



**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
July 14, 2022, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

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

The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Mike Martin called the meeting to order at 6:04 PM and led the flag salute.

2. BOARD REORGANIZATION

A. Election of board chair – Richard Borden nominates Tom Oliver as board chair, Tammy Schilling seconds the vote. With no further discussion it is a unanimous vote. Tom Oliver then takes over as board chair for the remaining of the meeting.

B. Election of board vice chair – Mike Martin nominates Richard Borden as board vice chair. Tammy Schilling seconds the vote. With no further discussion it is a unanimous vote.

3. PUBLIC COMMENTS

No public comments were made.

4. 2022-23 LCSD BOARD MEETING SCHEDULE

Richard Borden moved the motion to approve the meeting schedule and Mike Martin seconds the motion. None apposed, making this a unanimous vote to approve the 2022-23 LCSD Board Meeting Schedule.

5. RESOLUTION 2223-1 REPRESENTATIONS AND AUTHORIZATIONS

Mike Martin states that there were not many changes that he saw, and that the 5 million dollars that can be borrowed is always a question. Mike questions what the circumstances are and that could happen with board notice and not authorization. Tom states that his understanding is that it is a cash flow line of credit type situation. Will clarifies that it is a cash flow situation, and that the school would not take out a 5 million dollar loan without coming to the board. Will also states that

May is a critical month for payroll, a lot of cash goes in and out at that point and this way the district can keep operations moving. Mike asks if the board has to approve it or if it is just a notification. Will states that how this reads is that the board is approving it now, and the district would notify at that time if it is needed, however Will assures the board that he would definitely bring something like that to the board months in advance if a situation was to arise. Tom asks about the auditor, if the name is being chosen. Tom asks if we went up for a RFP, Will adds that yes we did. Will also states that auditors are having the same employment struggle that we are, however he feels that the auditors are doing a great job, and he continues to take a critical lens, to be sure that they are doing the job that they need to do for the board of directors, and to be sure that we are in compliance with everything, especially on the federal side. Mike Martin then moved to approve, and Tammy Schilling seconds. With no further discussion and a unanimous vote it was voted to approve Resolution 2223-1 Representations and Authorizations.

6. SUMMER SCHOOL UPDATE

Ryan King, the summer school coordinator, addresses the board to speak about summer school and give some highlights for the weeks they have had so far. Ryan states that High School credit recovery is coming to a close, but they will be offering an online option for this as well. As of July 14th, 91 courses have been recovered by the high school students, with opportunity to continue this recovering online for the rest of the summer. Ryan also states that the summer school staff have all been exceptional and excellent to work with. He also explains that a weekly perfect attendance bonus was offered to staff and after calculating for the first 2 weeks they found that most if not all staff had perfect attendance, which was great in a planning aspect to have the staff you expect and great to be able to offer this to our staff as an incentive.

Ryan also provides an update from each administrative staff at the elementary and middle school levels. The elementary admin Ryan Luebke provides information of their curriculum and structure, and how they are incorporating fun and enjoyment as well. He also explains that they are receiving an abundance of positive feedback from students and parents, students are receiving music daily and they have also incorporated a Spanish language culture enrichment activity. Middle school admin Lisa Canaday provides that they are off to a great start in session 2, they have some great departments paired up together and creating some unique hands on activities. She notes the engagement and activity that each department is doing, and provides an example of the hands-on activities that they are providing and how students seem to be very engaged in these. She explains that the students are truly enjoying the activities, and especially for our 6th graders this is a great opportunity to get them used to the middle school environment and create comfortability. Ryan King adds information about the enrichment activities taking place and the partnership they have with the boys and girls club, several athletic programs, foreign language programs, sign language, and more. Ryan explains that his own daughter and son had been learning sign language at summer school and had gone home and worked on it further, even teaching one another what they had learned. Ryan feels that this really came full circle, and as a parent he appreciates the exposure to these opportunities that the students are being offered this summer.

Tom Oliver asks, of the students at LHS that needed credit recovery, what percentage participated in summer school. Ryan states that he does not have an exact number, he would need to find out how many were recruited that had the need and how many they saw. Ryan states that there are also students who are doing online only and their numbers are being tracked as well. Ryan states that he can work on getting those numbers, and Tom Oliver would be interested in seeing them. Bo Yates also adds that this was asked by both middle and high school as well to see this.

