

LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD REORGANIZATION MEETING  
July 17, 2018, 6:00 PM or Later

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

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## MEETING MINUTES

The following individuals were present:

Tom Oliver, Chair

Nick Brooks, Vice Chair

Richard Borden, Member

Michael Martin, Member

Tammy Schilling, Member

Bo Yates, Interim Superintendent

Linda Darling, Director, Business Services

Jennifer Meckley, Director, Human

Resources and Community Relations

Kim Grousbeck, Director of Classified and  
Employee Relations

The meeting minutes were recorded by Executive Secretary Maura Kwiatkowski.

### 1. WELCOME AND CALL TO ORDER

Chair Tom Oliver called the meeting to order at 7:15 PM.

Oliver requested the Board consider a motion to add 1) audience comments to the beginning of the agenda and 2) consideration of a stipend for the interim superintendent. Upon motion, duly seconded, the board unanimously approved the two additions to the agenda.

### 2. AUDIENCE COMMENTS

No members of the audience requested the opportunity to address the board.

### 3. ELECTION OF BOARD CHAIR FOR 2018-19

Richard Borden made a motion to elect Tom Oliver as Chair for 2018/19. The motion was seconded by Mike Martin and approved by the Board.

### 4. ELECTION OF BOARD VICE CHAIR FOR 2018-19

Martin made a motion to elect Nick Brooks as Vice Chair for 2018/19. The motion was seconded by Borden and approved by the Board.

## **5. RESOLUTION 1819-1, REPRESENTATIONS AND AUTHORIZATIONS**

Oliver advised the board that an organizational resolution was required at the start of each fiscal year. The purpose of the resolution is to define various organizational authorizations and designations.

Regarding Resolution Section N, School Board Meetings, Oliver asked the board to consider changing the August meeting date from the 14<sup>th</sup> to 7<sup>th</sup>. Upon motion, duly seconded, the board unanimously adopted Resolution 1819-1, with a change in the August meeting date to August 7, 2018.

## **6. AMENDED 2017-2019 CERTIFIED PERSONNEL COLLECTIVE BARGAINING AGREEMENT**

Lebanon Education Association (LEA) President Maureen Twomey addressed the board regarding the bargaining agreement. She reported that LEA's members voted the previous day to ratify the reopened agreement as modified. Upon motion, duly seconded, the board voted unanimously to ratify the Amended 2017-2019 Certified Personnel Collective Bargaining Agreement.

## **7. SUPERINTENDENT SEARCH AD HOC COMMITTEE PROCESS AND TIMELINE RECOMMENDATIONS**

Martin reported that those asked to serve on the ad hoc committee represented a broad range of district and community stakeholders. The committee held two meetings and engaged in open and constructive dialog about the recruitment process and desired qualities of the new superintendent.

Committee members Jason Pottorf, Kim Grousbeck and Tami Volz presented the committee's recommendation memorandum to the Board.

Brooks asked about the timeline, specifically the third-month activity of initial screening. Grousbeck indicated the recommendation is to retain a search consultant, and the consultant would perform the initial screening.

Oliver noted the timeline will become clearer when we have determined when the first month of the process will occur. The timeline should be structured so we attract the highest quality candidates, with the goal being to have the new superintendent in place before the start of the 2019/20 school year. The position posting will require a job description, and a draft form of contract should be developed. Oliver thanked the committee for its work.

Upon motion, duly seconded, the board voted unanimously to move forward with the process of selecting a search consultant.

## **8. CONTRACT DEVELOPMENT FOR FACILITY CONDITION ASSESSMENT, LONG-RANGE FACILITIES PLAN, AND SEISMIC ASSESSMENTS**

Darling presented her memorandum regarding facility-related assessment options. Two proposals were submitted and reviewed by several staff. Darling recommends moving forward toward a contract with Soderstrom Architects and would like to have a team, including two board members, assist with this process. Darling also discussed the various scope options available and noted that Soderstrom proposed a good range of minimum to maximum in their scope of services. She believes our goal falls somewhere in the middle.

Oliver noted that we budgeted to allow for a robust process. One issue for the board to consider is the timing and scope of seismic assessments. If we want to conduct seismics on more than two buildings, one approach could be to get the contracts in place and leave the seismic scope somewhat flexible, since not all of the seismic work needs to be done in the spending window required by the grant. Oliver would like to explore what longer term options are available before we conduct all of the seismic assessments.

