## Lebanon Community School District

# School Board Meeting
# June 12, 2025

12 June 2025, 18:00 - 20:00, (PDT)

Lebanon Public Library, 55 Academy St, Lebanon, OR 97355-2867, United States

# Agenda

18:00 - 18:01 **1 WELCOME**

Livestream:
https://www.youtube.com/@lcsdboardmeetingstream6568/streams

Meetings Cover Page.pdf . . . . . 1

18:01 - 18:02 **1.1 Call to Order**

18:02 - 18:03 **1.2 Flag Salute**

18:03 - 18:13 **2 PUBLIC COMMENTS**

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

18:13 - 18:23 **3 LEBANON SCHOOLS FOUNDATION MINI GRANT STAFF PRESENTATIONS**

Lebanon Foundatio...rd Presenation.pdf . . . . . 2

18:23 - 18:33 **4 STUDENT BOARD REPRESENTATIVES RECOMMENDATIONS**

Motion: Approval Requested

18:33 - 18:43 **5 SUPERINTENDENT CONTRACT**

Memo - Superintendent Contract.pdf . . . . . 58

24-27 Superintendent Contract.pdf . . . . . 59

25-28 Superintendent Contract.pdf . . . . . 63

Motion: Informational Only; No Requested Changes

18:43 - 18:53 **6 BUDGET APPROVAL/HEARING**

A. Resolution #25-0612A Making Appropriations for the 2025-26 Budget

B. Resolution #25-0612B Imposing and Categorizing Tax

Resolutions A & B.pdf . . . . . 68

Motion: Approval Requested

18:53 - 19:03 **7 CONSENT AGENDA**

Motion: Approval Requested

19:03 - 19:04 **7.1 May 8, 2025 Board Meeting Minutes**

May 8, 2025 Board Meeting Minutes.pdf ... 70

19:04 - 19:05 **7.2 May 8, 2025 Budget Meeting Minutes**

May 8, 2025 Budget Meeting Minutes.pdf ... 75

19:05 - 19:06 **7.3 May 15, 2025 Board Work Session Minutes**

May 15, 2025 Boar...ession Minutes.pdf ... 78

19:06 - 19:07 **7.4 May 15, 2025 Budget Meeting Minutes**

May 15, 2025 Budg...eeting Minutes.pdf ... 81

19:07 - 19:08 **7.5 May 29, 2025 Special Meeting Minutes**

May 29, 2025 Spec...eeting Minutes.pdf ... 84

19:08 - 19:09 **7.6 First Reading Policy Update**

Board Agenda Poli... First Reading.pdf ... 87

DLC-AR.pdf ... 88

JGE-AR(F).pdf ... 94

19:09 - 19:10 **7.7 Second Reading Policy Update**

Board Agenda Poli...Second Reading.pdf ... 95

JEC.pdf ... 96

19:10 - 19:11 **7.8 Hiring**

Board Agenda Hiring Table.pdf ... 99

19:11 - 19:11 **8 DEPARTMENT REPORTS**

19:11 - 19:11 **8.1 Operations**

19:11 - 19:21 **8.2 Operations Report**

Operations Report 06-05-25.pdf ... 100

Motion: Approval Requested

19:21 - 19:31 **8.3 Human Resources**

19:31 - 19:31 **8.4 Finance**

19:31 - 19:41 **8.5 Financial Report**

06-12-2025 Financial Report & Memo.pdf . . . . . 101

19:41 - 19:41 **9 COMMUNICATION**

19:41 - 19:51 **9.1 Board**

19:51 - 20:01 **9.2 Student Board**

20:01 - 20:06 **9.3 Superintendent**

20:06 - 20:11 **9.4 Jen's Zens**

20:11 - 20:21 **10 PUBLIC COMMENTS**

20:21 - 20:22 **11 ADJOURNMENT**

Board Agenda Upco... Meeting Dates.pdf . . . . . 107

Pursuing Excellence

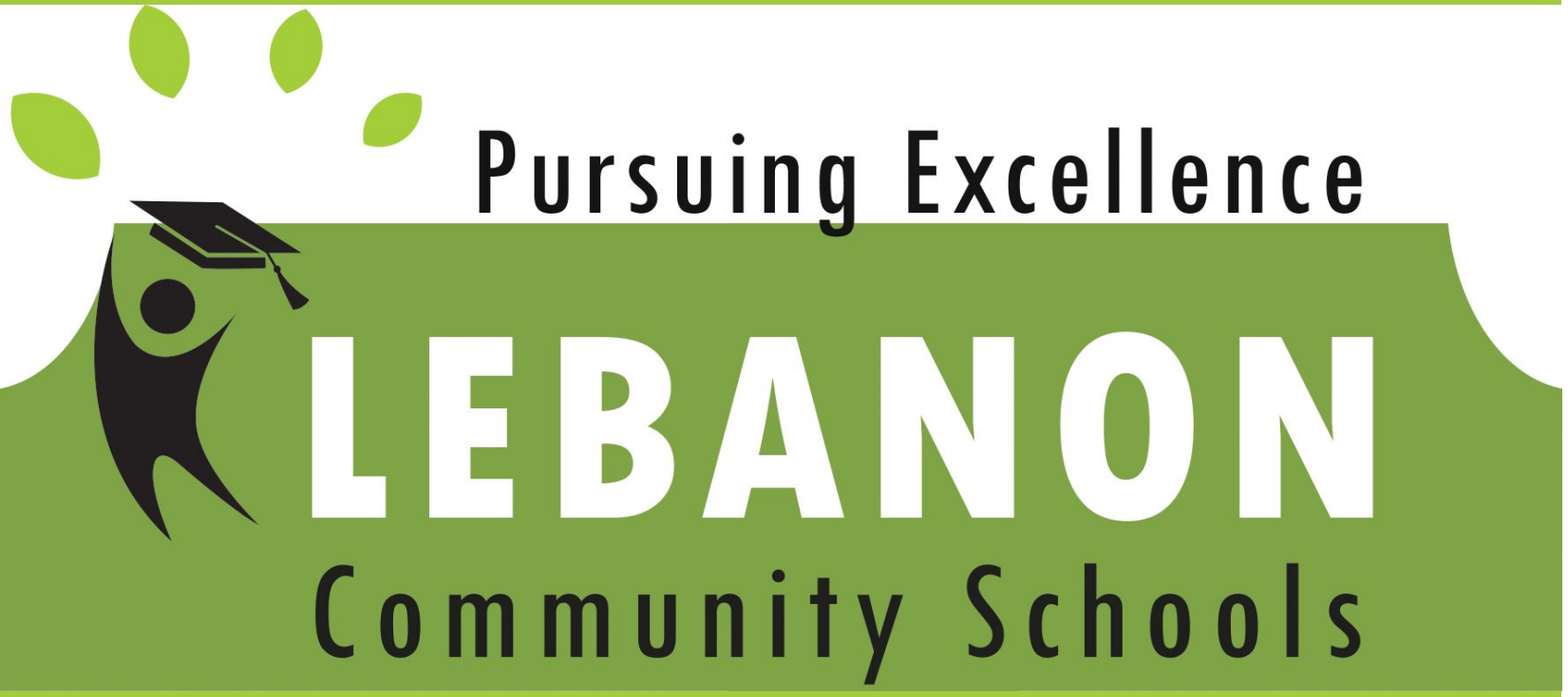
LEBANON

Community Schools

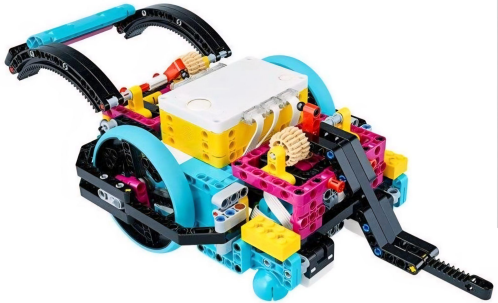
The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Public Comments on each of its regular agendas. 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


Pursuing Excellence
LEBANON
Community Schools

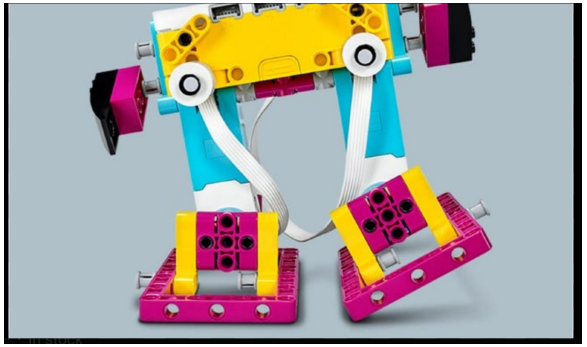
# Jessie Quetschke



The funds were used to purchase a Lego Robotics kit. The plan is for students to build the robot  and code it to complete challenges given to the students.