7. K-8 DATA – STAR / SBAC

Jennifer Meckley speaks about the data that is presented from the board packet for STAR and SBAC. Jennifer explains that STAR is a 2nd-8th grade assessment used to impact instruction for growth, she then explains the patterns on the data sheet showing student level, to district. She then explains that SBAC is the required state test, also noted that this is the first time we have had it since COVID, and it measures what students have learned and what they know for grade level standards. She also explains that the district does not have the ability to use this test as an instructional tool, but more so shows the health of our systems. She also states that this was a baseline year for the district, after 2 years of interrupted class time due to COVID. She states that overall, we are pleased with student growth, everyone worked through so many challenging times yet still had a lot of growth.

Bill Wittman, School Improvement and Federal Programs Director, also spoke about the STAR data report, with an emphasis on the baseline that Jennifer mentioned. Bill states that we had no expectations but some predictions, and this will now be what we are able to compare to year after year moving forward. He explains the across the board achievement for STAR and SBAC, and that for STAR specifically there was a tight spread with consistency on level 3 and 4 across the grade levels. He also explains that in level 1, students that need the most intervention, was also a pretty tight spread. Bill is curious with the number of students that need urgent intervention, how those numbers compare to the rest of the state.

Bill also explains SBAC and the state average for academic performance and the obstacles that get in the way. He explains how our child poverty rates and special education percentage of students compares to the rest of the state and how that could cause the district to perform less than the state, however this was not the case. The district performed higher than what statistically you would expect, making a pleasant surprise and setting a higher bar going forward.

8. 9-12 DATA – GRAD RATES / ON TRACK DATA

Jennifer Meckley also speaks about the high school data, she explains the data provided and the rates for each category. She explains how we expect a 79% grad rate this year but that could change with summer school as well. She also touches on the importance of the on track to graduate rates, showing that freshman students that were freshman during comprehensive distant learning were at 52%, and as of March 4th they made it up to 63% and then as of June 69%. Jennifer states that this shows significant increases and it is fantastic news, she also states that students and staff are working really hard and summer school is making a big impact. Bo Yates adds that what the district has done with our freshman is outstanding, he states that they are doing a good job of being intentional and working to get the students who lost a lot during COVID back on track. Mike Martin adds in that he would like to see the number at 90%, and Bo would really like to see that through and wants to have a critical eye on where we are at and how we are moving forward. Bo also asks for feedback from the board about how the data was presented, he would like to be consistent and asks for full transparency from the board on their thoughts.

Mike adds that the format is slightly different but that there is still growth and improvement. Tom adds as well that this shows a good snap shot, and that he is also curious about looking deeper about what this looks like for cohorts, IEPs vs not, and what these expectations would be. Bo adds that those are things that they have discussed, since there is a large number of students on IEPs the

district would like to see their growth and how that has an impact. Bo states that we can share that information if the board is interested. Tom Oliver also questions the data, if the district was to dial the dates back, what do those numbers look like and how closely do they go along with the actual grad rate. Mike Martin asks if we can invest more into the on-track group of freshmen, and Bo adds that we have extra resources going into our kids with early literacy and if we can keep them on track we think we have a good chance of them graduating. Bo explains that we are putting more funds towards our freshman, with opportunity to have teachers moving around so that the district can have teams that work together and get the students where they need to be.

Bo also states that we are hoping to take this and model it for next year with our sophomore class. Mike asks if this is a class that is coming through with a higher rate of students on track, and Bo explains that this is a COVID year of incoming students that have been in a struggling year. He says that this is intentional and we should expect to see higher numbers with that freshman group and all the way through, a product of providing programs that kids want to be a part of. Bill Wittman also adds that the district is focused on how to raise grad rates, and that there was a lot of enthusiasm on this topic of how to make systems and policy changes to really help the kids that are struggling. He states that there is a lot of high energy around this topic.

Tom Oliver also touches on the fact that the district is allocating resources based on where we can get the most results, and Bo states that we are trying to be as intentional as possible.

