



**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
JULY 11, 2024, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<u>BOARD MEMBERS PRESENT:</u>	<u>EXECUTIVE STAFF PRESENT:</u>
Tom Oliver, Chair, via Zoom Aubree Molina, Member Clyde Rood, Member Melissa Baurer, Member Nichole Piland, Vice Chair	Jennifer Meckley, Superintendent Steven Proski, Business Director William Lewis, Chief Operations Officer

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.

2. BOARD REORGANIZATION

Melissa nominates Tom Oliver as LCSD Board Chair, dually seconded by Clyde. All approved with a unanimous vote, Tom Oliver remains School Board Chair for the 2024-25 school year.

Melissa nominates Nichole Piland for LCSD Vice Chair, dually seconded by Clyde. All approved with a unanimous vote, Nichole Piland remains School Board Vice Chair for the 2024-25 school year.

3. PUBLIC COMMENTS

No public comments were made.

4. 2024-25 LCSD BOARD MEETING SCHEDULE

No schedule conflicts or concerns were presented.

Nichole motions to approve, and Melissa seconds the motion. All approved with a unanimous vote, the 2024-25 LCSD Board Meeting Schedule is approved.

5. RESOLUTION #24-0711 REPRESENTATIONS AND AUTHORIZATIONS

No questions or concerns were presented.

Nichole motions to approve, and Clyde seconds the motion. All approved with a unanimous vote, Resolution #24-0711 Representations and Authorizations is approved in its entirety.

6. FOCUS AREA REPORT

Jennifer references her slides in the packet, which review some successes of the district, and she notes that everything that is done behind the scenes, also impacts academic achievement. She refers to the district's leadership team's motto, "Win City", started by Business Director, Steven Prososki.

Jennifer highlights many areas in her slides—for example, 3rd grade reading improvement, 8th grade on track, high school grad rate, star testing growth, zero cancelled bus routes for the 23-24 SY (*thank you to Transportation Director, Administration and Secretarial staff, and the Mechanics for stepping up when drivers were needed*), a large number of students supported by the welcome center, new warehouse being built by district staff, a shift to district employees taking on grounds maintenance, new technology ticketing system, a balanced budget with minimal impacts on students and staff, a technology department made up of 3 staff members who successfully handle a large number of tech related issues and tasks, and successful parent square data.

Clyde inquires if the 6th grade group has shown any improvements, and Jennifer adds that yes – they have, and Seven Oak Administration has implemented some improvements to their processes.

Tom would like to see Seven Oak return to provide an update to the Board in the next year.

Jennifer thanks the Board for supporting the district.

7. OSBA BOARD SELF EVALUATION

After careful review and discussion, the Board, through analyzing cost and effectiveness, decides not to move forward with the OSBA facilitated self-evaluation. In leu of this process, the Board would like to consider a community survey, to provide a baseline and understand the concerns and/or feedback of those in the community.

Jennifer agrees and believes that this ties into the district's goals, which are also to improve community engagement. As a side note, Jennifer shares that new Communications Director, Michelle Steinhebel is working on a weekly newsletter to all staff which will share what is going on in the district.

Tom states that he would like to see some very specific goals surrounding community engagement.

Though the Board decided not to move ahead with the OSBA facilitated self-evaluation, Melissa thanks the group for their consideration and for reviewing and considering the process.

8. COMMUNITY USE OF DISTRICT FACILITIES

Tom introduces this topic, sharing that the policy being presented is not changing a lot, however the policy has not been enforced, historically. Tom would like to know what the district is looking to accomplish with the proposed changes, and notes that when discussing the public facilities, public access has to be weighed in. Tom also believes that the language that the board will review the policy annually, should remain.

Jennifer shares the history behind this policy and where systems and processes have become messy with facility scheduling, fees, etc. She clarifies that this change is not suggesting that the public should and could not use the facilities, but consistency is needed.

Nichole asks why the policy was not followed in the past, and William shares that he believes it was due to the philosophical viewpoint of past leadership. He also notes that the fees that have been charged to use the facilities in the past is nowhere near what is needed to maintain and upkeep the facilities.

Discussion takes place regarding the cost analysis, and as an example William shares that it costs approximately \$5-6,000 to wax any given gym floor, and with a full sanding, closer to \$20,000, and many gyms do need this full sanding or wax. He adds that last year the district brought in about \$500 for facility usage. He also adds that neighboring districts are generally not allowing free facility usage, which has made LCSD a more popular choice for facility usage by the neighboring districts, and communities. It is also noted that there seems to be a correlation proving that those who pay a fee for usage, tend to take better care of the facilities, including cleaning.

