



Santiam Travel Station

DISTRICT GOALS: Improve Student Achievement, K-3 Literacy, On-Time Graduation

MEETING AGENDA

1. WELCOME

- A. Call to Order
- B. Flag Salute

2. PUBLIC COMMENTS'

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

- 3. FOCUS AREAS / GOALS, pg. 3** **Action: Informational**
- 4. PRESCHOOL, pg. 6** **Action: Informational**
- 5. MENTAL HEALTH PROGRAM, pg. 8** **Action: Informational**
- 6. CONSENT AGENDA** **Action: Approval Requested**

- A. July 13, 2023 Board Meeting Minutes, pg. 10
- B. Policy Updates – First Reading, pg. 14

CODE	TITLE
FIRST READING	INFORMATIONAL
CC-AR	Organization Chart

C. Hiring:

NAME	POSITION	FTE	START DATE	END DATE
NEW HIRES 2023-24				
Rachel Brandt	Physical Education Teacher – Pioneer School	1.0	8/28/2023	
Kaitlen Brice	5th Grade Teacher – Hamilton Creek School	1.0	8/28/2023	
Timothy Hammett	1st Grade Teacher – Hamilton Creek School	1.0	8/28/2023	
Susan Kropp	English Language Learner Teacher – Hamilton Creek School	.40	8/28/2023	

Paige Uhlemeyer	Physical Education Teacher – Riverview School	1.0	8/28/2023	
NON-LICENSED CONTRACT				
Steven Prososki	Director of Business	1.0	8/14/2023	

7. DEPARTMENT REPORTS

Action: Informational

- A. Operations, pg. 18
 - 1. Construction Excise Tax Update and Recommendation
 - 2. Facility and Boundary Committee Request
- B. Human Resources
- C. Finance

8. COMMUNICATION

Action: Informational

- A. Board
- B. Superintendent
 - 1. Jen's Zens

9. PUBLIC COMMENTS¹

10. ADJOURNMENT

Upcoming meeting dates:

- September 7, 2023 Board Meeting at 6:00 PM
- October 12, 2023 Board Meeting at 6:00 PM
- November 9, 2023 Board Meeting at 6:00 PM
- December 7, 2023 Board Meeting at 6:00 PM

¹ The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Public Comments on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The language below discusses the Public Meetings Law and public participation in such meetings.

"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment.

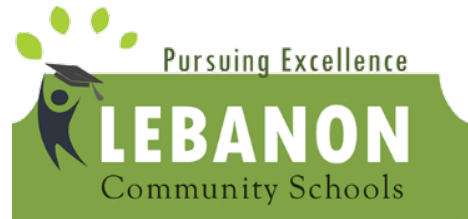
"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."

Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000

Agenda Item 3

Focus Areas/Goals

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Jennifer Meckley, Superintendent

Date: August 4, 2023 **Meeting Date:** August 10, 2023

Re: Focus Areas/Goals

Focus Areas/Goals

Board Members,

Our District Motto: **Pursuing Excellence for Every Student, Every Day.**

- Nothing this year is new; however, we will be more explicit and disciplined with framing our focus.
- We have improvements to make in every area.
- Student achievement is the priority, and there are many broad systems required to move our students forward—it is not based solely in the classroom.
- Each of those systems are supported—or should be, ideally, in some capacity by *all* stakeholders.
- These have been boiled down to five Focus Areas.
 - Focus Areas are a list of priorities that already guide our work, but now, we will be referring to and reflecting on them repeatedly as a means of holding ourselves and each other accountable.
 - We will have measures of success in each area.

How are we Pursuing Excellence? Through these **Focus Areas:**

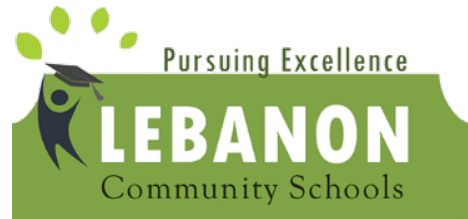
- **Academic Achievement**
 - *Academic: learning to remember, understand, apply, analyze, evaluate, and create*
 - *Achievement: reaching goals, improving, and growing*
- **Safety and Belonging**
 - *Safety: protected physically and psychologically*
 - *Belonging: students and staff accepted for their authentic selves*
- **Effective Facilities**
 - *Effective: safe, clean, and meeting consistent, modern standards*
 - *Facilities: learning and working environments and the planning, design, and operations thereof*