9. FACILITIES UPDATE

Bo explains that with the bonds that we did not get, the district is trying to be as responsible as we can. He explains that they are working towards saving enough for Lacombe and Seven Oak Schools, and that the high school will be a major bill.

Tom questions if there is some funding that is still available in CET, ESSR, ect.

Bo also explains what the plan for the district will be with Seven Oak, he explains that it became too expensive to do the initial plan but we are looking at alternatives. He also explains that they are excited to eventually bring all of the 6th grade students over to Seven Oak Middle School, and that we will add some details about this during the finance report as well.

Bo also goes over some safety that the district is working on with entry ways, as well as he shares that he will be attending a school safety conference this month as well. He goes into detail about standardizing a system for entry ways at all schools. Bo also explains what we are looking at for a camera system upgrade, he speaks about looking for ways to capture our servers, the district has an extremely capable system for that. He states that the district is looking for things that articulate together, and we do not want to get too far ahead until we find out what the best practice is. He also states that the district continues to work with the local police department to improve systems as well.

Photos are shown of the Kees St project that is under construction. Mike Martin adds that it is looking good, and Bo states that it will be a neat project and he is very thankful for the community that is working so hard on this. Bo and Tom agree that it would be interesting to give the students an opportunity to see the construction work and see what all went into the project before it gets to a finished point. Tom also asks if the district plans to sell off a couple lots as soon as they are ready, and Bo adds that we will come back to the board at that time and make sure it is sustainable and see where the market is at that point as well.

10. CONSENT AGENDA

Richard Borden motions to approve and Tammy Schilling seconds the motion. All in favor with a unanimous vote, the consent agenda made up of June 9, 2022 Board Meeting Minutes, first reading policy updates GBA-AR and GCBDA/GDBDA-AR(1), and new hires Brady Blatchley, Kaitlen Caruso, Jeremiah Erskine, Daniel Hartman, Alyssa Murree, and Anthony Potthoff is approved in its entirety.

11. DEPARTMENT REPORTS

A. Operations

Bo explains that the district has still been working through hiring bus drivers. He explains how the district may have to adjust and we may have to continue this but if we bring more drivers on we will make adjustments that make sense as well. He also explains that the district is looking into different ways of more individualized transportation for Lacombe and Hamilton Creek Schools, like a small van or bus, for after school programs so that they can also participate if they need transportation. Mike mentions that the state has the staff retention money, which turns to HR.

B. Human Resources

Kim Grousbeck explains how the district is receiving about \$483,000 from the house bill that was approved, and that we are looking at ways for staff recruitment, and specifically looking at adding time to classified staff in the afternoons so that they can ride the buses for staff that it would work for. Kim also explains how the district is looking at grow your own, meeting with universities to see the best way to go about this, and that we hope to have a process on this. Kim also explains the district is supporting teachers that need endorsements and staff that are interested in being teachers that need their bachelors or associate degrees. She also goes over the emergency subs that the state has allowed the district to hire, staff that have high school diplomas, and or classified staff that go through the classes have the opportunity to help as teacher subs as well. Kim confirms that this will go through this 22/23 school year as well.

Tom confirms that this additional funding is a one-time thing, so that the district would need to look into how to cover these things in the future as well. From Mikes question, Kim confirms that there are not strict guidelines to the funds outside of staff retention and recruitment. Tom questions what the tuition reimbursement is for classified staff that would like to be teachers, and Kim explains that at this time that is not offered for classified staff but they will look into this and hope to be able to put something in place for this. Tom also adds that if we are focusing on grow your own, it would be nice to offer the tuition reimbursements. Kim ensures that there are avenues for grants and such as well that the district is looking at, to sustain for the coming years the things that we will provide with the house bill funding this year.

Kim also gives details about the hiring they have done recently, hiring 32 licensed staff with 11 left to fill. Next they will get busy with hiring classified staff. She explains that lots of hiring and changes are occurring. Tammy questions how many bus drivers the district is short of. Kim states that we have 12, and we are currently hiring 2, possibly 3 more, and that we would need 19-20 total to operate. Bo adds that we did make it work last year

but that was with sacrificing by putting our mechanics and such out on buses. Bo and Kim touch on the fact that this is a nationwide issue and the district is trying to aggressively pursue this.

