



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

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## **MEETING MINUTES**

<b><u>BOARD MEMBERS PRESENT:</u></b>	<b><u>EXECUTIVE STAFF PRESENT:</u></b>
Tom Oliver, Chair, Via Zoom Clyde Rood, Member Melissa Baurer, Member Mike Martin, Member Nichole Piland, Member	Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer Kim Grousbeck, HR Director Steven Prososki, Business 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 6:02 PM and led the flag salute.

### **2. PUBLIC COMMENTS**

Bonita Randklev, 19-year teacher and 15-year LEA President, speaks to the board sharing concerns and commitments from the district's educators. Bonita shares that as educators, there is an overall concern that students will not have access to what they need to be successful, while addressing student behaviors, reasonable class sizes, and meeting the overall needs of the students. She also addresses concerns of having enough educators that are committed to the profession with plans to stay for the long term, in hopes to earn a livable salary and to stay because it is a really great place to work. She explains that these concerns are not unique to Lebanon, but to the profession as a whole. Bonita explains that the staff want to commit to the school board and community, that they are in this for student improvement, and she sees this across the board in all employee classifications. Bonita thanks all of the staff for their support to the students.

Amber Vore, a parent in the community, speaks to the board regarding her child and her request to allow early entrance into kindergarten. Amber provides additional information regarding her son's cognitive abilities, and his health diagnosis and how these relate back to the request for early entrance. Amber advocates for her son Miles, and requests an exception to the board policy.

Daniel Vore, a parent in the community and a teacher at Seven Oak Middle School, speaks to the board as well, also advocating for his son Miles to gain early entrance into kindergarten with an exception to school board policy. Daniel notes that the applicable policy has not been reviewed for a few years and feels that it is denying students of opportunities that they need. Daniel feels that it is a huge importance to provide his son access to school staff who are trained in managing his medical needs as well. Daniel asks for the policy to be reviewed and an exception to be made for his son.

### **3. ACADEMIC DATA**

Bill Wittman, Curriculum Director, speaks to the board regarding STAR and SBAC data for the 2022-23 school year. He refers to the SBAC data in the packet, which compares two years of data, as well as district to state data. Bill notes that the district appears to be very close to the state averages in most areas. He also refers to the STAR data which shows percentile rankings and average percentile rank per school, of growth.

Tom, board chair, inquires about Seven Oak Middle School, and the low/negative growth. Bill notes that Hamilton Creek and Lcomb schools are both more aligned with Seven Oak's numbers for grades 6-8. Bill also notes a few reasons that could account for the low/negative growth, those being, a new curriculum adoption or assessment fatigue. The board would like to see data to know whether this is a testing problem or an actual growth problem, as concerns are brought forward about the testing fatigue or concern that the testing is not taken seriously. Bill assures the board members that the district is researching into this further. Jennifer agrees as well and also assures the board that the district understands that this could be a concern, and has since been holding meetings to address and make adjustments as needed per student needs.

Melissa asks whether the district's goal is to be at state average, and Bill states that the district has goals that are higher than state average, the state average was just noted for reference.

### **4. RE-ADOPT RESOLUTION 2324-1 REPRESENTATIONS AND AUTHORIZATIONS**

William explains to the board that the district has updated Resolution 2324-1, to include the new Business Director, Steven, where applicable. There were no questions from the board. Nichole motioned and Mike seconded the motion. All approved with a unanimous vote, Resolution 2324-1 is approved for re-adoption.

### **5. PROJECTED ENROLLMENT NUMBERS**

Jennifer shares the enrollment totals with the board members, showing a total of 3,765 students enrolled as of today's date, down only 4 total students from last year. She explains that this data is used to track class size and load, and for use in balancing classes as well. She also explains that death rate is far exceeding birth rate which forecasts for continued decline in enrollment numbers over the years, which the district has already seen taking place.

William explains how this decline in enrollment can also affect the school budget, and may propose challenges in many areas.

