



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<sup>1</sup>**

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. ACADEMIC DATA, pg. 3** **Action: Informational**

**4. RE-ADOPT RESOLUTION 2324-1 REPRESENTATIONS AND AUTHORIZATIONS, pg. 8**  
**Action: Approval Req.**

**5. PROJECTED ENROLLMENT NUMBERS 2023-24, pg. 13** **Action: Informational**

**6. CONSENT AGENDA** **Action: Approval Requested**

A. August 10, 2023 Board Meeting Minutes, pg. 15

B. Hiring:

NAME	POSITION	FTE	START DATE	END DATE
<b>NEW HIRES 2023-24</b>				
Robyn Bailey	4 <sup>th</sup> Grade Teacher – Green Acres School	1.0	8/28/2023	
Jack Dannen	Mathematics Teacher – Seven Oak Middle School	1.0	8/28/2023	
Amanda Gaskey	Preschool Teacher – Cascades School	1.0	8/28/2023	
Caila Woldeit	Counselor – Lacombe School	1.0	8/28/2023	
<b>TEMPORARY</b>				
Aryn Williams	Temporary 2 <sup>nd</sup> Grade Teacher – Cascades School	1.0	8/28/2023	11/3/2023
		1.0	8/28/2023	

<b>NON-LICENSED CONTRACT</b>				
Sandi Cox	Mental Health Coordinator	1.0	8/8/2023	

**7. DEPARTMENT REPORTS**

**Action: Informational**

- A. Operations
  - 1. Operations Report, pg. 21
- B. Human Resources
- C. Finance
  - 1. Financial Reports, pg. 27

**8. COMMUNICATION**

**Action: Informational**

- A. Board
- B. Superintendent
  - 1. Kindergarten Health Screening
  - 2. Jen's Zens

**9. PUBLIC COMMENTS<sup>1</sup>**

**10. ADJOURNMENT**

Upcoming meeting dates:

- 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

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<sup>1</sup> 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.*

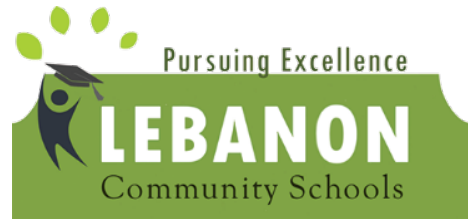
*"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies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

Academic Data

# BOARD MEMORANDUM



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

**From:** Bill Wittman, Curriculum Director

**Date:** September 1, 2023

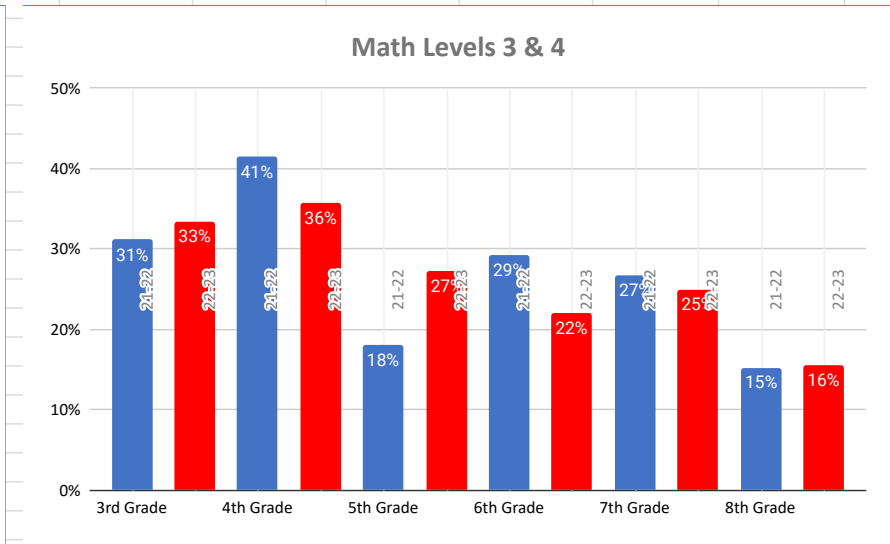
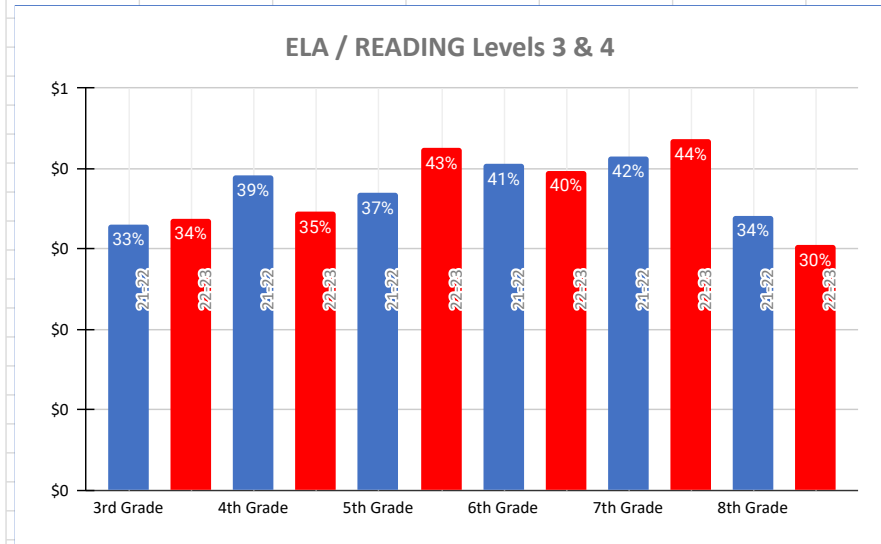
**Meeting Date:** September 7, 2023

**Re:** SBAC and STAR Assessments, Year-End Results for 2022-23

## **Assessment Results Report**

This report will outline comparisons between summative SBAC results from the 2021-22 school year and the SBAC results from the 2022-23 school year. It will cover grades 3 through 8, and it will show results for both language arts and math. In addition, we will look at STAR results; specifically Fall to Spring percentile rank growth by school in both language arts and math. Also attached is high school on-track to graduate data for the 2021-22, and 2022-23 school years.

