as a Strawberry Festival half-day.

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Richard Borden, the Board voted unanimously to approve the 2020-21 calendar as presented, with the two date changes that were agreed to.

## **9. SIA APPLICATION**

Assistant Superintendent Jennifer Meckley presented information regarding the Student Investment Account application that was included in the board packet for approval. She indicated that if the Board approved it, then it goes back out to the public for feedback, then to the state by April 15th.

Superintendent Yates reviewed the budget information that was included with the SIA application. They will increase the number of students they are able to have in the pre-k program. He shared that there would be 3 to 5 instructional assistants added to each school to help with the targeted early literacy goal for the elementary schools. They want class sizes to remain the same and increase behavior support. Summer school is also a part of the budget. At least half of the funding is targeted to go to the elementary schools, with the majority of it at the K-3 grade levels. At Seven Oak, he shared they are looking at adding a CTE teacher, as well as more instructional assistants. The Booster Club has also agreed to help with the funding if we put an age appropriate strength and conditioning area with the PE classroom.

At the district level, there will be help with our school assessment coordination and support, more translation support, and an engagement coordinator and grant support.

Assistant Superintendent Meckley added that they would like to add two mental health counselors. She would like to have someone oversee mental health and then have more mental health support out in all of the schools. There are currently several candidates. Member Mike Borden asked about school counselors. Assistant Superintendent Meckley shared that the school counselors are doing too much triage and not enough guidance counseling. They will build a plan that will indicate what mental health counselors do and school counselors do, and what is referred out.

Superintendent Yates added that we have community people who will be tied into this, so the people they add will have an investment in the community.

Other items that are a part of the SIA application are another special education teacher, trained instructional assistants, more bilingual support, more instruments for the music program, and benefits and insurance for the additional staff is included as well. The application total comes to \$3,074,992.

Sand Ridge Charter School has \$220,000 as the portion allotted to them, and they will do a summer school program and work on early literacy.

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Richard Borden, the Board voted unanimously to approve the Student Investment Account application as presented.

## **10. CONSTRUCTION EXCISE TAX**

Business Director William Lewis presented an update on the construction excise tax. He shared he had presented to the city council at their March 11, 2020 meeting. He asked to finalize the excise tax rate with the Board, and asked if it was going to be on new construction or on existing construction as well.

Chair Oliver indicated that his preference was to assess the tax on new construction only.

For the rate, William Lewis indicated that most districts look at it yearly, based on CPI. Chair Oliver would like to adjust it every year, based on CPI. Vice Chair Mike Martin said he would like to go with the \$1.25 rate, as a middle of the road tax to help support the schools. Chair Oliver confirmed that he was hearing the agreed upon rate to be \$1.25 on new construction only, to be adjusted every year.

Upon motion made by Member Richard Borden, duly seconded by Vice Chair Mike Martin, the Board voted unanimously to approve setting the construction excise tax at \$1.25 on new construction only.

## **11. CONSENT AGENDA:**

### **A. February 13, 2020 Minutes**

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Richard Borden, the Board voted unanimously to approve the February 13, 2020 Board meeting minutes as presented.

### **B. Hiring**

Upon motion made by Vice Chair Mike Martin, duly seconded by Member Richard Borden, the Board voted unanimously to approve the hiring of Tayo Mulholland as presented.

### **C. Policies – First Reading**

The Board approved the following policies be moved from first reading to second reading: GCA, JHCD/JHCDA, and JHCD/JHCDA-AR

## **D. Policies – Second Reading**

Upon motion made by Member Richard Borden, duly seconded by Vice Chair Mike Martin, the Board voted unanimously to approve policies BBF, BDDG, EDACB, EEF, GBA, GBEDA, GBEDA-AR, JEA, JEC and JGE as presented on second reading.

## **12. DEPARTMENT REPORTS**

### **A. Operations**

There was no report for operations.

### **B. Human Resources**

The coronavirus has effected hiring. The educator job fair in Portland has been cancelled. The district may add a certified job fair to the classified job fairs, which is the end of April and beginning of May. Job openings will continue to be posted on the website.

### **C. Finance**

Business Director William Lewis declined adding anything to the financial reports that were included as a part of the board packet and are available online.

## **13. COMMUNICATION**

### **A. Board**

Vice Chair Mike Martin shared about some happenings at Riverview School. Chair Oliver shared that he was pleased to see the Pioneer School AVID Showcase in the newspaper.

### **B. Superintendent**

Superintendent Yates shared that the superintendent evaluation needs to be done. The Board will start working on that.

## **14. AUDIENCE COMMENTS**

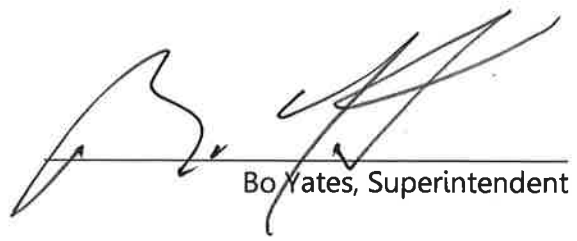
No members of the audience requested an opportunity to address the Board.

## **15. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:41 PM.



Tom Oliver, Chair



Bo Yates, Superintendent