Tom notes that as enrollment declines, student needs are increasing.

### **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 August 10, 2023 Board Meeting Minutes and 2023-24 new hires Robyn Bailey, Jack Dannen, Amanda Gaskey, Caila Woldeit, temporary new hire Aryn Williams, and non-licensed contract Sandi Cox is approved in its entirety.

## **7. DEPARTMENT REPORTS**

### **A. Operations**

William speaks to the board regarding the Ad Hoc Committee / Advisory Committee, asking for a decision from the board on how to proceed. William asks for a board recommendation to start the committee. It is explained that an Ad Hoc Committee is going to make more sense for the district. Discussion takes place about the terms of the committee, Tom states that the recommendations are fair and agreeable. It is noted that the district will come back to the board with the nominated members of the committee. Mike motions to approve, and Clyde seconds the motion. All in favor, it is a unanimous vote to move forward with the Ad Hoc Committee.

### **B. Human Resources**

Nothing to report.

### **C. Finance**

Steven Prosocki speaks to the board introducing himself as the new Business Director, and communicates about the 2021-22 audit report, as well as the 2022-23 pre-audit work. He also notes that September financials have been shared and the 2022-23 rollovers have not happened yet.

## **8. COMMUNICATION**

### **A. Board**

Melissa shares information regarding her time spent at the OSBA Summer Conference, that she and Clyde attended. She notes a few key takeaways being, do we know our students, do we know our community, and is the board communicating to the community. She feels that the conference was extremely valuable as a new board member, and believes it would be valuable for a seasoned board member as well. Melissa plans to attend the November conference, and hopes to see other members join in next year too.

Melissa also shares that her and Clyde visited the high school facilities for a tour of the high school and the land lab, and she explains that she was really impressed with their programs and she gives kudos to their staff and administration.

Tom notes that it is nice to focus on all of the great things that are going on.

### **B. Superintendent**

Jennifer provides her Jen's Zens first acknowledging the facilities department for all of the work that they continuously do over the summer, waxing floors, moving supplies and furniture, various interior and exterior work to beautify the buildings, as well as remodeling – the brick house for example to meet special needs, as well as constructing a new play area for Cascades preschool.

Jennifer also highlights the staff who have led the student information switch to Synergy. Four dedicated staff members, Alisha Port, Renee Allen, Lisa Borden, and Peter Klingler, underwent a huge learning curve in the switch, all while providing various levels of training and supports to staff.

Lastly Jennifer highlights the Kinder Health Screening. This event took place following the incoming kindergartener's academic assessment, and consisted of dental, hearing and speech, vision, head-lice screening, and more- including a conversation with the Welcome Center team about basic resources. Each screening station identified needs and were able to refer families for additional services. This event ensured that each of the incoming kindergarten students in the district have a chance for a healthy start in school with all basic needs being met. Jennifer thanks and names each individual staff member who helped at this event.

**9. PUBLIC COMMENTS**

No public comments were made.

**10. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 7:12 PM.



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Tom Oliver, Board Chair



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Jennifer Meckley, Superintendent

# LEBANON COMMUNITY SCHOOL DISTRICT

Board Meeting  
September 7, 2023  
6:00 PM

## SPEAKER SIGN-IN

(This sheet will become part of public record)

NAME	CONTACT INFORMATION (Telephone and/or Email)
Bonita Randkle	541-570-2373
Amber Vore	541-337-7296
Daniel Vore	541-401-2130

# LEBANON COMMUNITY SCHOOL DISTRICT

Board Meeting  
September 7, 2023  
6:00 PM

## ATTENDEE SIGN-IN

(This sheet will become part of public record)

NAME	CONTACT INFORMATION (Phone and/or Email)
Nancy Webb	
Holly Gooda	
Kelli Conraads	
Sarah Haley	
Dorita Rans	
Haley Vernon	
Tanya Smith	
Amber Vore	<del>541-337-7214</del> 541-337-7214
Daniel Vore	541-401-2130
Maddie Price	
Colby Walker	
Matt Larcante	
Brigitte Martin	
Rose Kater	
Linda McKeas	

**INTENT TO SPEAK**

The Board welcomes input. To provide in-person public comment please submit this completed card to the Board secretary prior the start of the meeting.