ELA/Reading					Math				
		Level 3-4	Level 3	Level 4			Level 3-4	Level 3	Level 4
3rd Grade	21-22	33%	17%	16%	3rd Grade	21-22	31%	22%	8.75%
	22-23	34%	20%	14%		22-23	33%	25%	8%
4th Grade	21-22	39.26%	18.89%	20.37%	4th Grade	21-22	41.48%	29.26%	12.22%
	22-23	34.66%	17.69%	16.97%		22-23	35.74%	24.19%	11.55%
5th Grade	21-22	36.93%	25.44%	11.50%	5th Grade	21-22	18.12%	10.45%	7.67%
	22-23	42.61%	28.87%	13.75%		22-23	27.24%	16.21%	11.03%
6th Grade	21-22	40.59%	28.45%	12.13%	6th Grade	21-22	29.29%	15.90%	13.39%
	22-23	39.80%	31.63%	8.16%		22-23	22.11%	15.31%	6.80%
7th Grade	21-22	41.52%	31.41%	10.11%	7th Grade	21-22	26.71%	20.58%	6.14%
	22-23	43.65%	31.35%	12.30%		22-23	25.00%	12.70%	12.30%
8th Grade	21-22	34.22%	24.25%	9.97%	8th Grade	21-22	15.28%	8.64%	6.64%
	22-23	30.45%	23.88%	6.57%		22-23	15.57%	9.69%	5.88%



State Avg.	39%	42%	47%	40%	46%	44%	39%	36%	30%	27%	29%	20%
2021-22												

## STAR Results, Grades 2-8, Elementary/MS

### Average Percentile Rank Growth, Fall 2022 – Spring 2023

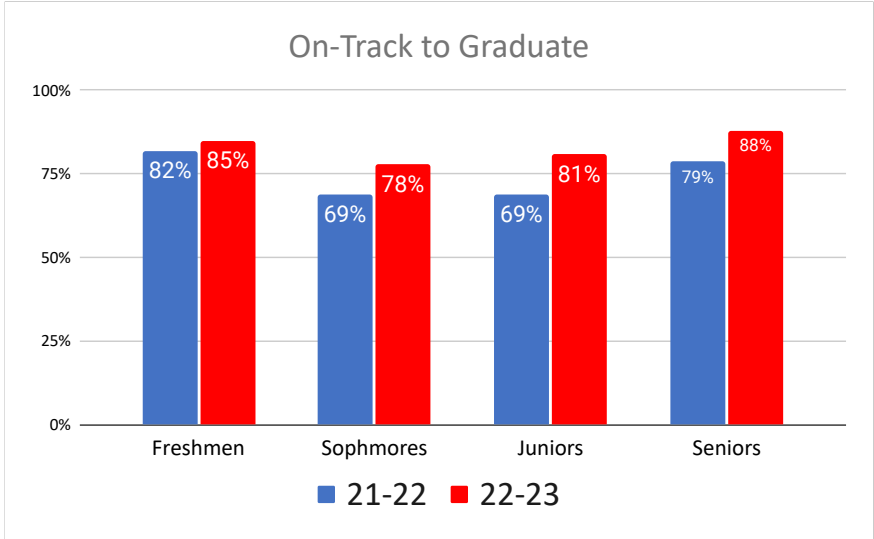
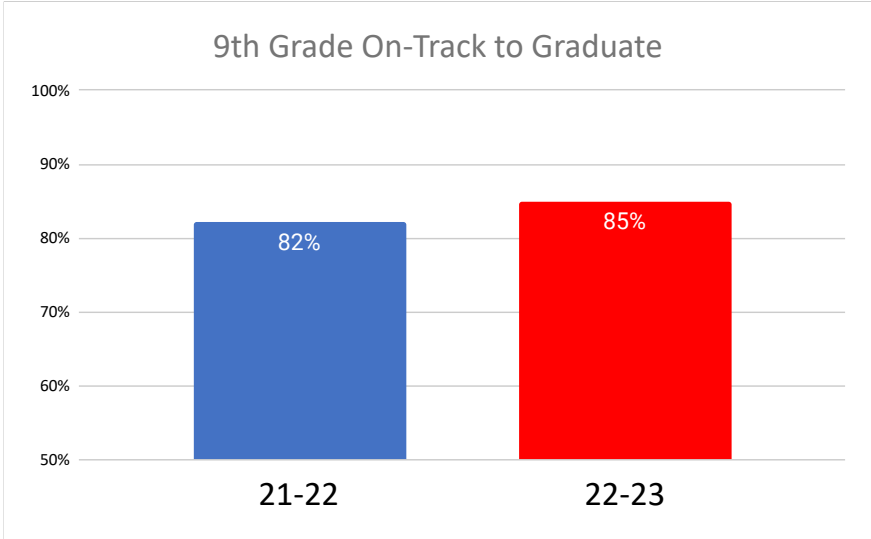
#### Reading

#### Math

	Fall	Winter	Growth		Fall	Winter	Growth
Cascades	32	39	+7		35	46	+11
Green Acres	31	42	+11		33	43	+10
Hamilton Creek	32	34	+2		33	40	+7
Lacomb	38	44	+6		38	49	+11
Pioneer	30	40	+10		36	49	+13
Riverview	36	47	+11		47	60	+13
Seven Oak	31	29	-2		30	31	+1
District PR Growth	33	37	+4		35	43	+8
District SGP			51%ile				52%ile

9th grade on-track	
21-22	82%
22-23	85%

On-Track to Graduate		
	21-22	22-23
Freshmen	82%	85%
Sophmores	69%	78%
Juniors	69%	81%
Seniors	78.6%	88%



# *Agenda Item 4*

Re-Adopt Resolution 2324-1  
Representations and Authorizations



## Lebanon Community School District #9

### Resolution 2324-1 Representations and Authorizations

The Lebanon Community School District Board of Directors resolves the following for Fiscal Year 2023/24:

- A. **Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of \$100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.
- B. **Chief Administrative Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley as Chief Administrative Officer.
- C. **Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates William Lewis and Steven Prosocki as Deputy Clerk.
- D. **Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and Steven Prosocki to be the custodian of funds and further authorizes facsimile signature under ORS 328.441, ORS 328.445.
- E. **Authorization to Sign Payroll and Monthly Disbursements.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and Steven Prosocki to sign monthly disbursements and payroll.
- F. **Authorization to Approve and Pay Accounts Payable.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and Steven Prosocki to approve and pay all accounts payable and balances on district-issued credit/purchase cards within the limits of the adopted budget document. Licensed administrators may approve purchase orders in amounts of \$250 or less unless revoked by the Superintendent.
- G. **Budget Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley as the budget officer.
- H. **Official Auditors.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Pauly Rogers & Co. as the official auditor for the district's Fiscal Year 2022/23 books.
- I. **Newspapers-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald as the district newspaper-of-record.