# Ryan McWayne










My grant allowed me to purchase an entire set of 2024-25 OBOB Books for the 3-5 division; allowing my teams to have access to all of the books to read for the competition.

# Susie Phillips



Grant funds were used to support the purchase of an additional greenhouse for the Brick House Transition Program.

This new space will allow students to expand their hands-on learning in horticulture, build vocational skills, and manage real-life tasks such as planting, harvesting, and preparing for seasonal sales. The greenhouse supports functional academics, job readiness, and community involvement.










# Jodi Howell

At LHS, we used the funds to recognize AVID Students of the Month throughout the school year. We were able to purchase AVID totes and fill them with school supplies, treats, and LHS gear as a way to recognize the amazing efforts of AVID students in each grade. Students received the bags with a special note of recognition from their teacher, and photos were added to the AVID Bulletin boards in our school Commons.  We were also able to do a small, special send off for our AVID seniors (not all pictured).













ition affirms students' efforts and potential, ough efforts like this, it becomes a powerful motivator that nurtures confidence, persistence, and academic success.

# Amanda Gaskey

**Cascades preschool was able to purchase age appropriate bikes to promote gross motor and learn about bicycle safety in the classroom!**







# Michael Swindle













With grant funds, I was able to purchase 2 ChompSaws for the engineering class at SOK. These cardboard cutting machines are incredibly safe, allow students to cut out a variety of shapes, and create unique designs. Students have used the ChompSaws to create windmills, houses, & fins for rockets. These saws have also benefited our theater department in making props & sets for their productions.



# Ashley daSilva

Supporting Literacy During Middle School Science Classes

With grant funds, I was able to purchase eight sets of graphic novels related to our teaching units in 7th and 8th grade science. The students enjoy reading the adventures of Max Axiom, “Super Scientist,” to their lab groups. This tradition builds community and helps students get valuable practice and peer support for literacy. There are also Spanish versions.





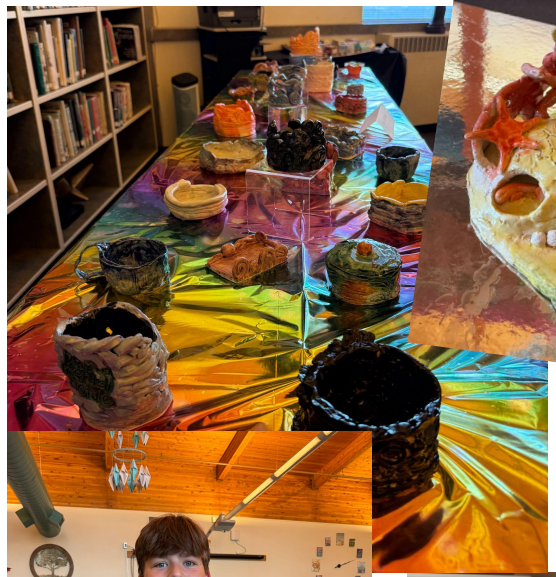

Pictured: groups of students engage in “Read to Your Lab Team” with Max Axiom graphic novels; a set of Max Axiom books including 7th and 8th grade science topics.

# Emily Latimer

Grant funds were used to purchase supplies for a school wide art show. Art students learned how to mat, frame, and display art. The art show was held during our Spartan Showcase evening event and very well attended! It was so wonderful to see the pride on kids' faces as they showed off their art to parents and friends. Over 300 students submitted work for the show!











# Jessica Gadue



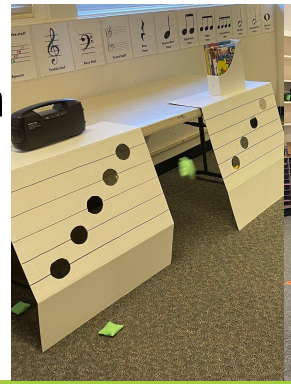
XL Stretchy band




Books, beanbags, & dry erase sleeves

Music Staff beanbag toss!

With grant funds, I was able to purchase materials to promote literacy in the music room at both Hamilton Creek & Lacomb. Posters with vocabulary terms, new books, dry erase sleeves, beanbags, a giant stretchy band, and more allowed me to have more interactive lessons with students than I could have before. They absolutely loved the new materials and lessons. I am so grateful to give each school the same amount of attention to literacy in music!





Luis DeLuna

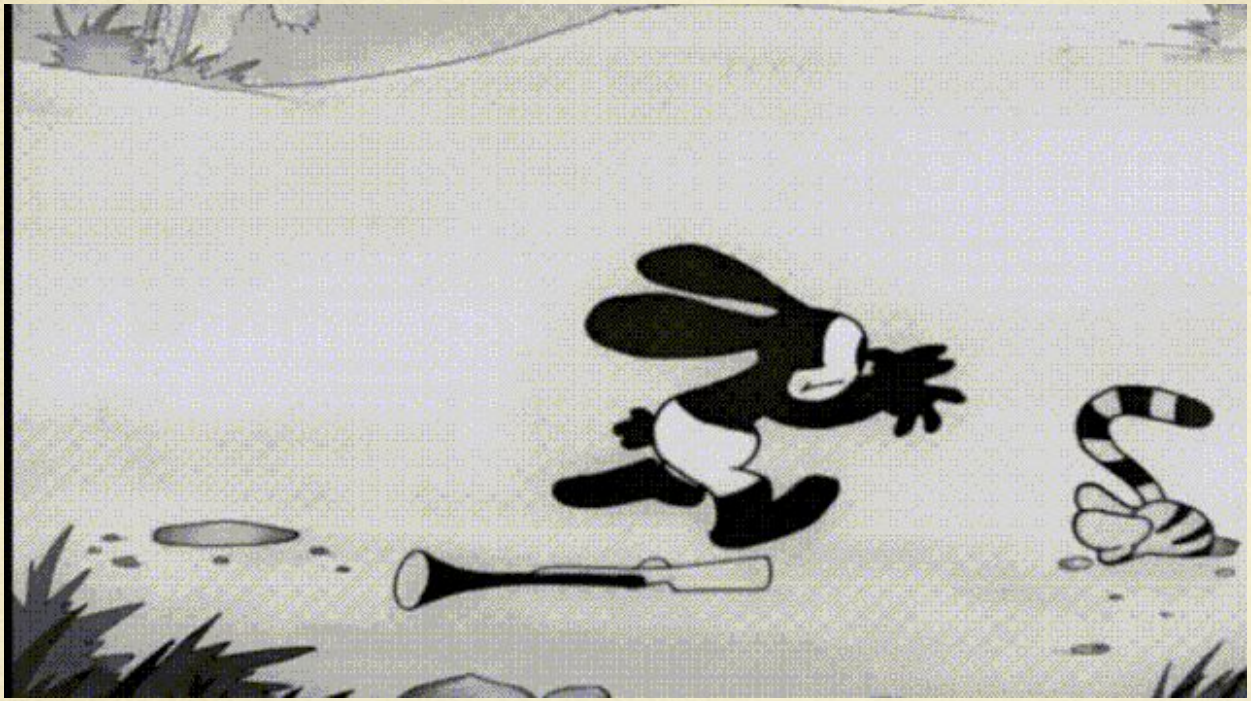
# ANIMATION CEL Project

# What is Cel Animation?

Cel animation is one of the most traditional forms of animation and involves objects - usually characters - being hand-drawn on clear celluloid sheets and placed over painted backgrounds. These are known as animated cels or animation cels.