C. Finance

William Lewis explains to the board the updates that are occurring at the Kees St property, and provides some photos of the project and a rough draft of where they are at with it. Will explains that they will have more updates as they go, and goes over the draft budget for this as well. William also shows photos of the design of the Seven Oak project, explaining its basic but functional design layout with open floors, concrete, ect. Will next explains that for the budget for this project they are using ESSR, ESSR 2, and ESSR 3. He explains how this fits the alignment of mitigating the risks of COVID, because the district is providing something to enhance our systems by taking all 6th graders to middle school level and providing the additional space that is needed for that as well. Tom agrees with this idea and feels that since this is one-time money, it is smart to get something tangible that is going to last some time. Tom also states that though this is only at one facility, it is in fact impacting all facilities in some way. Tammy adds that it is in fact impacting all in town schools because it is providing more space for them.

William next speaks about district chrome books, he explains how a lot of significant damage has been associated with them and the district is looking at options to hold the community accountable for this incredible resource that we are providing them. The proposal that William gives is that the district would like to set up an opt in fee program, where if the family paid the opt in fee for chrome book technology at the start of the year and damage was made to the chrome book, the cost would be covered by this fee group. However, if the family did not opt into the fee option, they would be accountable for the damage. William feels that this is a way to get our community involved and hold the student body accountable. He also shows a cost analysis of replacement / fixing of the chrome books, and how the costs add up. Alisha Port, technology lead support specialist, also explains that the price per part is lower than what the actual cost is and the district can harvest what is still functional and can be resourceful with these things.

Mike questions whether the opt in would be optional, and if damage was to occur if there would be investigation as to if it was purposeful or not to hold people accountable. Will explains that this is just a presentation at this point, and Tom asks if there will be a policy made for this eventually. Will also explains that this would be district "assurance", not any actual insurance policy. Mike questions what the district predicts the participation would be, and asks how many are lost / destroyed each year. Will explains that there are a lot more being damaged than we would like to see, Alisha adds that there are 4,300 chrome books out to students / staff currently. Mike suggested if the district would get even 25% to opt in.

Tammy adds an idea that every student is required to pay a small, example \$5 fee, each year in lieu of the opt in amount that would be optional. Richard agrees with Tammy's idea because in relation to the amount of reduced lunch students that the district has, Richard worries that we would have a small portion of people paying the bills for all of those who don't / can't. Tom adds that he would be interested in seeing a model of each system to see whether the opt in or small required fee would make the most sense. Alisha provides

the amount of \$18,595 that was spent on repairs / replacements of chrome books. Will states that they will run both options and see how they look.

Mike suggests looking at offering text books online. As it is confirmed that we do, William also adds that we are a little low on our textbook account. Mike also asks if students are submitting their work online or in person. It is confirmed that both are occurring, however most recently during distance learning, their only option was to submit online.

Bo adds that we need to review as a district what our policies are as to who is taking them and what we are requiring. He would like to be more standardized on that. Bo also adds that it is important to teach the responsibility, the district finds that those that cause damage to the chrome books are ones that really do need to be able to utilize one. Mike adds that they are essential and the district needs to fund it some way, so we could ask parents to help. Will notes that the district will bring back some ideas.

William also brings to the board an update that they would like to make on the AR policy DLC-AR. The business office would like to update the language stating "Gratuity not to exceed 15% of the service", to "Gratuity not to exceed 18% of the service.". It is confirmed that since it is an AR, the district only requires notification to the board, there is no approval required. This change is satisfied by the board and district.

12. COMMUNICATION

A. Board

Nothing further to discuss.

B. Superintendent

Bo thanks Mike for being board chair during his time and states that there have been some challenging times and the district is grateful for his thoughtfulness. Mike adds that it has been an interesting year. Bo also adds that it is good to have Tom as board chair as well.

During Jen Zen, there are photos shown of summer school as well as the the AVID summer institute which 3 dozen staff attended and got to experience a great PD with learning strategies, collaboration, focusing on leadership, systems, and culture.