Martin asked how much grant money is available. Darling advised \$25,000 is available for facility assessments, \$25,000 for seismic assessments, and \$20,000 for long-range facility planning. The district budgeted an additional \$150,000 to supplement this grant funding.

It was agreed two board members (Oliver and Brooks), along with Darling and Yates, will review scope and costs for the various assessments. Yates noted the district has already done a great deal of work on building history, maintenance plans, etc., which should be helpful to Soderstrom.

Upon motion, duly seconded, the board voted to direct staff to begin a contract development process with Soderstrom Architects as discussed.

## **9. CONTRACT FOR CERTIFIED AND CLASSIFIED SUBSTITUTE STAFFING**

Meckley indicated the district issued a Request for Proposals for Certified and Classified Substitute Staffing. Two proposals were received, and three reviewers scored the proposals. EDUStaff was the higher scoring respondent, and Meckley is requesting the board award the contract for substitute staffing to this firm.

Oliver asked whether legal counsel had reviewed the contract; Meckley indicated they had not. Oliver indicated he favored this process for substitute staffing. Motion was made and seconded to approve the contract, subject to legal counsel concurrence. Discussion followed.

Martin asked how the substitute process would work under this contract. Meckley indicated EDUStaff's home office is in Michigan, and they have consultants and recruiters in Oregon. The firm recruits, hires, trains and pays substitute staff. No changes would be required in the district's current system of requesting substitute staff for buildings. Substitutes will be paid bimonthly by EDUStaff. Existing substitutes will have a streamlined application process, since they have already been vetted by the district. Meckley advised that one positive for PERS retirees is that their EDUStaff hours do not count toward their hours cap. Meckley indicated the target "go live" date is October 1, and she will update the board on progress at the October 9 meeting.

Oliver noted there is some out-of-pocket cost, but he expects we will ultimately save on staff resources. Meckley confirmed this new process will save a great deal of Human Resources staff time.

The Board unanimously approved award of the Certified and Classified Substitute Staffing contract to EDUStaff effective July 18, 2018.

#### **10. 2018/19 SCHOOL YEAR PAID LUNCH PRICES**

Yates presented the recommended 2018/19 School Year Paid Lunch Prices, which reflect a \$0.25 increase across the board. Yates indicated the increase was necessary to defray a portion of rising costs and noted that with the new rates, the district would still have the second lowest paid lunch prices in the area.

Upon motion, duly seconded, the board voted unanimously to approve the 2018/19 School Year Paid Lunch Prices.

#### **11. 2018/19 EMPLOYEE REIMBURSEMENT RATES**

Darling presented the recommended Employee Reimbursement Rates for 2018/19. There were no recommended changes from 2017/18.

Upon motion, duly seconded, the board unanimously approved the 2018/19 Employee Reimbursement Rates.

#### **12. SECOND READING AND ADOPTION: POLICY JBB – EDUCATION EQUITY**

Meckley reminded the board the first reading of Policy JBB was conducted during the June 14 meeting; and pursuant to Oliver's request, the policy was reviewed by district legal counsel. Counsel recommended two minor word changes, which are reflected in the Second Reading version. Counsel had no concerns regarding district staff's recommended changes to the OSBA (Oregon School Board Association) document.

Upon motion, duly seconded, the board voted unanimously to adopt Policy JBB.

### 13. CONSENT AGENDA

A. Human Resources Director Stipend. Yates requested the board consider approve a stipend for Human Resources Director Jennifer Meckley in recognition of her assumption of shared responsibility of building administrator supervision. Yates will supervise the administrators at Seven Oak Middle School and Lebanon High School, and Meckley will supervise those at the K-5, K-6 and K-8 schools. The goal is to continue to move the district forward as the search for the new superintendent is conducted. This is a considerable addition to Meckley's workload, and she is effectively performing as an Assistant Superintendent. Yates indicated additional compensation is appropriate given the additional responsibility. Oliver agreed additional responsibility warrants additional compensation and suggested a \$10,000 stipend for Fiscal Year (FY) 2018/19. He further recommended the interim superintendent receive the same amount.

Upon motion, duly seconded, the board unanimously approved \$10,000 stipends for Yates and Meckley for FY 2018/19.