Discussion takes place between the Board members who agree that the facilities should be available for community use, but the district should not necessarily be accountable for the cost of cleaning the facility after, for example. There is also discussion regarding situations where a fee may not be charged, and why and whom that could be for—for example the Boys and Girls Club (non-profit), someone accessing a gym who is a volunteer to help facilitate an open gym, or someone who may provide donations in lieu of fees.

Tom asks that the district bring back a financial analysis of how much is anticipated to be brought in, and what the cost is to manage it. He also suggests striking out only the word "annually" in the language about Board review of the policy.

Jennifer also adds the concerns surrounding liability insurance.

William notes that he will bring back financials.

There is no further discussion.

9. CONSENT AGENDA

The new version of policy JHCCF is pulled from the consent agenda due to board member request. Aubree, shares concerns regarding students being in school with lice. Tom clarifies that the district is currently out of state compliance, and are mandated to approve as presented. Jennifer adds that the student can still be treated, and the district does follow a process for that, and staff will call parents/guardians, but cannot legally exclude them from school due to lice. Further discussion takes place regarding the language updates. It is noted to consider adding back in language in the policy regarding treatment.

Policy JEA is pulled from the consent agenda as well, due to board member request. Clyde would like to clarify what "send" to school entails and the reason for the language change. The district will review this change and report back to the board.

Nichole motions to approve the remaining consent agenda and Clyde seconds the motion. All in favor with a unanimous vote, the consent agenda made up of June 6, 2024 Board Meeting Minutes, First Reading Policy Updates BCBA, CC-AR, and KBA-AR, and Second Reading Policy Updates GCDA/GDDA (new), BBF, CB, EBC (new), EBCB, EBC/EBCA, GCDA/GDDA (old), and CBC, and new hires Zoya Altuhova, Elizabeth Atkins, Kara Enright, Martin Coatney, Jessica Gadue, Cheyenne Hamilton, Natalie Kelley, Amber LeBard, Kristy Lindner, Jalen Lomax, Kelly McAllister, Whitney McGilvray, Serene Mellenthin, Kenzie Parsons, Heather Peckfelder, Maya Scott, Brittany Shamek, Jadzia Simpson-Berry, Lindsey Smith, Gretchen Wurgler, and Cassidy Shryock is approved in its entirety. Policies JHCCF (old and new) and JEA are excluded from the motion.

10. DEPARTMENT REPORTS

A. Operations

William shares an update on the Seven Oak building, showing the purposeful design of the second floor, where HVAC can be easily accessed for needed maintenance, etc. He also provides an update on the Lacombe Roof project, sharing photos which show the old and new boards, acknowledging the high quality of the new roof. Tom confirms with William, that the repairs needed on the roof are within the budget. William also notes that the asbestos testing has come back clean. He explains that projects like these are very complex, and there are always challenges. William also shares photos of the LHS cafeteria project.

B. Human Resources

Nothing to report.

C. Finance

Steven shares that the finance team is currently working in both fiscal years as they close out 23-24, and he shares that the ending fund balance should come out close to what was budgeted. He also notes that the audit team will be the same as last year, with an interim prep next week, and final audit will be September 16th.

11. COMMUNICATION

A. Board

Melissa gives a kudos to the basketball camps at Seven Oak, specifically a kudos to coach Evans.

In regards to the lice policy conversation, Aubree clarifies that students at Riverview are not sharing cubbies for their coats, but there are two backpacks on each side of a cubbie.

Discussion takes place regarding the student board member's timeline, and that they will begin attending in September.

Tom reminds the group that the August meeting will be virtual, and September will be back in person.

B. Superintendent

Jennifer notes that there will soon be a signed Sand Ridge Charter contract agreement, since as of this morning Sand Ridge has agreed to the terms. There will be no further action required by the board.

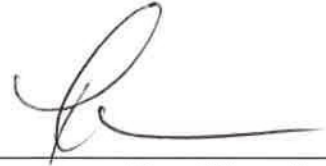
Jennifer also invites the Board members to the all staff welcome back event, on August 26th, where all staff come together at the LHS auditorium.