- **Financial Integrity**
 - *Financial: the stewardship and management of district funding*
 - *Integrity: honest, sound, unified, and internally consistent*
- **Community Connections**
 - *Community: people to whom our students go home and the organizations and agencies with whom we partner to support students and families*
 - *Connections: ways we invite others in, seek diverse voices, educate and provide resources, build relationships, and communicate*

Agenda Item 4

Preschool

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Jennifer Meckley, Superintendent

Date: August 4, 2023

Meeting Date: August 10, 2023

Re: Cascades Preschool

Cascades Preschool

Board Members,

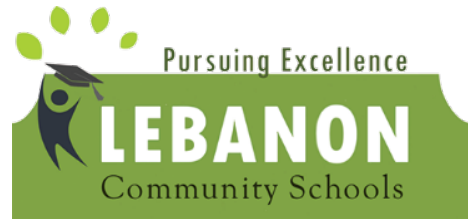
Due to a donation from the Heatherington Foundation, we are able to offer one class of preschool beginning this fall. We will house the preschool at Cascades Elementary because we have physical space that needs minimal adjustments to meet the needs of preschool students. In addition, the proximity to the high school will help us to begin and implement a course of study in childhood development.

We are partnering with the Linn Benton Lincoln Early Learning Hub in order to set ourselves up to apply for the Preschool Promise Grant in the next biennium.

Agenda Item 5

Mental Health Program

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Jennifer Meckley, Superintendent

Date: August 4, 2023

Meeting Date: August 10, 2023

Re: Mental Health Program

Mental Health Program

Board Members,

The mental health needs of our students grows every year. With our Student Success Act (SIA) funding, we have been able to employ two mental health therapists for the last two school years. While having therapists on staff has been very beneficial, two can just scratch the surface in meeting the needs of our students.

In order to develop a stronger program with more capacity, we hired a Mental Health Coordinator. The coordinator will develop efficiencies in our current program, collaborate with community partners, and facilitate the implementation of Medicaid billing in order to access funding to increase staffing.

Agenda Item 6

Consent Agenda

A. July 13, 2023 Board Meeting Minutes



Via Zoom

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair Clyde Rood, Member Melissa Baurer, Member Mike Martin, Member Nichole Piland, Member	<u>EXECUTIVE STAFF PRESENT:</u> Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer Kim Grousbeck, HR Director
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

1. WELCOME AND CALL TO ORDER

Board Chair Tom Oliver called the meeting to order at 6:03 PM and led the flag salute.

2. ACCEPTANCE OF LCSD SCHOOL BOARD ELECTIONS RESULTS

Nichole motions and Mike seconds the motion. All in favor with a unanimous vote, the board approves and accepts the LCSD School Board Elections Results.

3. BOARD MEMBER APPOINTMENT AND OATH OF OFFICE

A. ZONE 1

Newly elected board member, Melissa Baurer, reads aloud her oath of office.

B. ZONE 4

Newly elected board member, Clyde Rood, reads aloud his oath of office.

C. ZONE 5

Newly re-elected board member, Nichole Piland, reads aloud her oath of office.

4. BOARD REORGANIZATION

Nichole motions to vote Tom the Board Chair, and Mike as the Board Vice-Chair. Mike seconds the motion, and all in favor with a unanimous vote, the board elects Tom Oliver as Board Chair and Mike Martin as Board Vice-Chair for the 2023-24 school year.

5. PUBLIC COMMENTS

No public comments were made.

6. 2023-24 LCSD BOARD MEETING SCHEDULE

Mike motions to approve and Melissa seconds the motion. All in favor with a unanimous vote, the 2023-24 LCSD board meeting schedule is approved in its entirety.

7. RESOLUTION 2324-1 REPRESENTATIONS AND AUTHORIZATIONS

Nichole motions to approve and Mike seconds the motion. All in favor with a unanimous vote, resolution 2324-1 representations and authorizations is approved.

8. ADMINISTRATOR WORKING CONDITIONS

Jennifer speaks to the board regarding the working conditions that were shared with the board. The positions and salary schedule were cleaned up and updated, with the authorized COLA amount that classified received. No official language changes were made to the administrator working conditions.

Tom explains that this is an annual document that is reviewed, and this group of employees are not a part of either union. He reiterates that this document does not require board approval because the staff involved report to the superintendent for supervision. This is brought to the board as informational only.

No further discussion takes place.

9. CONSENT AGENDA

Tom requests to table policy BBB, for further clarification of the precincts. All are in favor.