- J. **Insurance Agent-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record.
- K. **Attorney-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Garrett Hemann Robertson, PC as the attorney-of-record for all general education related legal services and for collective bargaining services.
- L. **Hearing Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and further designates Jennifer Meckley or her designee to serve as the hearing officer on student records, including expulsion hearings.
- M. **Authorization to Participate in Federal and State Programs.** BE IT RESOLVED that Superintendent Jennifer Meckley is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, Carl Perkins Grant, other various local grants, Linn/Benton Education Service District, miscellaneous state grants, and miscellaneous federal grants.
- N. **School Board Meetings.** BE IT RESOLVED that the following are the School Board meeting dates for Fiscal Year 2023/24. Regular meetings will begin at 6:00 PM.

Date	Meeting Type	Scheduled Location
August 10, 2023	Regular Meeting	Santiam Travel Station
September 7, 2023	Regular Meeting	Santiam Travel Station
October 12, 2023	Regular Meeting	Santiam Travel Station
November 9, 2023	Regular Meeting	Santiam Travel Station
December 7, 2023	Regular Meeting	Santiam Travel Station
January 11, 2024	Regular Meeting	Santiam Travel Station
February 8, 2024	Regular Meeting	Santiam Travel Station
March 7, 2024	Regular Meeting	Santiam Travel Station
April 11, 2024	Regular Meeting	Santiam Travel Station
May 9, 2024	Regular Meeting	Santiam Travel Station
June 6, 2024	Regular Meeting	Santiam Travel Station
July 11, 2024	Reorganizational Meeting	Santiam Travel Station

- O. **Depository-of-Funds.** BE IT RESOLVED that the Lebanon School Board of Directors here by designates Wells Fargo, Umpqua Bank, U.S. Bank, Oregon State Treasury and Local Government Investment Pool as the Depositories of Funds.

- P. **Borrowing Limit for the Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000. Notice is to be given to the Board prior to the loan.
- Q. **Short-term loans between funds.** BE IT RESOLVED that William Lewis, Deputy Clerk/Chief Operations Officer and Steven Prososki, Deputy Clerk/Business Director, are authorized to make short-term loans between funds in order to pay district obligations.
- R. **Employees Excluded from Bargaining Units.** BE IT RESOLVED that the Lebanon School Board of Directors hereby affirms that confidential employees and all directors and administrators are excluded from the bargaining units.
- S. **Local Contract Review Board.** BE IT RESOLVED that the Lebanon School Board of Directors hereby reaffirms the Lebanon Community School District as its own Local Contract Review Board.
- T. **Alternative Education Programs.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, Linn Benton Community College Alternative Program, and Community Services Consortium as alternative education programs.
- U. The following designation of the Fiscal Year 2022/23 ending fund balances and revenues for specific uses in Fiscal Year 2023/24:
  - 1. Committed Fund Balances
    - a. The ending balance of each of the following funds is “Committed” in accordance with the purposes stated for each fund or program in the FY 2023/24 adopted budget.
  - 2. Restricted Fund Balances
    - a. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
    - b. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.
    - c. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.
  - 3. Debt Service Funds
    - a. Funds are “Restricted” for the accumulation of resources and payment of principal and interest related to associated debt offerings.

PASSED AND ADOPTED this 7th day of September, 2023.

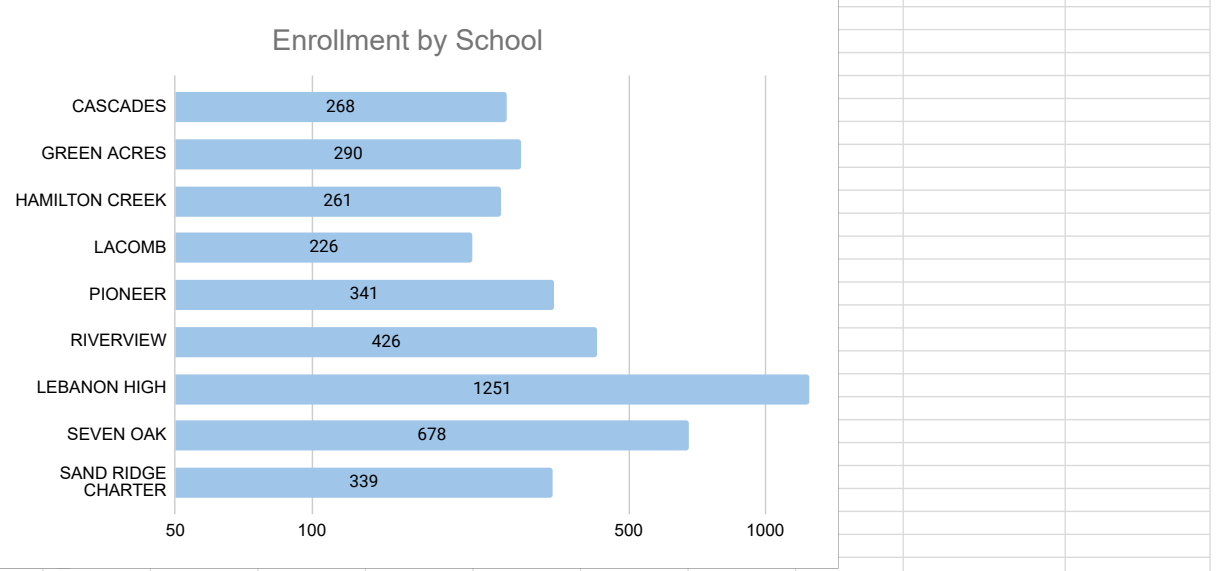
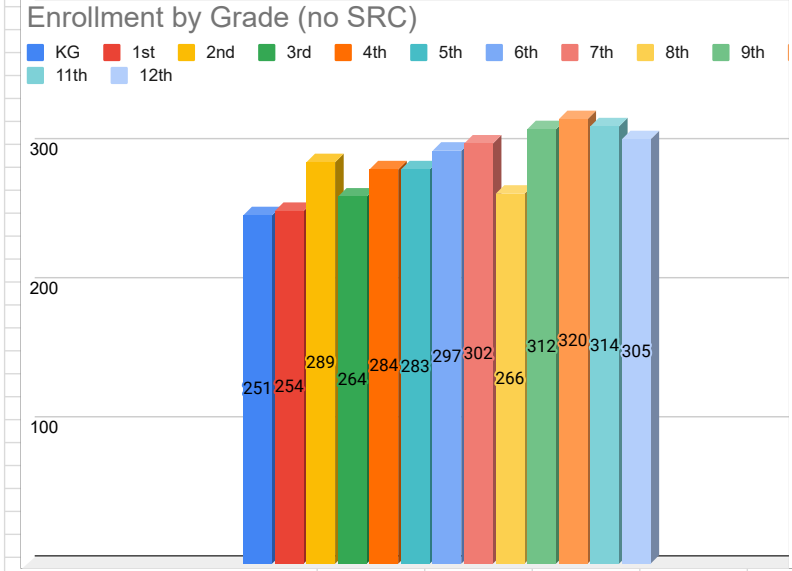
\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Jennifer Meckley, Superintendent