12. PUBLIC COMMENTS

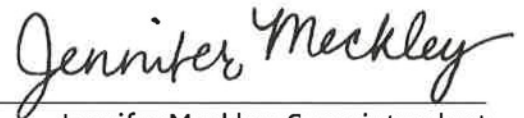
No public comments were made.

13. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:19 PM.



Tom Oliver, Board Chair



Jennifer Meckley, Superintendent

Lebanon Community School District #9

**Resolution #24-0711
Representations and
Authorizations**

The Lebanon Community School District Board of Directors resolves the following for Fiscal Year 2024/25:

- 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 Prososki 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 Prososki 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/or Steven Prososki 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/or Steven Prososki to approve and pay all accounts payable and balances on district-issued credit/purchase cards within the limits of the adopted budget document.
- 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 2023/24 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 2024/25. Regular meetings will begin at 6:00 PM.

Date	Meeting Type	Scheduled Location
August 8, 2024	Regular Meeting	Santiam Travel Station
September 12, 2024	Regular Meeting	Santiam Travel Station
October 10, 2024	Regular Meeting	Santiam Travel Station
November 14, 2024	Regular Meeting	Santiam Travel Station
December 12, 2024	Regular Meeting	Santiam Travel Station
January 9, 2025	Regular Meeting	Santiam Travel Station
February 13, 2025	Regular Meeting	Santiam Travel Station
March 13, 2025	Regular Meeting	Santiam Travel Station
April 10, 2025	Regular Meeting	Santiam Travel Station
May 8, 2025	Regular Meeting	Santiam Travel Station
June 12, 2025	Regular Meeting	Santiam Travel Station
July 10, 2025	Reorganizational Meeting	Santiam Travel Station

- O. **Depository-of-Funds.** BE IT RESOLVED that the Lebanon School Board of Directors here by designates FDIC 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 2023/24 ending fund balances and revenues for specific uses in Fiscal Year 2024/25:
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 2024/25 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 11th day of July, 2024.



Board Chair



Jennifer Meckley, Superintendent

WIN CITY

Pursuing Excellence



LEBANON

Community Schools

FIVE FOCUS AREAS

We have significant wins in each of our five focus areas:

- Academic Achievement
- Safety and Belonging
 - Financial Integrity
 - Effective Facilities
- Community Connections

The following slides and memo in the packet are not meant to be comprehensive, but collectively it paints a clear picture of the tremendous work our staff and community are doing to support our students and families.



ACADEMIC ACHIEVEMENT



Metric	Baseline	2024	Source or Instrument
3rd Grade Reading	37%	41% 92% participation	SBAC
	50.4%	48.9%	STAR
8th Grade on Track	NA	71% (Seven Oak only) <ul style="list-style-type: none">• Passing all classes• 2 or fewer behavior referrals• 90% attendance• Academic growth on STAR assessment	Grades Test scores Attendance Behavior

ACADEMIC ACHIEVEMENT

Metric	Baseline	2024	Source or Instrument
High School Graduation Rate (on time)	79% (2022) 88.8% (2023)	88.8% (2023)	State Report Card
Academic Growth Reading (Grades 2-8) Percent of students with at or above typical growth	66.5% 65% SpEd 65.2% BIPOC	68.6% 66% SpEd 70.9% BIPOC	STAR
Academic Growth Math (Grades 2-8) Percent of students with at or above typical growth	66.3% 58.1% SpEd 67.1% BIPOC	68.5% 66% SpEd 68.9% BIPOC	STAR



SAFETY AND BELONGING



Zero canceled bus routes in 2023-24!

OTHER HIGHLIGHTS

- 1,611 students daily average
- 27 McKinney-Vento students
- 6 foster care students
- 217 HS athletic trips = 31,000 miles
- 53 MS athletic trips = 4,651 miles
- 155 field trips = 13,698.2 miles
- Total mileage = 373,167 miles

SAFETY AND BELONGING

WELCOME CENTER HIGHLIGHTS

- 381 referrals
- Provided 689 intakes
- Approximately 98 bilingual students receiving services
- Approximately 285 identified McKinney-Vento students
- Approximately 84 Tier 3 students
- 317 Tier 2 level students on the Welcome Center case management



EFFECTIVE FACILITIES

HIGHLIGHTS

- Warehouse building
 - In-house construction
 - Central, in-town location for stored items and equipment
- Employ our own grounds employees (formerly contracted with the City of Lebanon)
 - Provides yearlong employees who can support other projects in the winter months
- New ticketing system for Facilities and Technology



FINANCIAL INTEGRITY

2024-25 Balanced Budget!