Clyde motions to approve and Mike seconds the motion. All in favor with a unanimous vote, the consent agenda, minus second reading policy update, made up of the June 15, 2023 Board Meeting Minutes, March 9, 2023, May 18, 2023, and May 25, 2023 Budget Meeting Minutes, and 2023-24 new hires Catherine Carleski, Madeline Elliott, Brian Moore, Laura Stentz, and Janelle Swanson is approved in its entirety.

10. DEPARTMENT REPORTS

A. Operations

William speaks to the board regarding construction excise tax rates and information, as well as the ADHOC committee, the facilities and boundary committee, which would be considered a board related committee. William notes that he will be bringing back more information next month in relation to this.

B. Human Resources

Kim explains to the board that this time of year the primary focus for her department has been hiring, she notes that her team has been working diligently in the hiring process, to ensure staff are getting hired and paid as they should.

C. Finance

William discusses the process that the business department is working on at this point, in both fiscal years, the new and old year. He notes that they are moving forward with both budgets and things are looking well.

11. COMMUNICATION

A. Board

Mike relays to the board some damage he has noticed at the high school track area, to the grandstands and the marquis. He suggests working on the damaged items and chipped paint.

Tom welcomes the new board members.

B. Superintendent

Jennifer explains to the board the transition that the district has made to their new student information system, Synergy. She notes that it has been a big undertaking which may create some stress in the district's systems, and there will need to be patience with the staff as they work through the new system and trainings. She also notes that Synergy data is now live and any families who have not yet registered their students, will be registering in the new system.

Jennifer also explains the new efforts around cyber security. PACE provides an item to work on each year to lower rates and associated risk, and the focus this year is cyber security, which comes at a great time. She notes that the LBL ESD has hired 1 or 2 specialists surrounding cyber security as well. Jennifer explains that the district is completing a thorough assessment of risks, and the next step will be a multifactor authentication. She will continue to bring updates on securities and where the district can improve.

12. AUDIENCE COMMENTS

No audience comments were made.

13. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:26 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