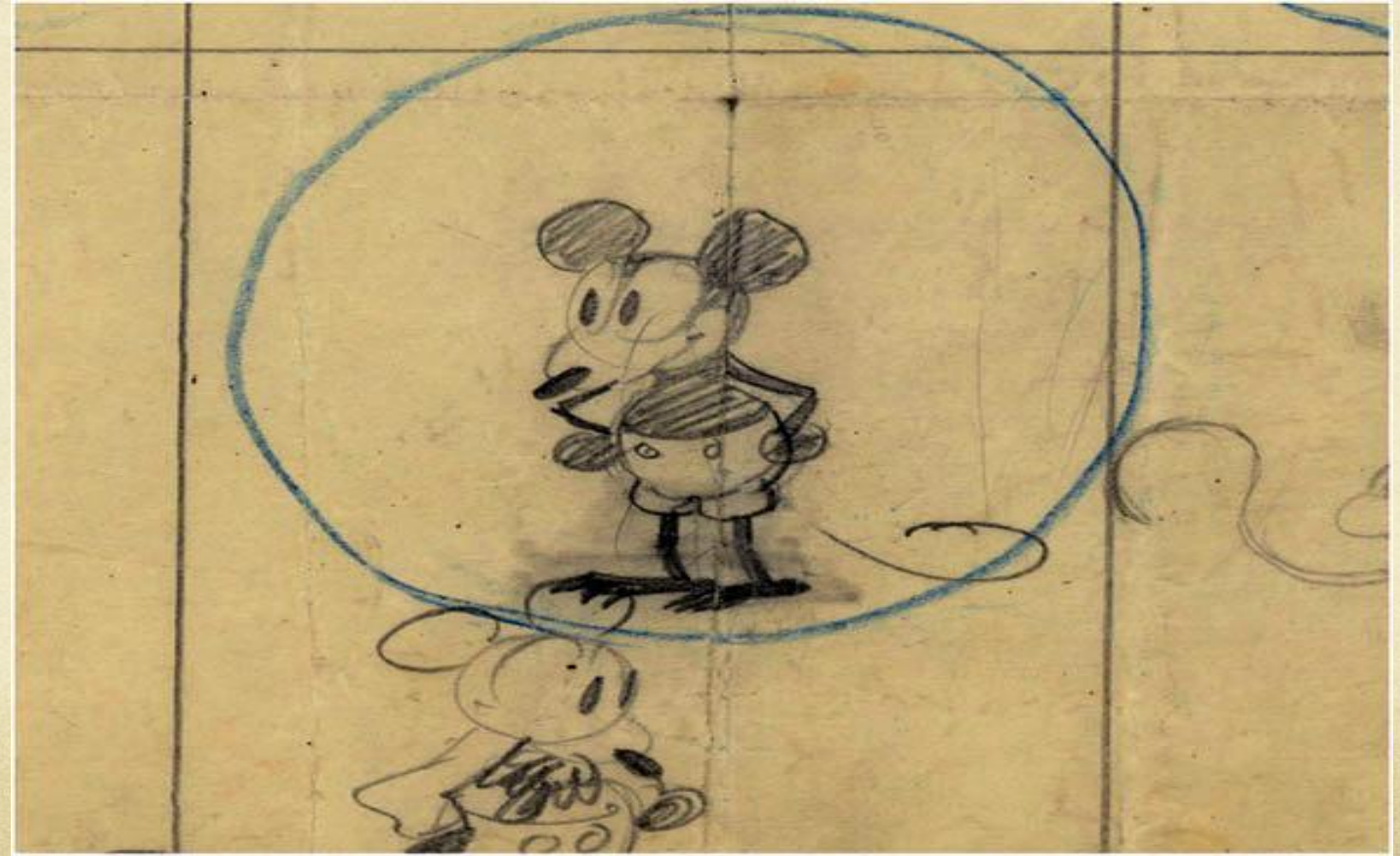



Alice ‘s Wonderland
(1923)

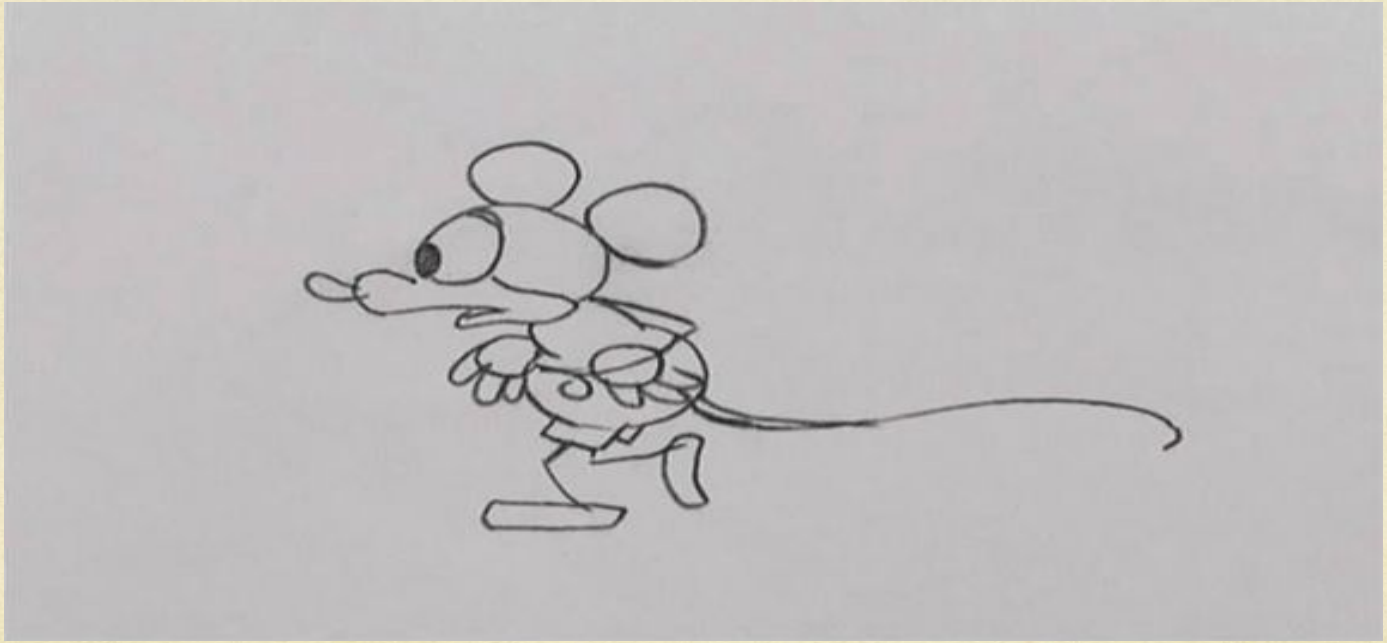


Oswald the Lucky Rabbit
in :
Africa before Dark (1928)