It is also updated that the business office is working on a new, more modern, payment system that will save families from making extra trips to schools and can easily make payments online.

Food services is also working hard to serve all meals to all sites and public places including libraries and parks. There have been 848 breakfasts and 2,196 lunches handed out – with great feedback from kids this summer.

13. AUDIENCE COMMENTS

No audience comments were made.

14. MEETING ADJOURNED

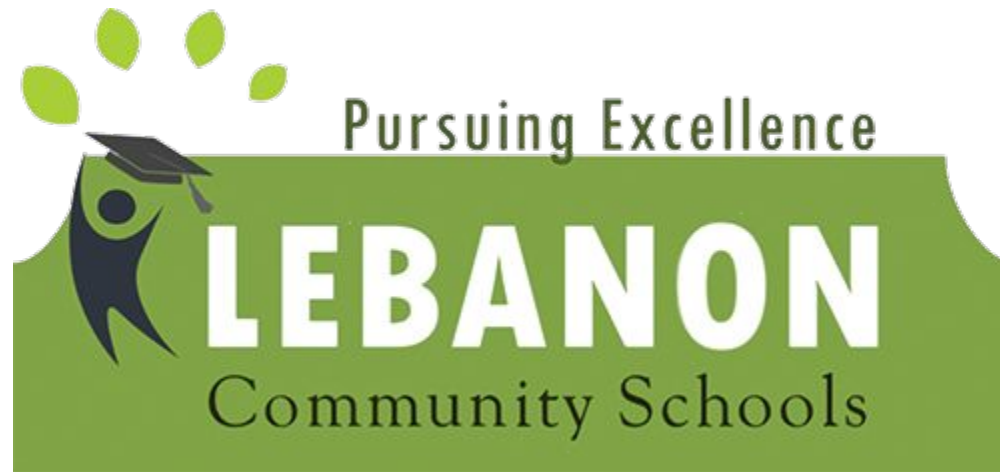
There being no further business before the Board, the meeting was adjourned at 7:30 PM.

A handwritten signature in black ink, appearing to be 'TO', written above a horizontal line.

Tom Oliver, Board Chair

A handwritten signature in black ink, appearing to be 'Bo Yates', written above a horizontal line.

Bo Yates, Superintendent



Kee's Street Update

- Wildish on site
- Main sewer and storm drains installed, started testing this week.
- Bioswale dug out
- Wet Spring-Not all areas of land are dry