# *Agenda Item 5*

Projected Enrollment  
Numbers 2023-24

9/1/2023		7:00:00 AM SIS Enrollment 23/24														difference from previous day
School	Grade	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total by School	
CASCADES		43	49	46	38	42	50								268	1
GREEN ACRES		41	54	50	50	52	43								290	1
HAMILTON CREEK		18	31	30	31	31	36	22	33	29					261	6
LACOMB		20	19	25	27	27	34	30	24	20					226	4
PIONEER		63	49	49	50	58	43	29							341	7
RIVERVIEW		66	52	89	68	74	77								426	2
LEBANON HIGH											312	320	314	305	1251	1
SEVEN OAK								216	245	217					678	2
SAND RIDGE CHARTER		42	44	40	43	42	35	35	33	25					339	2
<b>Total by Grade (no SRC)</b>		<b>251</b>	<b>254</b>	<b>289</b>	<b>264</b>	<b>284</b>	<b>283</b>	<b>297</b>	<b>302</b>	<b>266</b>	<b>312</b>	<b>320</b>	<b>314</b>	<b>305</b>	<b>3741</b>	<b>24</b>
difference from previous day		<b>10</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>-1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>-1</b>	<b>0</b>	<b>24</b>	
		KG	1	2	3	4	5	6	7	8	9	10	11	12	Grand Total	
<b>Grand Total</b>		<b>293</b>	<b>298</b>	<b>329</b>	<b>307</b>	<b>326</b>	<b>318</b>	<b>332</b>	<b>335</b>	<b>291</b>	<b>312</b>	<b>320</b>	<b>314</b>	<b>305</b>	<b>4080</b>	



# *Agenda Item 6*

Consent Agenda

A. August 10, 2023 Board Meeting  
Minutes



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

## **MEETING MINUTES**

<p><b><u>BOARD MEMBERS PRESENT:</u></b>  Tom Oliver, Chair  Clyde Rood, Member  Melissa Baurer, Member  Nichole Piland, Member</p>	<p><b><u>EXECUTIVE STAFF PRESENT:</u></b>  Jennifer Meckley, Superintendent  William Lewis, Chief Operations Officer  Kim Grousbeck, HR Director</p>
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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 6:00 PM and led the flag salute.

### **2. PUBLIC COMMENTS**

No public comments were made.

### **3. FOCUS AREAS / GOALS**

Jennifer speaks to the board regarding the district focus areas / goals, and the how the district is starting the year, and framing the work being done. She explains that she would like to be able to show how all of the different pieces work together and how they ultimately come back to the district motto of, pursuing excellence for every student, every day.

Jennifer notes the five focus areas consisting of academic achievement, safety and belonging, effective facilities, financial integrity, and community connections. Within each area the district will define what excellence looks like and will have strategies, goals, and measurements regarding this. She notes that this process will take time to define and it is important to include the district's stakeholders in the process as well.

Between Jennifer and the board, it is agreed that the district will bring each focus area individually to the board, one month at a time, to review and discuss. The group also discusses the opportunity for a potential board work session at some point if they see fit.

William speaks to the board regarding facilities specifically and explains that he and the facilities director, Bryan, have been visiting each of the buildings to perform a thorough assessment of each site. Looking at everything from roof, carpet, siding, design, ect. He explains that it has been an awesome process to review and see where improvements can be made.



#### **4. PRESCHOOL**

Jennifer also speaks to the board about preschool. She explains that there is a preschool promise grant that the district will hope to be funded by in the next biennium. The district has received a donation from the Heatherington Foundation, which has funded a preschool class at Cascades school, which the principal at Cascades is very much looking forward to, and there is already a space available that does not require any renovation to do so. She also notes the benefit of the preschool being located so close to the High School, as LHS is beginning their early childhood development program, which will create the perfect partnership between the program and the preschool.

Tom asks how this aligns with what the boys and girls club currently offers for preschool. Jennifer explains that the boys and girls club currently has a class of preschool in Pioneer school, part time, orienting students and preparing them for school. There is also an additional program offered at the boys and girls club facilities, punkin seed, which has a cost associated. It is reiterated that the preschool offered at Pioneer from the boys and girls club, and the new preschool at Cascades, is a free service. Jennifer notes that the preschool at Cascades will be full day.

Melissa asks if the Cascades preschool will be available for all students in the district, and Jennifer explains that currently it is prioritized for four-year old Cascades boundary students, and if there are any open spots other students may be considered.

It is asked whether the donation covers only this year or further on, Jennifer explains that it will cover staffing for this year for sure, and the district hopes to receive more funding in the coming years which will help to expand the program. She notes there will be 18-20 students in the class.

Tom talks about the Heatherington foundation for those that are not aware, which is a foundation from Jeff Heatherington, that has been fairly quietly funding and supporting academic youth services directly with the district and the boys and girls club. He notes that the district is very fortunate to have them engaged and how phenomenal the opportunity is to work with the foundation.