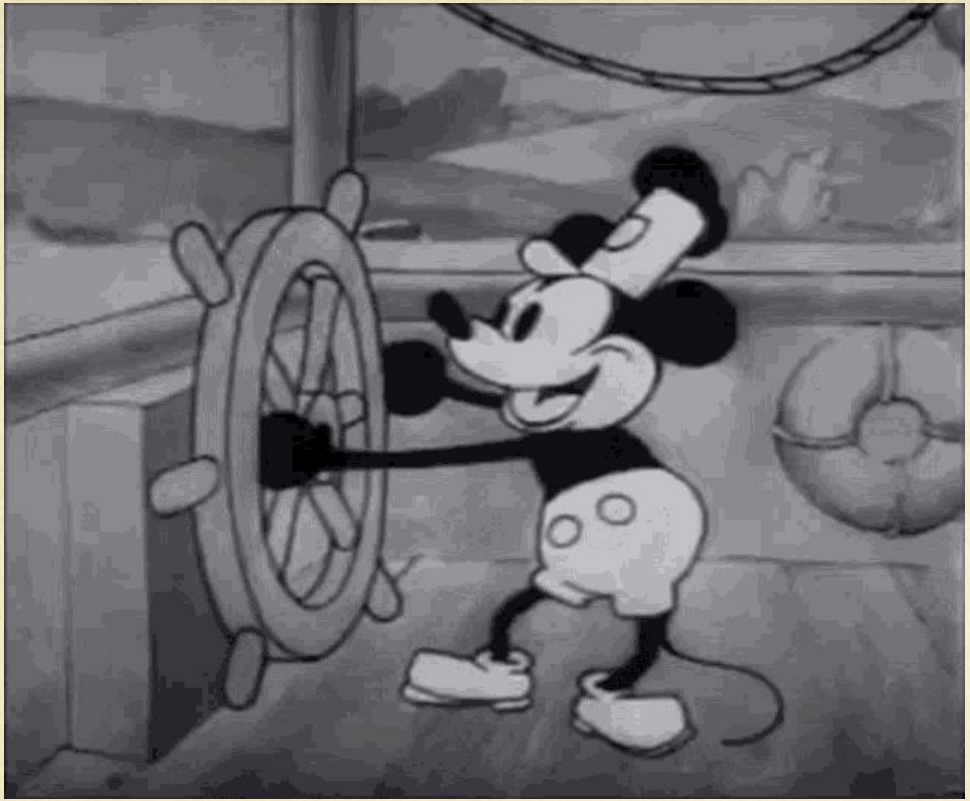
# FIRST SKETCHES OF MICKEY MOUSE



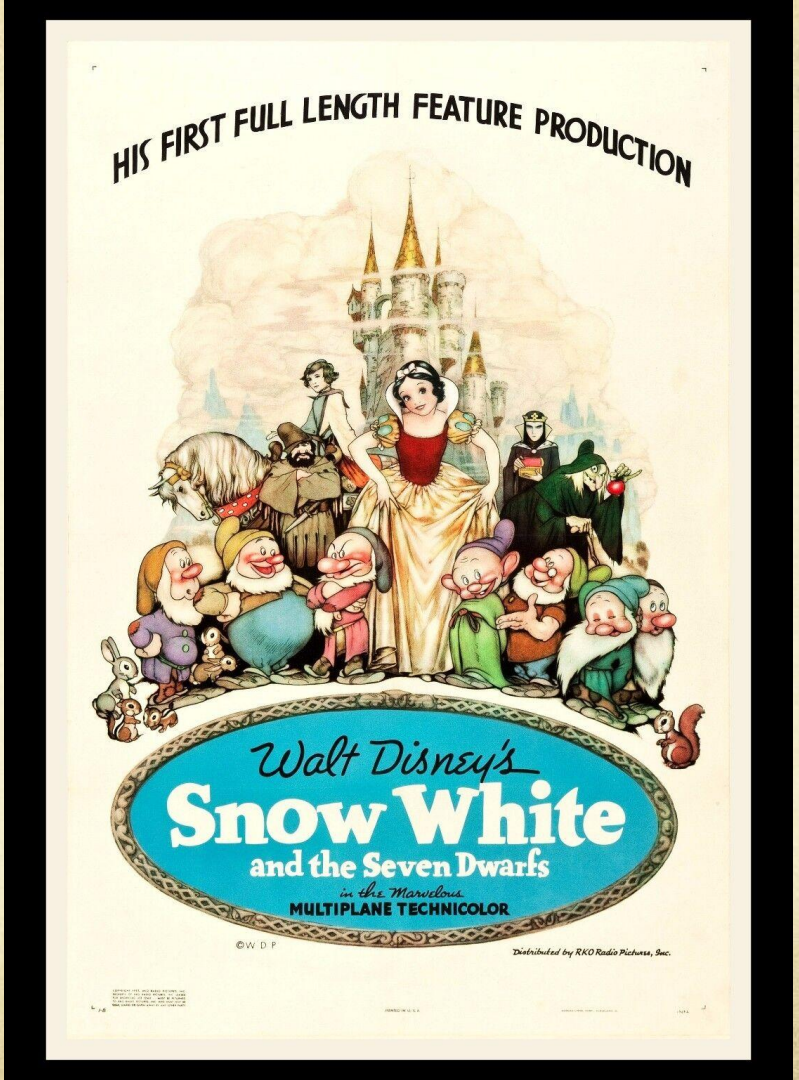
# Mickey Mouse



Animation sequence of a early Mickey Mouse



**Steamboat Willie**
Walt Disney Studios
1928




Theatrical Poster for
***Snow White and the Seven Dwarfs***





# Classical Animation



# The Nine Old Men



# Frank Thomas and Ollie Johnston



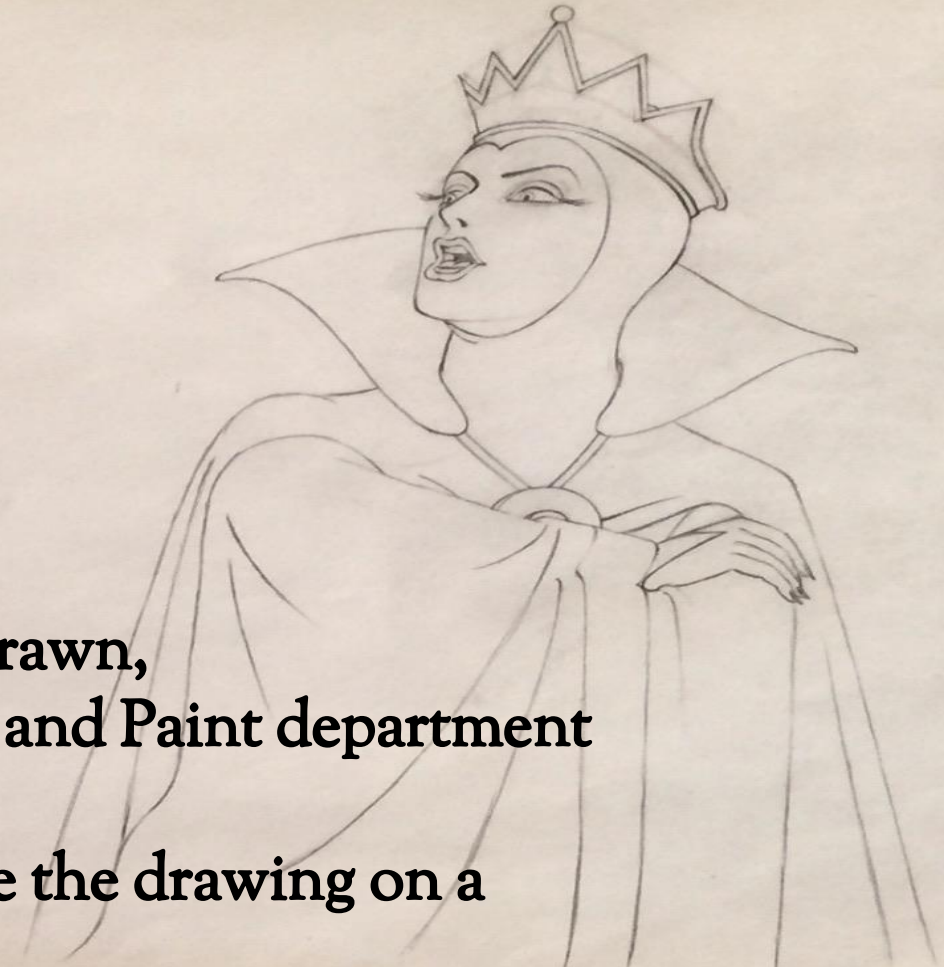



# Ink and Paint



Traditional Animation also meant hand painting each individual frame





Once character is drawn,
it is sent to the Ink and Paint department

They will then trace the drawing on a
transparent



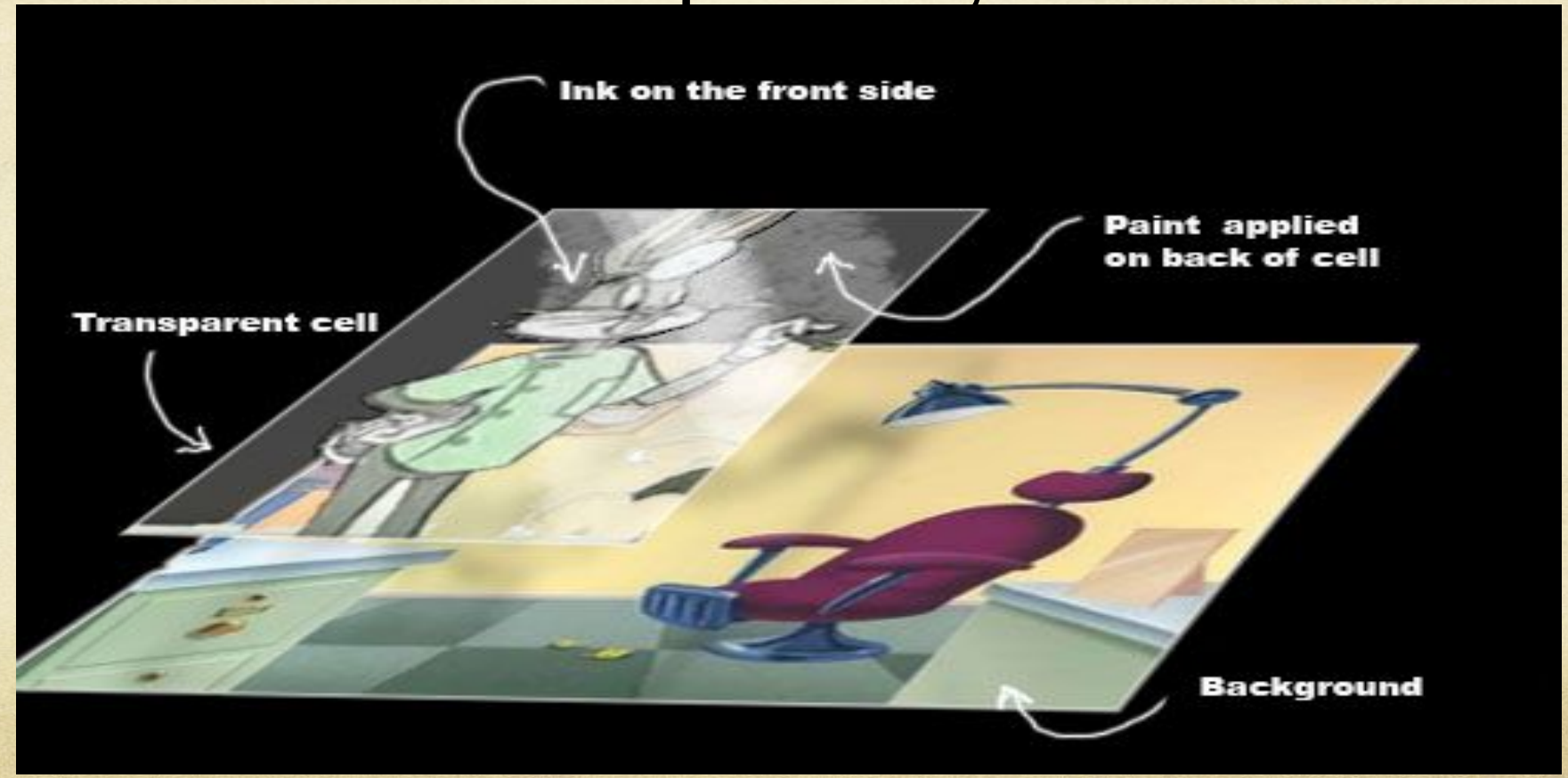



Evil Queen from Snow White and the Seven Dwarfs