B. through D. Phase 2 Certified Staff Hiring for 2018/19, June 12, 2018 Meeting Minutes, and June 14, 2018 Meeting Minutes. Upon motion, duly seconded, the board unanimously approved Consent Agenda Items B through D.

### 14. DEPARTMENT REPORTS

A. Finance. Darling presented the July 2018 Finance Report. She advised the projected Ending Fund Balance is \$4,709,800. She also reported the district had received a federal forest fees (FFF) payment of \$150,000, which increased the Ending Fund Balance. Darling noted this is a sporadic type of revenue. For example, last year, the district received \$23,000 in FFF. In 2015/16, the FFF was nearly \$206,000.

B. Operations. Yates reported the internal roofing crew will save the district as much as \$300,000 over outsourcing the roof repair work. The crew is receiving good supervision from the company that would have otherwise performed the work. Custodial staff is on track to finish this summer's larger maintenance projects. The district hired a new maintenance worker for the land lab, who is gutting rooms, painting and doing outside cleanup. The gym bleachers have been replaced at the high school. (The wrestling team removed the old bleachers, which saved on the cost of the project.) The girls soccer and dance team have helped with landscaping efforts. The baseball and softball fields have been dug up in preparation for new turf, and a \$10,000 donation for this project was received today from Weyerhaeuser. Yates thanked Brooks for his and Weyerhaeuser's support. Yates noted the timber project has fallen behind because it has been difficult finding a party willing to take on a small job and to obtain three quotes.

C. Human Resources. Meckley reported that July and August are busy hiring months for the district. She also expressed appreciation to the board for the new contracts with certified and classified staff. A great deal of thought and effort was invested in developing the new rates. Meckley is currently working with LEA President Twomey on a teacher mentoring partnership program.

## 15. COMMUNICATION

A. Board. Oliver: read a letter from Dr. Russ and Mrs. Dawn McUne. The letter outlined the McUne's pledge to donate \$2,000 each year for the next 10 years to the Lebanon Schools Foundation. The funds are to be earmarked for \$500 mini-grants for teachers. Oliver expressed appreciation for the McUne's support of the district.

Brooks said that today he is excited about the future of the district. Ratifying the LEA contract communicates to the teachers they are valued. He expressed appreciation for Yates' comments about moving forward rather than waiting for next year. Brooks said he has frequently heard about behavior issues throughout the district and the need to hold students accountable so all students receive a quality education. The board must support staff on student behavior issues. Brooks also expressed appreciation for the McUne's donation.

B. Superintendent. Yates thanked the board for its commitment to staff as evidenced by ratification of the certified and classified contracts.

Yates reported that good things are happening in the district. Summer school skill development has begun at Seven Oak, and summer school credit recovery is underway at Lebanon High School. Moving forward, district staff is discussing future summer programming and how it will address skill development and behavior. Yates would like to have more dialog regarding the board's priorities. It is critical the district align resources and efforts to the common goal and to be intentional in our efforts. He encouraged board participation in this process.

Oliver indicated this will be a series of conversations, and the August 7 board meeting should include discussion devoted to goals, with clear direction for staff. The board should review the strategic plan process and discuss priorities. Oliver asked each board member and Yates to review the strategic plan document and present their priorities at the August 7 meeting. Board members received the strategic plan update on May 1, and it is posted on the district's website at (<http://lebanon.k12.or.us/media/2018/07/2017-19-Strategic-Plan.pdf>). Brooks said it is important the community provide feedback to board members.

Yates indicated the strategic plan should include the actions to be taken to achieve the goals of the plan. He would also like to have a process for staff to measure efforts on a continual basis using data such as test scores. He further suggested

the district conduct short surveys to gauge community satisfaction with the district's operations.

**16. AUDIENCE COMMENTS**

Tami Volz advised the board there was some confusion on the part of the ad hoc committee regarding the interim superintendent appointment. Martin reported that he had spoken with OSBA representatives, and the interim appointment would fall under Policy CI, Temporary Administrative Arrangements. Oliver acknowledged that some ambiguity exists between Policy CI and Policy CBB, Recruitment and Appointment of the Superintendent.

**17. ADJOURNMENT**

There being no further business before the board, the meeting was adjourned at 8:11 PM.



Tom Oliver, Chair



Bo Yates, Interim Superintendent