Melissa notes her positive experience with the preschool promise grant, and Nichole adds that it would be great data to follow these students as a cohort and see the results and strengths from this preschool opportunity.

#### **5. MENTAL HEALTH PROGRAM**

Jennifer speaks to the board regarding the mental health program, which she explains is a high need in the current society. She also explains that there are many students with mental health needs and there are not enough resources to support them.

Jennifer also explains that part of the SIA, student success act, grant dollars are specifically to address mental and behavioral health. The district hired 2 mental health therapists three years ago, and partners with Linn County Mental Health to address the needs of the students. She notes the high need that is still present, as Linn County also struggles to find practitioners. The district is always looking for more ways to support, which led to the district's decision to create the Mental Health Coordinator position, which will oversee the mental health program so that it be grown and

developed over time. Sandi Cox was hired into this role and Jennifer feels very confident that she will do a great job, and already has great connections in the community.

Jennifer also notes that Corvallis School District is one that Lebanon is modeling after in their Mental Health program, and half of their funding for their program is funded by Medicaid reimbursement dollars. Sandi will help to facilitate this similarly in our district, which will eventually help to fund more mental health therapists.

Tom confirms with Jennifer that the idea is to be able to fund this program without impacting the general fund.

Melissa proposes a potential partnership opportunity with Portland State University master of social work.

Discussion takes place between the board members regarding HIPAA, and liability insurance for the mental health therapists, which is confirmed to be included overall in the district's policy.

## **6. CONSENT AGENDA**

Nicole motions to approve and Clyde seconds the motion. All in favor with a unanimous vote, the consent agenda made up of the July 13, 2023 Board Meeting Minutes, First Reading Policy Update CC-AR, and 2023-24 new hires Rachel Brandt, Kaitlen Brice, Timothy Hammett, Susan Kropp, Paige Uhlemeyer, and Steven Prosocki is approved in its entirety.

## **7. DEPARTMENT REPORTS**

### **A. Operations**

William speaks to the board and provides an operations update including information on the updated construction excise tax schedule from the Department of Revenue. The department of Revenue has requested information on a periodic basis if there is anything that the district would like to adjust. He explains that the tax was developed for new residential and commercial properties, associated with their building permits. He also explains that in 2021 the board approved the district to begin this tax program. William provides information to the board including the dollar amounts over the recent years regarding the rates. William proposes this idea of additional funding, which ends up going into the capital fund for the district, which for example funds items on the buildings like roofs, ect.

Tom confirms that this is a one-time tax, not an ongoing tax and can only be used for projects that have been identified in an assessment or capital projects plan. It does not go to the district's general fund. He reiterates how important this is for the district to be able to maintain their facilities. Tom feels that it is appropriate to adjust the rate at this point.

William notes that he has provided the recommendation to go to 1.56 for the residential rate and .78 for the non-residential rate.

Clyde questions what will be done with these funds if these numbers are increased. William explains the next steps and how these funds could be spent in the coming time, with Lacombe and Seven Oak roofs as a priority. William also notes the district is looking at a seismic grant as well which can help to fund the roofs as well.

Nichole motions to approve the 1.56 residential and .78 non-residential rates. Melissa seconds the motion, and all in favor with a unanimous vote, the new rates are approved by the board.

William also speaks to the board regarding the board ad hoc or advisory committee opportunities. These committees address facilities assessment and assist in making the boundaries. The community would come together to review these items and develop recommendations for the school board. William notes the four items that are needed in either committee which would be school board charge/expectations, clear committee direction, member selection with a minimum and maximum, and a committee timeline.

Tom notes that he feels that the needs of this falls closer under the ad hoc committee than an advisory committee. Tom and Will reiterate that this committee would consist of planning at a larger scale and looking into the next 20-30 years of growth, with the City's involvement as well.

William notes that he can bring recommendations back to the board, and shares that the City has already committed to the process as well. The overall consensus of the members would be to support an ad hoc committee.

#### **B. Human Resources**

Kim provides information to the board regarding hiring, transfers, lay-offs, and trainings that are taking place at this time. She also notes that the district is having their "welcome back" on the 28<sup>th</sup> where all staff will gather together in the auditorium, which is very exciting for the district.

#### **C. Finance**

Nothing to report.

### **8. COMMUNICATION**

#### **A. Board**

Nichole and Tom welcome Melissa and Clyde to the board.

Melissa asks whether there is a celebration that takes place within the board welcoming students and families back to school, and if she can lead this.

It is noted that the OSBA summer conference is this week which Melissa and Clyde have planned to attend.

#### **B. Superintendent**

Jennifer provides the Jen's Zens updates to the board members. These updates include nutrition services who served breakfast, lunch, and supper with a total of 7,764 meals in June and July. As well as a shout out to Nutrition's Director Angie Gorman and her amazing staff for receiving 100% on both health inspections this year.

The updates also include Ralston Academy's capture the king (and credits) elective which was offered over the summer. 17 students earned a total together of 32.25 credits during the summer while attending summer school at Ralston.

Jennifer also provides an update on the instructional mentor program and how much of an impact this has made in empowering and encouraging teachers for a strong start. She shares positive quotes from new teachers, and shares appreciation for the federal funding for this program, the appreciation of those that choose to work for the district, as well as the thankfulness for Tina who leads this program.

**9. PUBLIC COMMENTS**

No public comments were made.

**10. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:07 PM.

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Tom Oliver, Board Chair

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Jennifer Meckley, Superintendent

# *Agenda Item 7*

A. Operations  
Operations Report

# 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 31, 2023                      **Meeting Date:** September 7, 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.

### **Administration Recommendations-**

Type of Committee-Board Ad Hoc Study Committee

School Board Charge-Bring together a committee of community, staff, school board members, architects, engineers, financial experts, and any other resources needed to assess, plan, and develop recommendations for effective facilities. Note-When completed these recommendations will be presented to the school board for review.

Member selection-minimum 10 members maximum 20 members. This will allow us flexibility for the committee.

Committee Timeline-12 months.

Parameters of Committee-The district will apply for grants to help update current facilities assessment reports, planning documents, updated funding options and any other administrative needs. Any other miscellaneous needs of the committee will be funded through the facilities budget.

**Seven Oak Project Update-**GBC Construction has broken ground on the Seven Oak project. Over the last few weeks utilities have been installed and the ground has been leveled. As school starts the district and GBC Construction have a robust safety plan to keep all students and staff safe during the construction phase.