Agenda Item 6

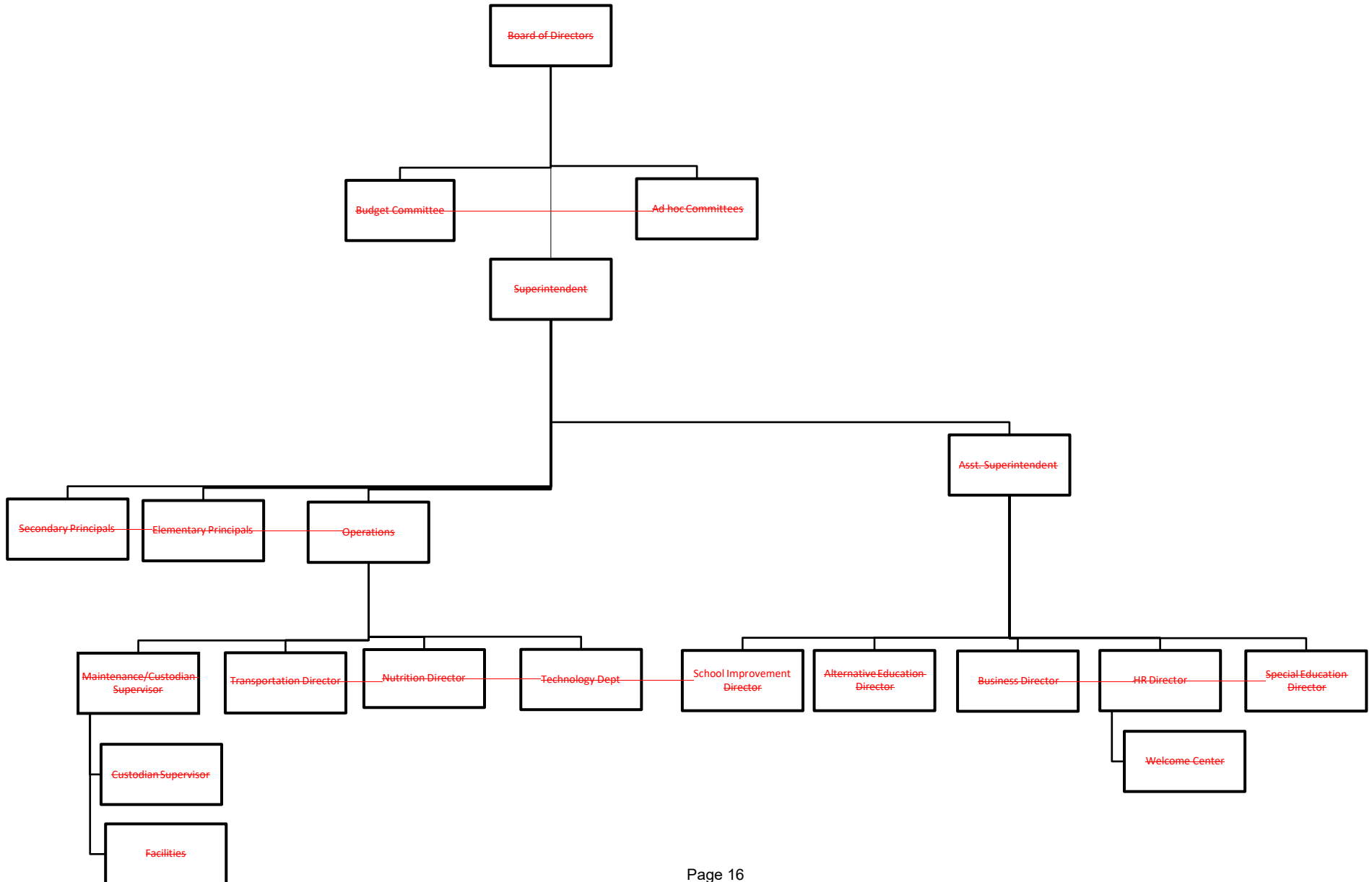
Consent Agenda

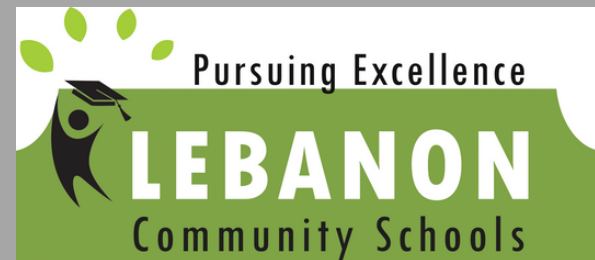
B. Policy Update – First Reading

August 2023 POLICY UPDATES – REVIEW AND RECOMMENDATIONS

Code	Title	OSBA Recommendation	DO Staff Lead(s)	Changes/DO Staff Comments	Recommended Adoption? (Yes/No)
CC-AR	Organization Chart	N/A	Jen	Update to LCSD Organizational Chart	Information Only

ORGANIZATION CHART





2023-2024 ORGANIZATIONAL CHART: DISTRICT LEADERSHIP

BOARD OF DIRECTORS
TOM OLIVER, MELISSA BAURER, MIKE MARTIN, NICHOLE PILAND, CLYDE ROOD

SUPERINTENDENT
JENNIFER MECKLEY

CHIEF OPERATIONS OFFICER
WILLIAM LEWIS, III

DIRECTOR OF CURRICULUM
BILL WITTMAN

DIRECTOR OF COMMUNICATION
SUSANNE STEFANI

**DIRECTOR OF ALTERNATIVE
EDUCATION**
BRANDON WEIST

SCHOOL PRINCIPALS

**DIRECTOR OF HUMAN
RESOURCES**
KIM GROUSBECK

**DIRECTOR OF SPECIAL
EDUCATION**
STEVE WOODCOCK

DIRECTOR OF BUSINESS
STEVEN PROSOSKI

DIRECTOR OF FACILITIES
BRYAN EILERS

DIRECTOR OF NUTRITION
ANGIE GORMAN

DIRECTORS OF TECHNOLOGY
ALISHA PORT & PETER
KLINGLER

**DIRECTOR OF
TRANSPORTATION**
MAGGI ESTES

Agenda Item 7

Department Reports
A. Operations

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: William H. Lewis III, Chief Operation Officer

Date: August 1, 2023

Meeting Date: August 10, 2023

Re: Operations Updates

Operations Report

Board Ad Hoc Study or Advisory Committee- To support the districts needs for effective facilities, Administration is asking the school board to help provide the district with clear direction statement (board charge) for a Board Ad Hoc Study Committee or a Board Advisory Committee. This committee would be designed to bring forward (to the school board) recommendations regarding facilities and boundaries for the next 20 years and beyond. I have attached policy BCE and BCF which describe the differences between the two committees. Based on these policies the school board will need to set the direction, member selection, time line, and parameters for this advisory committee.