Looking Down Kee's Street New Curb Cut



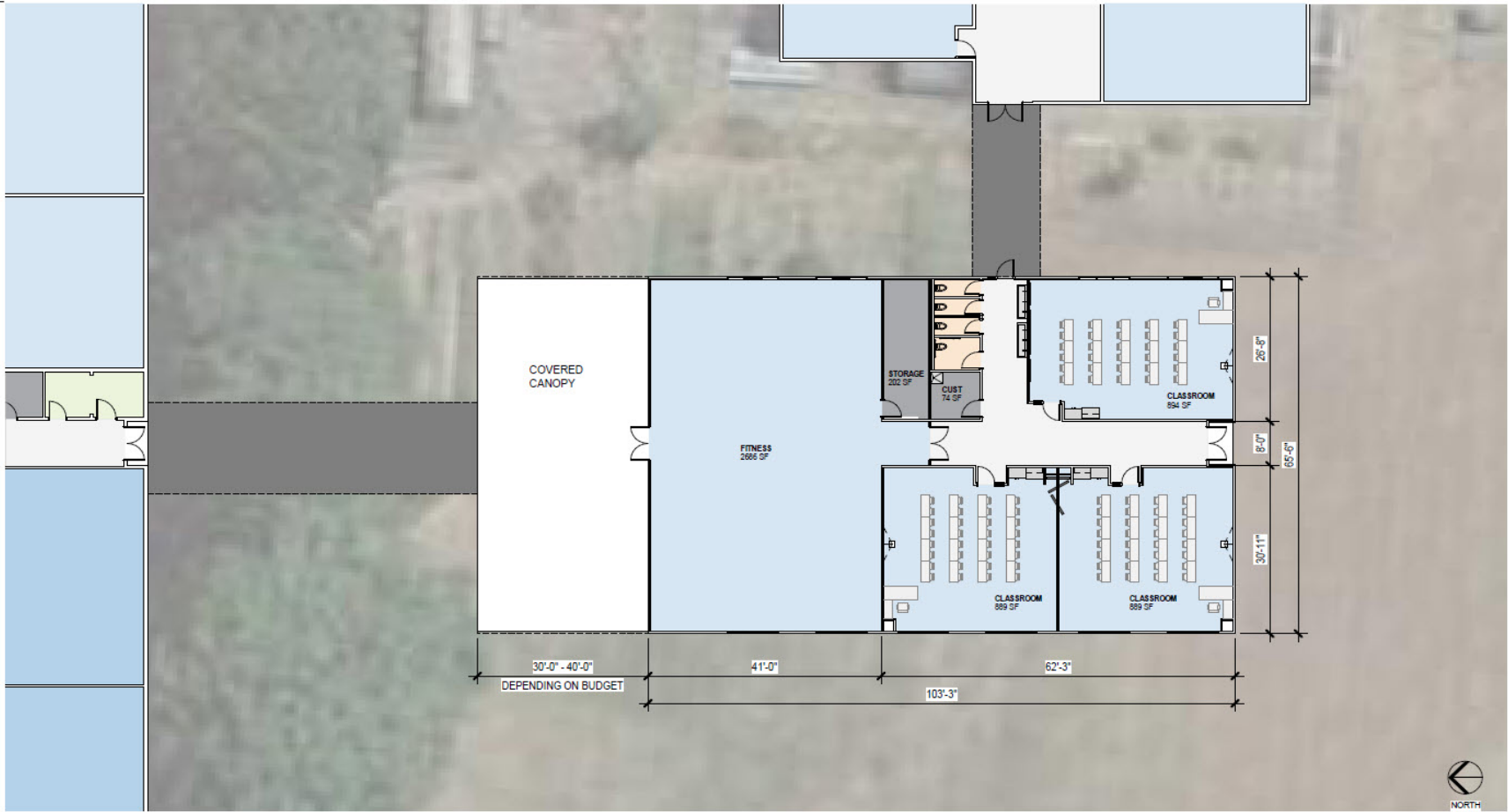
New Sewer Line Installed



New Bioswale



Seven Oak Update



Seven Oak Draft Budget

Soderstrom Architects



Client: Lebanon Community Schools
Project Name: Seven Oak Middle School Classroom Addition
Project Number: 21056
Print Date: 7.07.22

Cost Program: Option A

Interior Space	Gross SF	\$/SF	Costs
Classroom #1	894 SF	\$355/SF	\$ 317,370
Classroom #2	889 SF	\$355/SF	\$ 315,595
Classroom #3	889 SF	\$355/SF	\$ 315,595
Fitness Classroom	2,688 SF	\$355/SF	\$ 954,240
Restrooms	150 SF	\$355/SF	\$ 53,250
Custodial	74 SF	\$355/SF	\$ 26,270
Storage	202 SF	\$355/SF	\$ 71,710
Corridor	976 SF	\$355/SF	\$ 346,480
SUBTOTAL:	6,762 SF		\$ 2,400,510

Sitework	Size	\$/SF	Costs
Covered Canopy (30 feet wide)	1,950 SF	\$110/SF	\$ 214,500
Fire Sprinklers (assumed not req'd)	N/A	\$	-
Landscaping	Percentage	3%	\$ 72,015
Site Work (General)	Percentage	15%	\$ 360,077
			\$ 646,592

Construction Cost per Square Foot: \$451/SF
Subtotal - Building + Site: \$ 3,047,102
Soft Costs (30%): \$ 914,131

Estimated Total Project Costs: \$ 3,961,232

Exterior Design



Classroom Design



CTE Space



Soderstrom Architects

Chromebook 1 to 1



1:World Chromebook Equity Checkout (Grades 7-12)

The Chromebook Assurance Program is not mandatory but **highly** recommended. Annual assurance provides an inexpensive solution for families to lessen the financial burden if an accident or theft occurs. Responsible use policies for Chromebook use can be found in our [1:1 handbook](#).