# 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

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**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

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### **Legal Reference(s):**

[ORS 192.610](#)

[ORS 192.630](#)

[ORS 294.336](#)

[ORS 329.704](#)

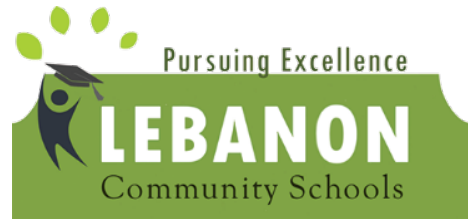
[ORS 332.107](#)

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

# *Agenda Item 7*

C. Finance  
Financial Report

# BOARD MEMORANDUM



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

**From:** Steven Prososki, Business Director

**Date:** September 1, 2023

**Meeting Date:** September 7, 2023

**Re:** Financial Report and Fiscal Updates

## **Financial Report**

The 2023-2024 Financial Board Report included in this packet reflects all revenues and expenditures for 2019-2022 and the budgeted YTD expenditures, plus encumbered amounts for 2023-2024 as of 8/31/23.

	<b>19/20 Actual</b>	<b>20-21 Budget</b>	<b>21-22 Budget</b>	<b>22-23 Budget</b>	<b>23-24 Budget</b>	<b>08-31-23 YTD</b>	<b>08-31-23 Balance</b>
<b>General Fund - Revenue</b>							
SSF Formula	42,038,081	43,560,057	44,440,549	45,499,998	49,402,642	8,749,352	40,653,290
SSF Adjustment	-	-	-	-	-	-	-
State Fiscal Stabilization Fund	-	-	-	-	-	-	-
Federal Ed Jobs	-	-	-	-	-	-	-
School Year SubAccount	-	-	-	-	-	-	-
Loan Receipts	-	-	-	-	-	-	-
Interest	320,317	250,000	150,000	250,000	500,000	43,791	456,209
Third Party Billing	-	-	-	-	-	-	-
TMR	212,376	210,000	210,000	210,000	210,000	-	210,000
JROTC	77,982	65,000	65,000	65,000	65,000	1,681	63,319
Other	325,816	387,500	368,266	580,500	335,500	6,398	329,102
Interfund Transfer	850,000	-	-	-	-	-	-
BFB	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,108,409	(708,409)
<b>Total</b>	<b>45,951,175</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>51,785,998</b>	<b>55,913,142</b>	<b>14,909,631</b>	<b>41,003,511</b>
=====	=====	=====	=====	=====	=====	=====	=====
<b>General Fund - Expenses</b>							
Salaries	21,896,193	21,680,883	22,526,487	23,036,272	23,247,263	21,071,556	2,175,707
Benefits	14,481,355	15,086,873	14,597,973	15,115,726	15,553,189	12,787,374	2,765,814
P. Services	5,349,577	5,299,827	5,686,551	5,877,223	6,073,148	2,956,944	3,116,203
Supplies	1,569,846	1,530,133	1,606,583	1,882,175	2,063,656	405,030	1,658,626
Capital Outlay	54,500	90,000	100,000	70,000	40,000	-	40,000
Other Objects	441,468	469,147	501,776	520,603	773,943	492,970	280,973
Transfers	1,185,000	2,100,000	2,279,446	2,284,000	2,184,000	-	2,184,000
Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	-	5,977,944
<b>Total</b>	<b>46,727,940</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>51,785,998</b>	<b>55,913,142</b>	<b>37,713,875</b>	<b>18,199,267</b>
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## 2023-24 General Fund Revenue Report