# PAINT IS APPLIED TO THE BACK OF THE TRANSPARENCY



# Multiple Layers



# We are doing a 2D animation cel



# We will use Multiple Layers to Create  a Scene



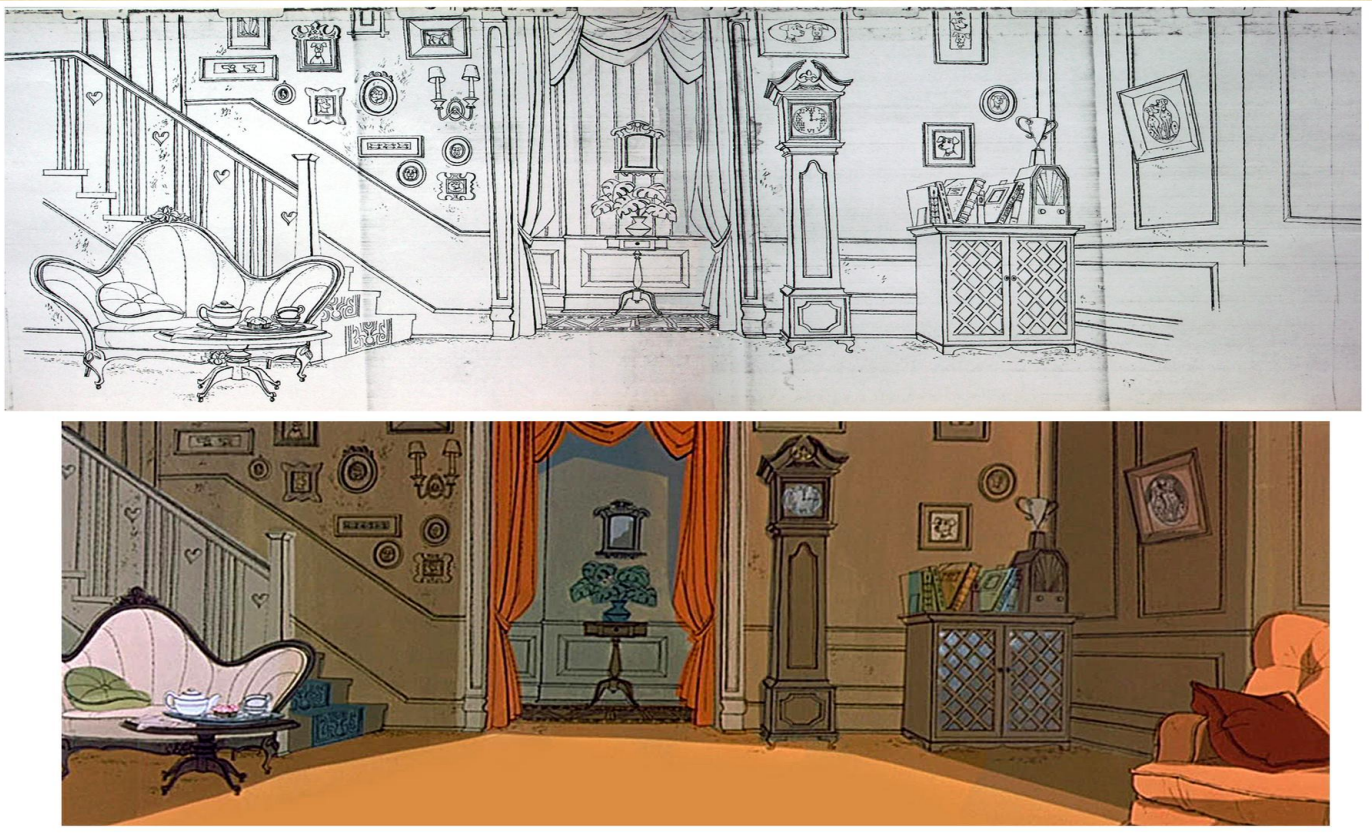
# Example of a Backgrounds






Sleeping Beauty
1959

# Example of Finished Background



# TRIVIA

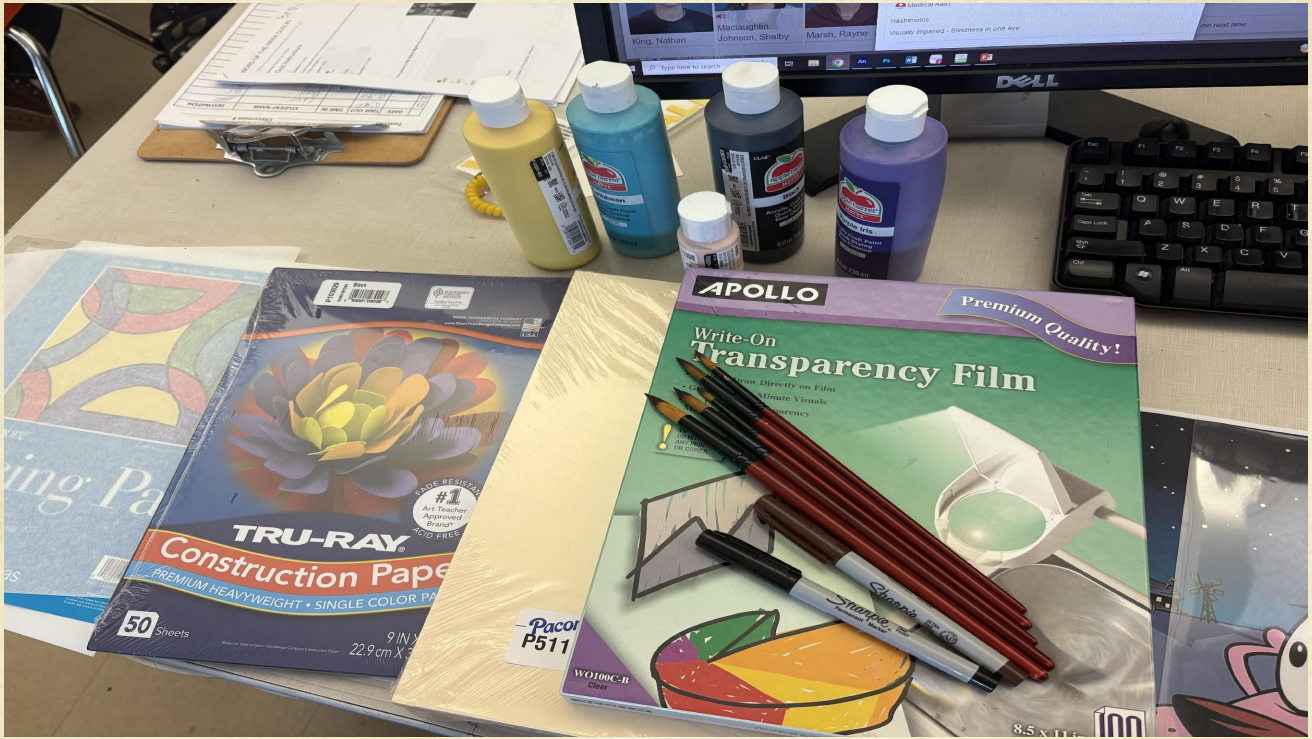
- It's the end of 1937 and RKO Radio Pictures is promoting its new movie ***Snow White and the Seven Dwarfs***

- It's the first full-length animated feature from Walt Disney's company, best known for its short films starring Mickey Mouse.

- The following February, millions of Americans line up to watch the movie.
- It pulls in **around 6.5 million dollars during its original run.**

