



Via Zoom

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<u>BOARD MEMBERS PRESENT:</u>	<u>EXECUTIVE STAFF PRESENT:</u>
Tom Oliver, Chair Clyde Rood, Member Melissa Baurer, Member Mike Martin, Member Nichole Piland, Member	Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer Kim Grousbeck, HR Director

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



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July 13, 2023

Lebanon Community School District and School Board hereby accepts the Certified Abstracts for the May 16, 2023 Special Election.

Board Chair, Tom Oliver

Superintendent, Jennifer Meckley

Lebanon Community Schools

Code: **BBBB**
Adopted: 6/15/98
Readopted: 2/4/10
Orig. Code(s): BBBB


Board Member Oath of Office

Board members when elected or appointed must take the oath of office before assuming the duties of office. The oath of office must be taken again after each election or appointment of a Board member.

The oath of office will be in the following form:

I, Melisa Baurer, having been duly elected a member of the School Board of Lebanon Community School District, Linn County, Oregon, do solemnly swear/affirm that I will support the Constitution of the United States and of the State of Oregon, the laws thereof, and the policies of the Lebanon Community Schools District and that I will faithfully and objectively discharge the duties of a member of said school Board to the best of my ability (so help me God - optional).

Subscribed and sworn to before me this 13th day of July, 2023.

Signed: 
District Board Member

END OF POLICY

Legal Reference(s):

ORS 332.005

Lebanon Community Schools

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Orig. Code(s): BBBB

Board Member Oath of Office

Board members when elected or appointed must take the oath of office before assuming the duties of office. The oath of office must be taken again after each election or appointment of a Board member.

The oath of office will be in the following form:

I, Clyde Rood, having been duly elected a member of the School Board of Lebanon Community School District, Linn County, Oregon, do solemnly swear/affirm that I will support the Constitution of the United States and of the State of Oregon, the laws thereof, and the policies of the Lebanon Community Schools District and that I will faithfully and objectively discharge the duties of a member of said school Board to the best of my ability (so help me God - optional).

Subscribed and sworn to before me this 13th day of July, 2023.

Signed: 
District Board Member

END OF POLICY

Legal Reference(s):

ORS 332.005

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Board Member Oath of Office

Board members when elected or appointed must take the oath of office before assuming the duties of office. The oath of office must be taken again after each election or appointment of a Board member.

The oath of office will be in the following form:

I, Nichole Piland, having been duly elected a member of the School Board of Lebanon Community School District, Linn County, Oregon, do solemnly swear/affirm that I will support the Constitution of the United States and of the State of Oregon, the laws thereof, and the policies of the Lebanon Community Schools District and that I will faithfully and objectively discharge the duties of a member of said school Board to the best of my ability (so help me God - optional).

Subscribed and sworn to before me this 13th day of July, 2023.

Signed: Nichole M. Piland
District Board Member

END OF POLICY

Legal Reference(s):

ORS 332.005

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 as Deputy Clerk.
- D. **Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley and William Lewis 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 and/or William Lewis 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 and/or William Lewis 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 2021/22 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 FDIC 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, is 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 2021/22 ending fund balances and revenues for specific uses in Fiscal Year 2022/23:
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 13th day of July, 2023.



Board Chair



Jennifer Meckley, Superintendent