		19/20	20-21	21-22	22-23	23-24	08-31-23	08-31-23
		Actual	Budget	Budget	Budget	Budget	YTD	Balance
SSF Formula								
1111,	Taxes	10,509,179	10,938,094	11,873,719	12,150,243	12,721,240	-	12,721,240
4801,4899	Federal Forest Fees	157,804	130,000	125,000	120,000	115,000	-	115,000
3103	Common School	196,120	400,000	444,819	445,000	450,000	-	450,000
2101	County School	209,250	200,000	195,000	50,000	25,000	-	25,000
3104	State Timber	23,587	100,000	100,000	130,000	140,000	-	140,000
3101/3199	School Support Fund	30,942,140	31,791,963	31,702,011	32,604,755	35,951,402	8,749,352	27,202,050
	Adjustments to SSF Payments							-
	Adj for Prior Year payments							-
	Adj for HC Disability Grant	-	-		-		-	-
	<b>Total SSF Formula</b>	<b>42,038,081</b>	<b>43,560,057</b>	<b>44,440,549</b>	<b>45,499,998</b>	<b>49,402,642</b>	<b>8,749,352</b>	<b>40,653,290</b>
1510	Interest on Investments	320,317	250,000	150,000	250,000	500,000	<b>43,791</b>	456,209
4200	Third Party billing	-	-	-	-	-	-	-
2210	TMR	212,376	210,000	210,000	210,000	210,000	-	210,000
4300	JROTC reimbursement	77,982	65,000	65,000	65,000	65,000	<b>1,681</b>	63,319
	Other							-
1741	Outdoor School	-	-	-	-	-	-	-
1910	Rental Fees	1,582	7,500	5,000	-	1,000	<b>270</b>	730
1980	Fees Charged to Grants	14,915	50,000	108,266	110,000	110,000	-	110,000
1312, 1960, 1990,								
5300	Miscellaneous	304,781	250,000	255,000	470,500	152,000	6,128	145,872
1760	Club Fundraising	-	-	-	-	-	-	-
1411, 1993	Transportation Fees	4,538	-	-	-	72,500	-	72,500
1994	E-Rate reimbursement	-	80,000	-	-	-	-	-
5200	Interfund Transfer - Athletics	850,000	-	-	-	-	-	-
5400	Beginning Fund Balance	2,126,603	3,784,307	5,065,000	5,180,500	5,400,000	6,108,409	(708,409)
	<b>Total</b>	<b>45,951,175</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>51,785,998</b>	<b>55,913,142</b>	<b>14,909,631</b>	<b>41,003,511</b>
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## 2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	08-31-23 YTD	08-31-23 Encumb	08-31-23 Balance
Certified salaries	12,665,056	12,540,564	12,871,079	13,169,912	13,134,095	71,147	12,008,283	1,054,665
Classified salaries	6,227,931	6,008,791	6,250,523	6,233,686	6,041,456	307,052	5,027,054	707,350
Administrative salaries	1,873,807	1,863,955	2,059,820	2,151,593	2,327,571	367,249	1,886,334	73,989
Managerial - classified	154,577	289,051	299,689	511,189	557,806	100,005	502,524	(44,723)
Retirement stipends	91,904	133,413	120,000	0	0	0	0	0
Confidential salaries	162,808	284,898	343,800	485,197	465,767	77,872	389,362	(1,467)
Certified subs	2,000	0	14,294	0	0	0	0	0
Classified subs	1,500	23,975	0	0	0	0	0	0
Temp certified	82,264	45,425	0	625	0	0	54,000	(54,000)
Temp classified	8,000	21,658	481	11,086	14,300	13,171	0	1,129
Student helpers salaries	21,000	16,654	5,748	9,173	15,098	2,612	0	12,486
Overtime	0	91,513	57,127	38,449	53,074	11,700	0	41,373
Compensation time	52,300	44,207	71,883	8,946	18,597	1,920	0	16,677
Extra duty	279,579	128,295	230,761	83,537	216,434	30,478	0	185,956
Classified extra hrs	208,000	0	0	0	0	0	0	0
Vacation Payoff	29,817	24,292	28,240	43,273	25,244	0	0	25,244
Mentor teacher pay	0	0	0	822	0	0	0	0
Department Head Extra Duty	6,000	30,000	0	0	0	0	0	0
Taxable Meal Reimbursement	0	809	2,000	396	1,158	32	0	1,126
Cell Phone Stipend	0	1,080	1,080	450	450	75	375	0
Travel Stipend	0	11,400	0	30,500	25,950	5,442	27,208	(6,700)
Club/Coach Stipends	29,650	120,904	169,964	257,438	350,265	25,577	162,087	162,602
<b>Total Salaries</b>	<b>21,896,193</b>	<b>21,680,883</b>	<b>22,526,487</b>	<b>23,036,272</b>	<b>23,247,263</b>	<b>1,014,330</b>	<b>20,057,226</b>	<b>2,175,707</b>
PERS	7,398,130	7,286,664	6,797,646	6,994,709	7,309,631	319,330	6,050,702	939,599
Social Security	1,655,388	1,642,024	1,627,475	1,759,624	1,768,022	76,881	1,480,286	210,854
Worker's Comp	293,025	275,747	189,328	196,035	216,535	7,166	85,730	123,638
OR Paid Leave	0	0	0	0	92,132	0	0	92,132
Employee Ins - Admin	215,642	275,263	283,669	325,403	344,633	57,981	292,737	(6,085)
Employee Ins - Certified	2,449,421	2,756,998	2,840,563	3,029,490	2,897,802	6,569	2,437,800	453,433
Employee Ins - Classified	2,327,520	2,596,579	2,598,694	2,651,363	2,766,210	86,244	1,749,985	929,982
Employee Ins - Other	33,429	65,298	92,498	110,502	101,226	17,571	87,857	(4,203)
Employee Ins - Retired	83,600	52,700	120,000	0	0	536	0	(536)
TSA	25,200	45,600	45,600	48,600	57,000	5,000	25,000	27,000
Staff Tuition Reimbursement	0	90,000	2,500	0	0	0	0	0
<b>Total Benefits</b>	<b>14,481,355</b>	<b>15,086,873</b>	<b>14,597,973</b>	<b>15,115,726</b>	<b>15,553,189</b>	<b>577,278</b>	<b>12,210,097</b>	<b>2,765,814</b>

## 2023-24 General Fund Expenditure Report

Description	19/20	20/21	21/22	22/23	23/24	08-31-23	08-31-23	08-31-23
	Budget	Budget	Budget	Budget	Budget	YTD	Encumb	Balance
Instructional Services	103,800	76,375	66,000	161,000	181,500	0	0	181,500
Instr Prog Improve Service	53,000	67,750	87,750	56,200	26,817	0	0	26,817
Data Processing SVCS	0	0	3,000	5,000	7,500	0	0	7,500
Professional and Improvement Co	0	0	15,000	5,000	5,000	0	0	5,000
Other Instr-Prof-Tech SVCS	20,000	10,000	11,500	16,000	16,000	0	0	16,000
Repairs & Maintenance	190,300	227,612	258,500	286,050	331,850	62,530	36,555	232,765
Radio Service	11,100	11,100	15,000	4,500	17,500	3,428	1,212	12,861
Rentals	129,400	88,286	86,300	89,105	112,801	10,322	49,884	52,595
Electricity	502,620	465,700	451,500	450,500	415,000	31,949	387,421	(4,370)
Fuel	223,135	217,800	208,100	233,000	290,000	6,972	76,877	206,151
Water & Sewer	153,520	142,500	146,700	134,000	150,000	0	25,260	124,740
Garbage	102,400	87,000	106,500	104,500	110,000	11,362	110,269	(11,631)
Other Property Services	20,000	0	0	0	15,000	0	0	15,000
Reimb. Student Transportation	10,200	29,900	34,500	9,000	0	0	0	0
Reimb. Student Transportation				150,390	167,158		0	167,158
Travel	158,263	150,513	153,011	168,395	78,660	4,931	60	73,669
Travel - Student - Out of Dist.	5,300	4,500	3,500	0	0	0	0	0
Meals/Transportation	200	350	350	0	0	0	0	0
Staff Tuition	47,000	2,000	72,000	72,500	22,500	1,833	0	20,668
Telephone	73,165	65,100	52,300	73,250	63,825	7,335	19,637	36,853
Postage	26,074	28,900	32,117	31,500	27,050	2,005	20,806	4,239
Advertising	4,300	2,650	3,500	5,500	3,500	10	0	3,490
Printing & Binding	29,400	30,950	31,700	44,500	26,850	(64)	0	26,914
Charter School Payments	2,195,000	2,300,000	2,400,000	2,540,000	2,655,000	647,611	1,383,921	623,468
Tuition Pay Private School	5,000	0	0	0	0	0	0	0
Other Tuition	92,500	90,000	115,000	95,600	10,000	0	0	10,000
Audit Services	30,000	39,000	36,000	45,000	45,000	0	0	45,000
Legal Services	35,000	35,000	35,000	30,000	75,000	5,111	0	69,889
Negotiation Services	10,000	5,000	1,000	1,000	0	0	0	0
Data Processing SVCS	89,600	65,000	57,500	57,000	56,000	3,125	0	52,875
Election Services	5,000	5,000	18,000	5,000	0	0	0	0
Other Non_instr Pro/Tech	363,700	351,450	402,650	379,154	513,457	18,196	24,365	470,896
Physical Exams - Drivers	4,400	5,750	5,500	8,000	8,500	0	330	8,170
Drug Tests Drivers	3,000	2,250	3,000	2,500	1,500	0	273	1,227
Child Care Services	15,000	0	0	0	0	0	0	0
Sub calling service	15,000	12,000	7,500	7,500	500	0	0	500
Classified subs	194,000	228,600	251,500	191,831	140,331	3,419	0	136,912
Criminal History checks	3,200	3,500	3,500	500	3,000	0	0	3,000
Fingerprinting	1,000	2,500	1,000	1,000	3,000	0	0	3,000
Licensed Subs	425,000	445,791	510,573	413,248	493,349	0	0	493,349
<b>Total P. Services</b>	<b>5,349,577</b>	<b>5,299,827</b>	<b>5,686,551</b>	<b>5,877,223</b>	<b>6,073,148</b>	<b>820,075</b>	<b>2,136,870</b>	<b>3,116,203</b>