- In 1938, the average movie ticket cost **25 cents.**
- Film website Box Office Mojo, which keeps track of U.S. box office sales and adjusts them alongside ticket prices in the year of a movie's release.
- By today's standards, Snow White grossed more than **$1 billion**

# Materials Used




Here is just a small collection of the materials needed to create this project

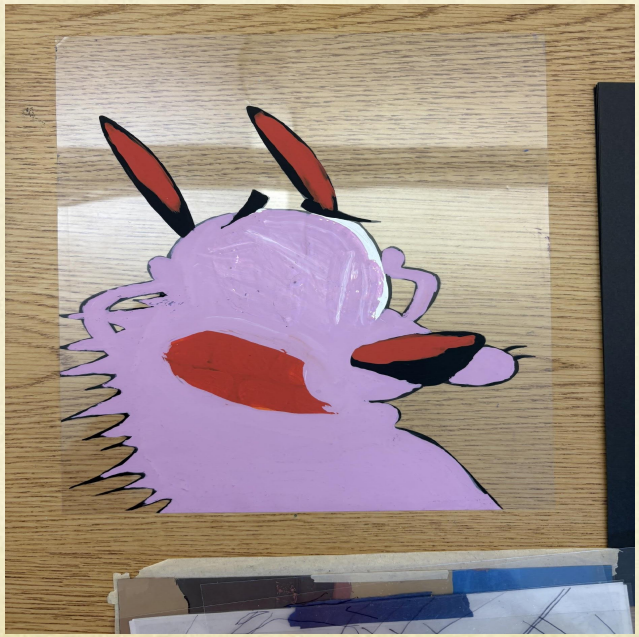
Students will choose an image they want t
make into an animation cel.



First step is to put a transparency sheet over the image and trace the image with a sharpie marker



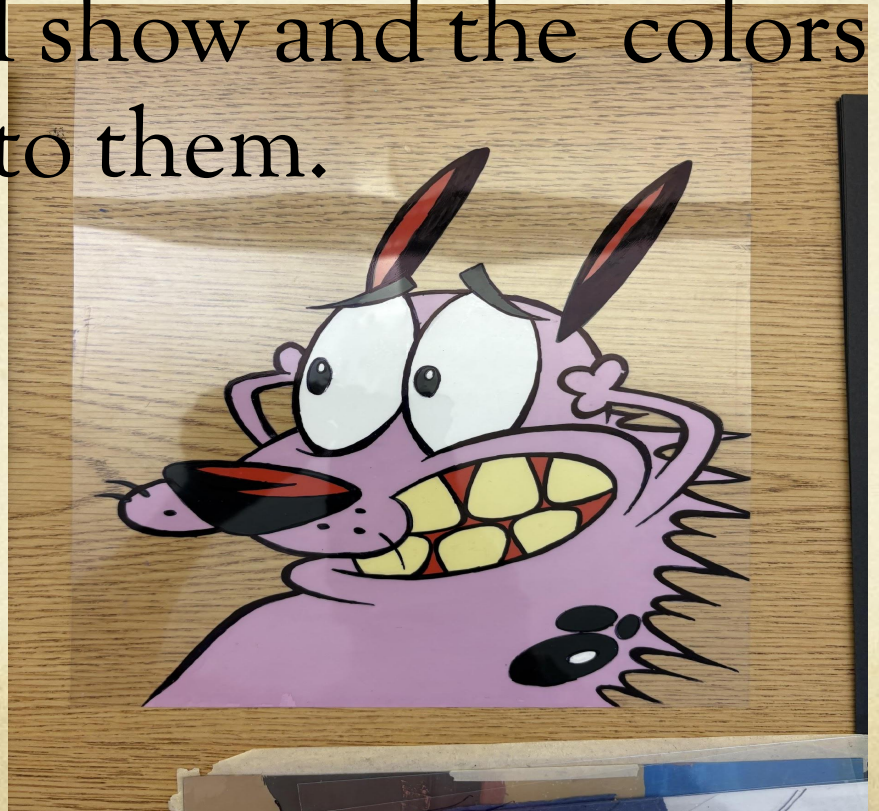
The next step is to flip the transparency and apply the acrylic paint in layers from small details to larger areas of color