Adopted a new budget with minimal impact on students and staff!

Lebanon Community School District

2024-2025 APPROVED BUDGET



Lebanon Community School District #9
485 S 5th Street
Lebanon, OR 97355
(541) 451-8511
www.lebanon.k12.or.us

View online at

lebanon.k12.or.us/departments/financial

TECHNOLOGY HIGHLIGHTS

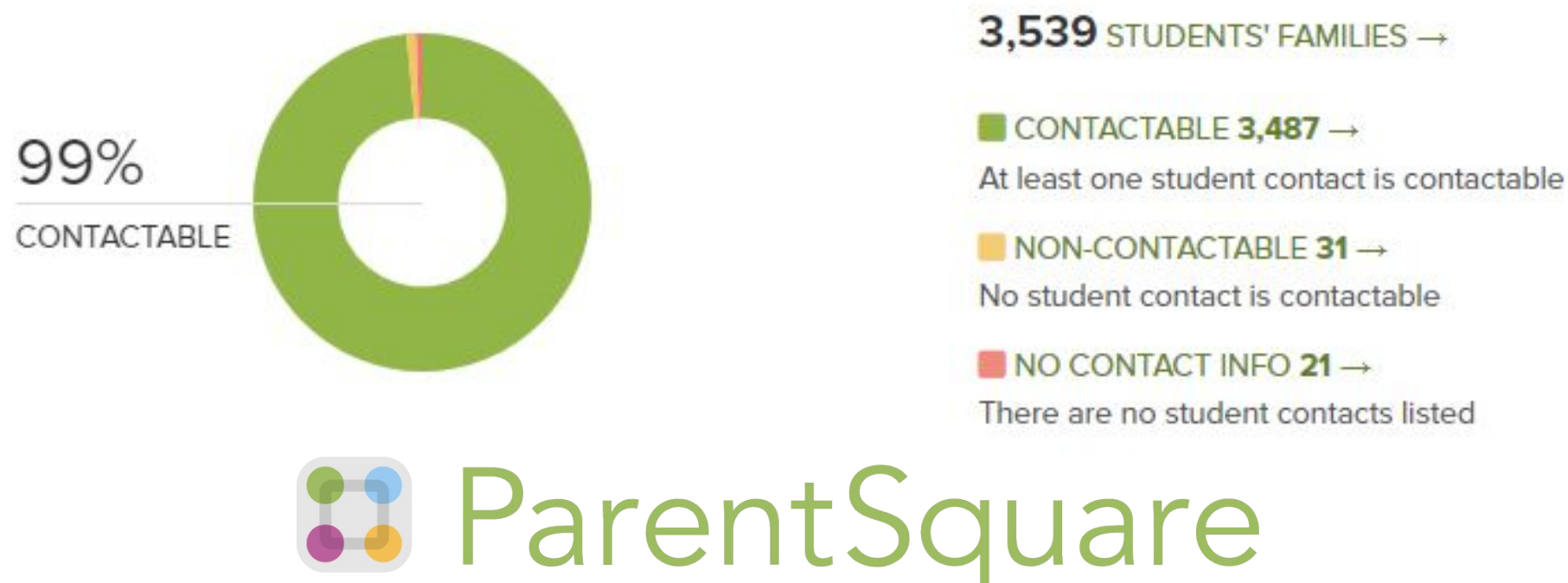
Three employees:

- Responded to 1,889 tickets
- Support 4,000 Chrome devices
- 750 Windows devices
- 85 network printers
- 450 Voip phones
- 300 Samsung tablets
- 300+ projectors and/or HD TVs

COMMUNITY CONNECTIONS

PARENTSQUARE HIGHLIGHTS

- 99% of students are contactable
- 14,305 direct messages to families resulting in 143,053 back-and-forth direct messages
- 96 district posts, 611 school posts and 2,816 classroom posts



FACEBOOK HIGHLIGHTS



- Reach: Nearly 76,000 people
 - Number of unique users who see a post or the page
- Impressions: 478,200
 - Number of times any content from our page entered a person's screen
- Content interactions: 20,500
- Followers: 3,900
- Link clicks: 1,200
 - Number of times someone clicked on a link we posted