## 2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	08-31-23 YTD	08-31-23 Encumb	08-31-23 Balance
Gas Oil & Lubricants	190,500	189,100	192,000	248,000	239,000	200	43,078	195,722
Supplies & Materials	648,024	651,837	698,023	996,751	1,011,442	52,716.86	38,940.59	919,785
Vehicle repair parts	52,800	50,500	50,500	61,500	76,500	5,027.82	0.00	71,472
Transportation operations	15,000	25,000	25,000	25,000	25,000	552	438	24,011
Textbooks	28,033	9,933	5,433	21,500	107,550	24,575	0	82,975
Library Books	15,694	8,200	11,700	12,750	11,625	0	0	11,625
Periodicals	6,000	10,800	12,100	12,150	16,250	10	0	16,240
Equipment under 5K	178,842	146,100	125,550	72,800	73,500	3,223	2,370	67,907
Computer software	264,360	257,398	323,918	339,174	406,914	169,458	63,742	173,714
Computer hardware	170,593	181,265	162,359	92,550	95,875	699	0	95,176
<b>Total Supplies &amp; Materials</b>	<b>1,569,846</b>	<b>1,530,133</b>	<b>1,606,583</b>	<b>1,882,175</b>	<b>2,063,656</b>	<b>256,462</b>	<b>148,568</b>	<b>1,658,626</b>
Buildings Acquisition	0	0	25,000	25,000	0	0	0	0
Equipment	54,500	25,000	45,000	0	0	0	0	0
New Equipment over 5K	0	45,000	10,000	22,500	20,000	0	0	20,000
Replace of Equip over 5K	0	20,000	20,000	22,500	20,000	0	0	20,000
<b>Total Capital Outlay</b>	<b>54,500</b>	<b>90,000</b>	<b>100,000</b>	<b>70,000</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>40,000</b>
Regular Interest	500	0	0	0	0	0.00	0.00	0
Dues & Fees	175,180	159,726	148,076	122,303	117,843	36,536.08	100.00	81,207
Insurance & Judgments	265,588	306,221	350,000	395,000	463,000	456,234	0	6,766
Fidelity Bond Premiums	0	0	0	0	100	0	100	0
Judgments & Settlements	0	2,500	3,000	2,500	0	0	0	0
Taxes & Licenses	200	700	700	800	1,000	0	0	1,000
Grant Matching	0	0	0	0	192,000	0	0	192,000
<b>Total Other Objects</b>	<b>441,468</b>	<b>469,147</b>	<b>501,776</b>	<b>520,603</b>	<b>773,943</b>	<b>492,770</b>	<b>200</b>	<b>280,973</b>

## 2023-24 General Fund Expenditure Report

Description	19/20 Budget	20/21 Budget	21/22 Budget	22/23 Budget	23/24 Budget	08-31-23 YTD	08-31-23 Encumb	08-31-23 Balance
Transfer - Vocational House Fund	0	70,000	250,000	450,000	200,000	0	0	200,000
Transfer - Technology	0	80,000	100,000	100,000	100,000	0	0	100,000
Transfer - Classroom Furniture	0	10,000	35,000	35,000	60,000	0	0	60,000
Transfer - Textbook Adoption	400,000	200,000	350,000	550,000	350,000	0	0	350,000
Transfer - Capital Improvement		200,000	300,000	50,000	200,000	0	0	200,000
Transfer - Track and Turf Fund	10,000	0	0	0	0	0	0	0
Transfer - Athletic Fund	450,000	475,000	475,000	475,000	475,000	0	0	475,000
Transfer - Bus Replacement	150,000	225,000	225,000	225,000	225,000	0	0	225,000
Transfer - Unemploy Ins	25,000	250,000	0	0	0	0	0	0
PERS Reserve	0	450,000	300,000	154,000	154,000	0	0	154,000
Transfer - Food Service	100,000	120,000	224,446	225,000	200,000	0	0	200,000
Transfer - Music/Band Replaceme	0	20,000	20,000	20,000	20,000	0	0	20,000
Transfer - Debt Service	50,000	0	0	0	200,000	0	0	200,000
Transfer - Academic Achievemen	0	0	0	0	0	0	0	0
<b>Total Transfers</b>	<b>1,185,000</b>	<b>2,100,000</b>	<b>2,279,446</b>	<b>2,284,000</b>	<b>2,184,000</b>	<b>0</b>	<b>0</b>	<b>2,184,000</b>
Reserve/Contingency	1,750,000	2,000,000	3,000,000	3,000,000	5,977,944	0	0	5,977,944
<b>Grand Total</b>	<b>46,727,940</b>	<b>48,256,864</b>	<b>50,298,816</b>	<b>51,785,998</b>	<b>55,913,142</b>	<b>3,160,915</b>	<b>34,552,960</b>	<b>18,199,267</b>