# The painted side will look strange and the colors will be muted



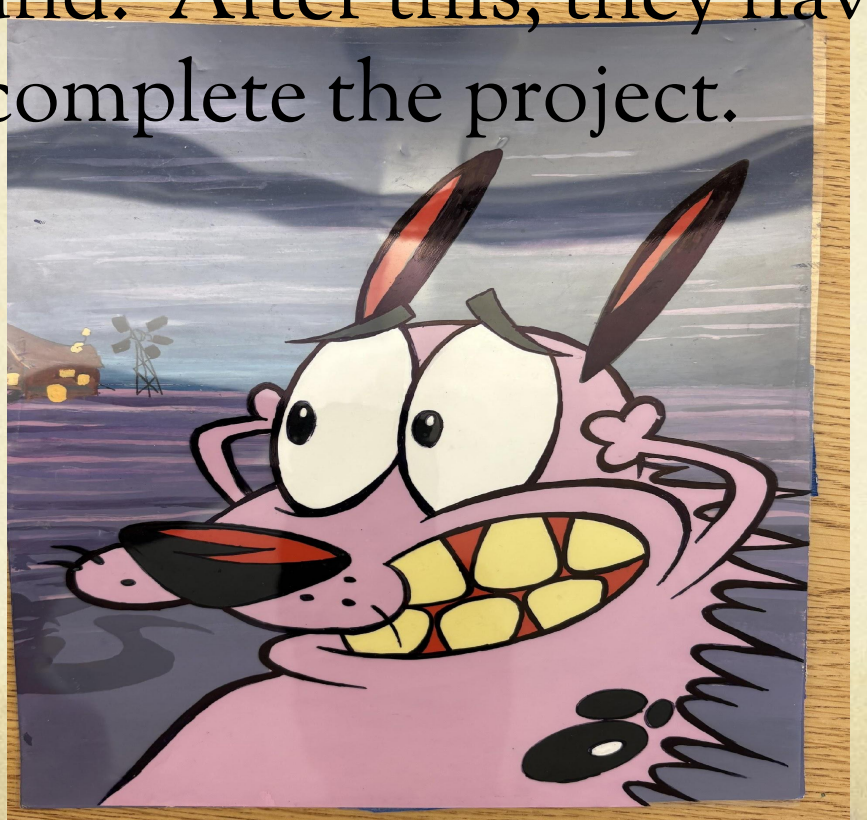
Once the students flip back to the right side the features that were traced with the sharpie marker will show and the colors will have a nice shine to them.



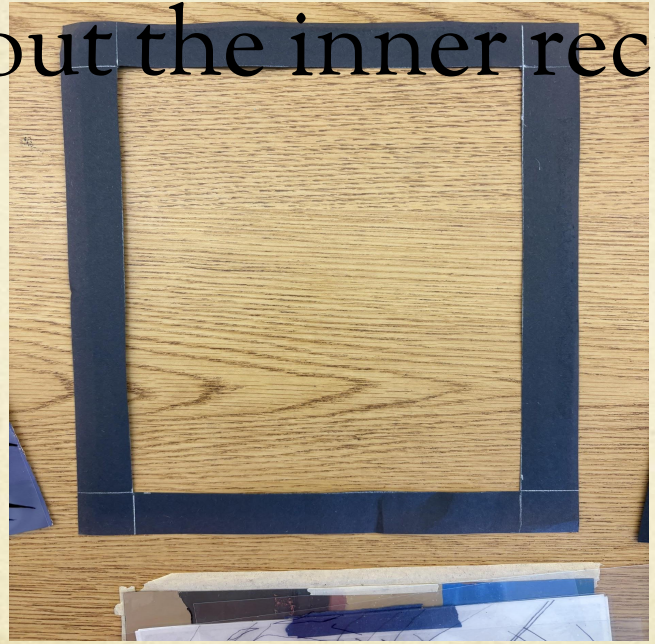
Now the students will start to work on their background. They will either paint what they see  from the image they chose or they will paint an original background and set their character on to that background.



Once the background is complete, the students will place  work over their background.  After this, they have a final step to do to complete the project.



Students will then take a black sheet of paper and measure out a 1 inch border on every side and then cut out the inner rectangle to make the frame.



Students will  then tape the  transparency and background to the frame on the backside with painters tape. Once it is secured, the students will flip it over and  then their project will be complete.



# SOME STUDENT WORK



















# MRS. RAINEY'S EMR *class*

Thank you to Lebanon Foundation for funding our EMR fees this year! Our kids worked hard and earned their certifications.

# lebanon high

# Pharm Tech class




Thank you Lebanon Foundation for funding our Pharm Tech exam fees this year!





# MRS. RAINEY'S CNA class




Thank you Lebanon Foundation for funding our CNA fees this year!

These kids worked hard..

# BOARD MEMORANDUM

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

**From:** Jennifer Meckley, Superintendent

**Date:** June 6, 2025 **Meeting Date:** June 12, 2025

**Re:** Superintendent Contract

Enclosed please find both my 2024-2027 and 2025-2028 contracts.
The signed copy of the 2024-2027 contract contains the language regarding vacation payout that was missing from the draft I proposed in May. I have added that language to the 2025-2028 contract as approved by the Board in the May meeting.

**EMPLOYMENT AGREEMENT**
**FOR SUPERINTENDENT**
**BETWEEN**
**THE GOVERNING BOARD OF**
**LEBANON COMMUNITY SCHOOL DISTRICT**
**LINN COUNTY, LEBANON, OREGON**
**AND**
**JENNIFER MECKLEY**

THIS AGREEMENT is made and entered into this 9th day of May, 2024, by and between Lebanon Community School District ("District") and Jennifer Meckley (" Superintendent")

**RECITALS:**

WHEREAS, the District is desirous of securing a Superintendent of Schools to supervise and direct the schools and the educational program of the District under the general supervision of the District's School Board; and,

WHEREAS, Superintendent is desirous of serving as the chief executive officer of the District and is willing to perform all duties required by that office; and,

WHEREAS, the District and Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools;

NOW THEREFORE, in consideration of the mutual promises contained herein, the District hereby employs Superintendent as the Superintendent of Schools in and for said District and Superintendent hereby accepts such employment upon the terms and conditions as set forth below.

1. **Duties of the Superintendent**

   a. Superintendent shall serve as the chief executive officer of the District.

   b. Superintendent shall be responsible for carrying out all policies, rules, and regulations established by the Board of Directors. This responsibility includes the Board Policy on the job description for the Superintendent.

   c. In cases not specifically addressed by way of Board policy, Superintendent shall take appropriate action and report such action to the Board at its next regularly scheduled meeting.

d. All District personnel, except for the District's auditor and legal counsel, are responsible to Superintendent. Superintendent shall serve as the contact person with the District's auditor.

e. Superintendent shall make rules and regulations for school personnel necessary to fulfill the policies of the Board. Superintendent shall delegate responsibility and assign duties as she sees fit. However, such delegatory action does not relieve Superintendent from final responsibility for any action of a subordinate.

f. Superintendent shall be present at all meetings of the Board.

g. Superintendent shall plan, develop, and implement means to keep the community informed about school matters and shall serve as a representative of the schools before the public.

h. Superintendent must hold an administrative license, including a Superintendent's endorsement, as required by the Teacher Standards and Practices Commission of Oregon. Should Superintendent fail to hold a valid administrative license at any time during this contract, such shall be sufficient cause to terminate this contract.

2. **Term of Agreement**

This Employment Contract for Superintendent will begin effective July 1, 2024, and it shall terminate on June 30, 2027.

3. **Contract Year**

The Superintendent shall be obligated to render to the District two hundred sixty (260 days of service, including District holidays (currently 10), twenty-five (25) days of vacation and five (5) on-call days, prorated to the term of agreement in Section 2. Superintendent may accumulate 25 vacation days from one contract year to the next contract year. The Superintendent may cash out up to 15 unused vacation days per fiscal year, in June at the current year's rate of pay.