Returning Students:

- Students with district **chromebooks** pay an annual fee or opt-out. **Lack of action prior to the second Thursday in October will be considered opt-out (current year).**

New Students:

- Pay Annual Assurance or opt-out to receive a Chromebook.

Students Leaving LCSD Schools:

- If a family leaves the district but does not return the Chromebook, they will be fined for the full replacement cost of \$150, and standard rules for restriction of records and transcripts would apply.

OPT-IN to Chromebook at Home Use Program

Fee: \$10 or \$20 annual fee per student (nonrefundable)

Scholarship requests available at your fee window.

Cut off date to Opt-in is the second Thursday in October.

Accidental Damages: \$0

After two accidental damages, parent/guardian will be responsible for the cost of repair. Loaner devices available during repair.

Not Covered: Intentional damage, neglect, loss without a copy of a police report.

\$20 Lost Chargers or Lost Case

Lost or Stolen: Must file a police report within 24 hours

1st Incident: \$75

2nd Incident: \$175

If the device is later recovered and in working condition, the fine will be refunded.

OPT-OUT of Chromebook at Home Use Program

Fee: \$0 AND this signed form

Lack of action prior to second Thursday in October will be considered an opt-out.

Damage Fees:

\$175 Full replacement

\$50 LCD, Keyboard, Touchpad, Charging Port, hinge cover, Bezel, Charger

\$20 Case

Lost or Stolen: \$175

If the device is later recovered and in working condition, the fine will be refunded.

New devices will not be issued until fines are paid.

Opt-OUT: Sign and return this form to school only if declining the Annual Assurance Program.

☐

I would like to decline participation in the Assurance program for the current school year.

I understand that I will be held financially responsible for the full cost of repair or replacement associated with any damaged, lost or stolen equipment. A fine will be placed on student accounts for the cost of replacing or repairing the equipment. Fines must be paid before issuing a replacement device.

Student Name (please print)

School Attending

Grade

Chromebook Assurance Program Highlights

- Ongoing cost of repairs for broken Chromebooks
 - Power Adapter Replacement \$29
 - HotSpot Replacement \$60
 - Keyboard/Trackpad Repair or Replacement \$55
 - Screen Replacement \$62.50
 - Top Casing/Housing Replacement \$50
 - Individual Key Replacement \$3 per key
 - Full Replacement \$110 -\$275 Depending on Model

The district would like to start a Chromebook insurance program

Request Change in Language of DLC-AR

- Employee Travel/Staff Expense Reimbursement Board Policy
- Currently has a Gratuity not to exceed 15% of the service. The district would like to update this to read not to exceed 18% of the service.

Jen's Zens: Just a Few Happy Stories from LCSD

July 2022 Edition

Intro: Since the June edition of Jen's Zens was lengthy—and since Ryan already presented about all the successes and neat experiences at summer school (some of which you'll see in the photos above)—this will be a brief overview of other great work going on by our staff.

AVID Summer Institute

About three dozen staff received really valuable professional development at the AVID Summer Institute at the end of June. AVID PD is some of the best offered, and what is fantastic about Summer Institute is not only the strategies and takeaways but the time to collaborate and plan with colleagues. AVID is more than instructional strategies—it focuses on the leadership, systems, and culture needed to make that instruction happen, so the conversations LCSD staff had there were big-picture ones that will move our students forward.

Business Department

What's exciting about the summer is that many departments who work year round can tackle projects that they simply don't have time to focus on during the school year. The Business Department is looking to update our online payment system to a modern version. This means that for families who need to pay any fees—for sports, activities, etc.—they can save themselves a trip to the school and take care of their business easily online.

Nutrition Services

Many of the staff who serve our students throughout the year are busy this summer continuing to serve kids ages 1 - 18 throughout our community. Because of federal waivers, we are allowed to serve at any site where there is youth activity. This means that aside from serving breakfast and lunch daily at our four summer school sites, there are meals offered at the public library and at local parks. (Check our website for days, times, and locations.) During the nine days they served meals in June, they handed out 884 breakfasts and 2,196 lunches. Some kids have even exclaimed, "Hey, this tastes so much like the food we have at school!" :)