Construction Excise Tax-Linn County and the City of Lebanon started collecting CET during the 2020-2021 school year. The annual collection amounts and rates are below.

Construction Excise Tax			
		Residential Rate	Non-Residential
2022-23	\$247,142.79	1.25	0.62
2021-22	\$446,454.75	1.25	0.62
2020-21	\$80,731.83	1.25	0.62
Total	\$774,329.37		

The Oregon Department of Revenue sets the residential and non-residential tax rates limits by fiscal year. In 2023-24 the Residential rate will increase to 1.56 and the non-residential rate will increase to .78. Administration would like to see if the Lebanon School Board would like to increase the current rate all the way up to matching the current rate. For reference the residential rate was 1.39 and the non-residential rate was .69 in 2020-2021. The request is to open a discussion on the topic.

Lebanon Community Schools

Code: **BCE**
Adopted: 6/16/09
Readopted: 2/4/10
Orig. Code(s): BCE

Board Ad Hoc Study Committees

In an effort to increase communications with the public and to provide for citizen involvement, the Board may appoint ad hoc study committees to advise the Board on matters of interest. Ad hoc Board study committees will be appointed for temporary examination of a particular area. The budget committee and advisory (standing) committees are not addressed in this policy.

Committee Direction

The Board shall give clear directions to any committee it appoints. The Board chair will give a succinct summary committee direction statement to the appointed committee, which shall be recorded in the official Board minutes.

Committee Member Selection

The Board shall determine a minimum and maximum number of members. The desire of the Board to determine the composition of the committee with regard to representation from different district groups should be determined at the Board meeting at the time the committee is established. All committees of the Board will have a district administrator as a member of that committee to act as an advisor in their duties. Board representation on the committee is required, but shall not involve more than two members.

Committee Time Line

The Board, at the time of creation, will establish a timeline for the newly created committee. No study committee shall continue functioning beyond twelve months from the date of creation without the Board's reconfirmation at an official Board meeting.

Parameters of the Committee

The Board, at the meeting which the committee is created, will establish guidelines appropriate for the newly created committee. Guidelines should speak to the ability of the committee to expend district funds, to use district staff time to assist in their performance and other appropriate limits.

Committee Officers

The committee will select a chair and recorder.

Meeting Schedule Announcement

Meetings of a committee shall be open to the public and notice of meetings shall be provided to the news media and posted at least twenty-four hours in advance of any meeting.

Meeting Minutes

Committees shall record minutes of all meetings with distribution to all Board members and requesting members of the community.

Scope of Responsibility

The Board’s responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an ad hoc study committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)
[ORS 332.045](#)

[ORS 332.105](#)

Cross Reference(s):

BCF - Advisory Committees to the Board

Advisory Committees to the Board

To increase communications with the public and to provide for citizen involvement, the Board may appoint advisory committees to advise them on specific matters. Board advisory committees will be standing committees with continuing existence unless terminated by the Board. The budget committee and Board AD HOC Study committees are not addressed in this policy.

Committee Direction

The Board shall provide clear directions to any advisory committee at the time of creation. The Board chair will give a succinct summary committee direction statement for the appointed committee, which shall be recorded in the official Board minutes.

Committee Member Selection

The Board shall determine a minimum and maximum number of members. The desire of the Board to determine the composition of the committee with regard to representation from different groups should be determined at the Board meeting at the time the committee is established. All committees of the Board will have a district administrator as a member of that committee to act as an advisor in their duties. Board representation on the committee is not required.

At the time of the original Board appointment, membership will be equally distributed to one, two and three year terms. Annually, after July 1 of each year, appointment to open positions will be confirmed by the Board.

Committee Timeline

The Board, at the time of creation, will establish guidelines for committee meeting frequency and direction for Board reports.

Parameters of the Committee

The Board, at the meeting which the committee is created, will establish guidelines appropriate for the newly created committee. Guidelines should speak to the ability of the committee to expend district funds, to use district staff time to assist in their performance and other appropriate limits.

Committee Officers

The committee members shall annually select a chairman and recorder from the membership.

Meeting Schedule Announcement

Meetings of a committee shall be open to the public and notice of meetings shall be provided to the news media and posted at least 24 hours in advance of any meeting.

Meeting Minutes

Committees shall record minutes of all meetings with distribution to all Board members and requesting members of the community.

Scope of Responsibility

The Board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)

[ORS 192.630](#)

[ORS 294.336](#)

[ORS 329.704](#)

[ORS 332.107](#)

OR. DEPT OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL (2003).