If attending virtually, the following will apply

1. You will need to complete the digital Intent to Speak form, on the School Board Minutes and Agendas page.
2. Name of the participant for Zoom meeting must match the information below.
3. You will be assigned a speaking order, which you will receive with your Zoom link for the meeting.
4. You must have your camera on when speaking.
5. You must follow the meeting participation expectations provided by the Board Chair or you will be removed from the meeting.

Name: Amber Vore Phone: 541-337-7296  
Name of organization (if applicable): \_\_\_\_\_  
Address: 586 E Oak St.  
Email (optional): \_\_\_\_\_  
Topic or comment to be presented (brief description): Kindergarten exception

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

**The Board requests that a topic or comment is limited to three minutes or less.**

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Name: Daniel Vore Phone: 541-401-2130  
Name of organization (if applicable): \_\_\_\_\_  
Address: 586 E. Oak St.  
Email (optional): \_\_\_\_\_  
Topic or comment to be presented (brief description): Kindergarten exception policy

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

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## 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 Prosocki, 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

8/11- 8/13 OSBA Conference Highlights

Re: Melissa Baurer, Board Member of Lebanon Community School District Attendance

### **Do you know your students?**

- Include Students in monthly board meetings by having monthly Student Presentations
- Schedule Student listening sessions at private homes/community center
- Student Representative on the Board
- Volunteer with School Programs when time allows
  - o Example; greet students

### **Do you know your community?**

- Scheduling Listening Sessions with community and couple board members
- Survey the Community
- Attend School Community Activities
- Attend Fundraising Events
- Attend Chamber meetings
- Tour Schools and Programs
- Hit the neighborhoods- listen

### **Are we as a board communicating to the community?**

- Board Corner- communication one page graphic that is released monthly or quarterly
- Board Member Social Media Pages
  - o Show our involvement in the community
  - o Highlight School Programs
- Board Agenda Packets Available and Visible
  - o Posting on District Social Media page and sharing from that page to our board member pages.
- Benefits: Accountability, trust gained, build relationships, education
- Keep in mind we represent the entire community, not a fraction

### **Policies**

- When reviewing them we should consider is it legal, is it current, is it working, is it needed
- Conference summarized upcoming policies that will be rolling out in the near future

### **Growing Need for Students to have Social Services Supports**

- Pantries in schools are popping up, in partnership often with local food banks
- Adjusting homework requirements for kids who do not have a home to complete the work in.
- Bringing wraparound services to the individual schools
- Suggestion for Board to review Oregon Youth Health Surveys

**Board Self-Assessment**

- Spring, annually is the recommendation
- Coordinated with OSBA

**Other Suggestions provided at the OSBA Conference**

- Culture that allows and welcomes voices to be heard
- Start Board meeting with common purpose statement
- Board Swag so when we show up at events, schools, etc. people can see a board member is on-site including badge for more formal gatherings

**Book Recommendations**

- Overcoming the Odds by Dr. Antonio Webb
- You can Get in the Way by John W. Hodge

The OSBA conference was extremely valuable as a new board member and I believe it would be valuable as a seasoned board member. There were board members ranging from first year to 30 years as a board member. The workshops reflected current trends, new policy updates, etc. I will continue to attend and plan on attending the conference in November as it is imperative to continue learning and keeping up-to-date with the current best practices.

# Jen's Zens

A Few Happy Stories from LCSD



Facilities  
Department  
Makes Us  
Shine...and  
So Much  
More







**This Dream  
Team Gets Us  
Synergized!**

# Welcome Center Creates a Healthy Runway for Kindergarteners



Thank you.