4. **Superintendent's Compensation and Benefits**

a. For the 2024-25 school year, the District shall pay the Superintendent an annual salary of $178,076 payable in twelve (12) equal monthly payments. For each additional school year, the District shall pay the Superintendent an annual salary not less than the preceding year, together with such percentage increase as provided by the District for other administrators. In addition, the District will pay the Superintendent's share (6%) of the Public Employee Retirement System (PERS) contribution, beginning with the inception of this agreement.

b. Paid leaves and paid holidays which are provided to other administrative employees of the District will similarly be provided to Superintendent. Unused days of vacation will be paid out to Superintendent at the per diem rate of Superintendent's salary upon termination of the Contract.

c. Superintendent is entitled to the same health insurance provided to other district administrators.

d. The District shall reimburse the Superintendent for all actual and necessary expenses incurred by the her within the scope of the Superintendent's duties.

e. The District will pay $2,500 per month to a tax-sheltered annuity on Superintendent's behalf. Superintendent is responsible for all tax consequences of this payment. Superintendent is also entitled to an automobile stipend for the use of Superintendent's personal automobile for district-related travel in the amount of $650 per month paid by the District.

5. **Fringe Benefits**

The Superintendent shall be entitled to participate in all insurance programs provided other licensed administrative employees of the District and at the same District contribution level, including health, life and disability insurance.

6. **Professional Development**

The Board of Directors highly encourages Superintendent to keep informed of new and promising educational developments by visiting other school systems and attending educational conferences, seminars, and meetings. Superintendent shall inform the Board about any meetings or visits which will cause Superintendent to be absent from the District and, as appropriate, report on such activities to the Board. Superintendent shall seek Board approval before registering for any out-of-state seminars, conferences, or meetings.

The District shall pay the cost of the Superintendent's annual membership dues as follows:

- Professional organizations (up to five per year);
- Community and civic organizations (up to five per year);
- Other organizations or dues as approved by the Board.

7. **Performance Evaluation**

The District's Board of Directors will evaluate the Superintendent's performance each year by March 1st. The District's Board of Directors and Superintendent will jointly develop the criteria by which the evaluation will be measured.

8. **Attorney Fees**

In the event of any suit or action hereon, the prevailing party in such suit or action shall be entitled to reasonable attorney fees to be fixed by the trial court or, if any appeal is taken from the decision of the trial court, such further sum as may be fixed by the appellate court as reasonable attorney fees, together with the prevailing party's costs and disbursements incurred therein.

9. **Applicable Law**

This Agreement is to be construed under the laws of the State of Oregon.

IN WITNESS WHEREOF, the District, pursuant to the authority of its Board of Directors, by a motion duly and regularly adopted on 9th of May, 2024, has caused two originals of this Agreement to be signed in the name of the District by the Chairperson of the School Board and Superintendent has hereunto affixed his hand and seal.

DISTRICT:

Tom Oliver, Chairperson

5/16/24

Date

SUPERINTENDENT:

Jennifer Meckley

Jennifer Meckley

5/16/24

Date

**EMPLOYMENT AGREEMENT**
**FOR SUPERINTENDENT**
**BETWEEN**
**THE GOVERNING BOARD OF**
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**LINN COUNTY, LEBANON, OREGON**
**AND**
**JENNIFER MECKLEY**

THIS AGREEMENT is made and entered into this 8th day of May, 2025, by and between Lebanon Community School District ("District") and Jennifer Meckley (" Superintendent")

**RECITALS:**

WHEREAS, the District is desirous of securing a Superintendent of Schools to supervise and direct the schools and the educational program of the District under the general supervision of the District's School Board; and,

WHEREAS, Superintendent is desirous of serving as the chief executive officer of the District and is willing to perform all duties required by that office; and,

WHEREAS, the District and Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools;

NOW THEREFORE, in consideration of the mutual promises contained herein, the District hereby employs Superintendent as the Superintendent of Schools in and for said District and Superintendent hereby accepts such employment upon the terms and conditions as set forth below.

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   c. In cases not specifically addressed by way of Board policy, Superintendent shall take appropriate action and report such action to the Board at its next regularly scheduled meeting.

d. All District personnel, except for the District's auditor and legal counsel, are responsible to Superintendent. Superintendent shall serve as the contact person with the District's auditor.

e. Superintendent shall make rules and regulations for school personnel necessary to fulfill the policies of the Board. Superintendent shall delegate responsibility and assign duties as she sees fit. However, such delegatory action does not relieve Superintendent from final responsibility for any action of a subordinate.

f. Superintendent shall be present at all meetings of the Board.

g. Superintendent shall plan, develop, and implement means to keep the community informed about school matters and shall serve as a representative of the schools before the public.

h. Superintendent must hold an administrative license, including a Superintendent's endorsement, as required by the Teacher Standards and Practices Commission of Oregon. Should Superintendent fail to hold a valid administrative license at any time during this contract, such shall be sufficient cause to terminate this contract.

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4. **Superintendent's Compensation and Benefits**

a. For the 2024-25 school year, the District shall pay the Superintendent an annual salary of $178,076 payable in twelve (12) equal monthly payments. For each additional school year, the District shall pay the Superintendent an annual salary not less than the preceding year, together with such percentage increase as provided by the District for other administrators. In addition, the District will pay the Superintendent's share (6%) of the Public Employee Retirement System (PERS) contribution, beginning with the inception of this agreement.

b. Paid leaves and paid holidays which are provided to other administrative employees of the District will similarly be provided to Superintendent. Unused days of vacation will be paid out to Superintendent at the per diem rate of Superintendent's salary upon termination of the Contract.

c. Superintendent is entitled to the same health insurance provided to other district administrators.

d. The District shall reimburse the Superintendent for all actual and necessary expenses incurred by the her within the scope of the Superintendent's duties.

e. The District will pay $2,500 per month to a tax-sheltered annuity on Superintendent's behalf. Superintendent is responsible for all tax consequences of this payment. Superintendent is also entitled to an automobile stipend for the use of Superintendent's personal automobile for district-related travel in the amount of $650 per month paid by the District.

5. **Fringe Benefits**

The Superintendent shall be entitled to participate in all insurance programs provided other licensed administrative employees of the District and at the same District contribution level, including health, life and disability insurance.

6. **Professional Development**

The Board of Directors highly encourages Superintendent to keep informed of new and promising educational developments by visiting other school systems and attending educational conferences, seminars, and meetings. Superintendent shall inform the Board about any meetings or visits which will cause Superintendent to be absent from the District and, as appropriate, report on such activities to the Board. Superintendent shall seek Board approval before registering for any out-of-state seminars, conferences, or meetings.

- Professional organizations (up to five per year);
- Community and civic organizations (up to five per year);
- Other organizations or dues as approved by the Board.

7. **Performance Evaluation**

The District's Board of Directors will evaluate the Superintendent's performance each year by March 1st. The District's Board of Directors and Superintendent will jointly develop the criteria by which the evaluation will be measured.

8. **Termination**

a. By Mutual Agreement: This contract may be terminated at any time upon the mutual agreement of the parties.
b. By the Superintendent: The Superintendent may resign upon sixty (60) days advance notice in writing to the Board.
c. By District for Cause: The District may terminate this employment agreement for cause which means such conduct that is seriously prejudicial to and which substantially affects the fundamental mission of the District. For cause termination may include the following:
    - Conduct constituting grounds for dismissal of licensed public school staff under ORS 342.865 (1).
    - Breach of the terms and conditions of this contract.
    - Failure to maintain in good standing a valid and appropriate license to act as Superintendent of Schools as required by the State of Oregon.

Notice of termination for cause shall be given in writing at least thirty (30) days prior to the effective date of discharge or termination. Such notice shall include the reasons for recommending termination with sufficient particularity as to afford the Superintendent a reasonable opportunity to respond. The Superintendent shall be entitled to a due process hearing before the Board to discuss the reasons and refute, orally or in writing, such reasons. Such meeting may be conducted in executive session unless the Superintendent requests an open session. The Superintendent shall be provided the written decision regarding the results of the meeting.

d. No Cause Termination

- This contract may be terminated by the District without any showing of cause, upon 90 days written notice, and the district's certification of willingness to continue superintendent's salary and benefits for the remainder of the 2025-28 contract agreement.

9. **Attorney Fees**

In the event of any suit or action hereon, the prevailing party in such suit or action shall be entitled to reasonable attorney fees to be fixed by the trial court or, if any appeal is taken from the decision of the trial court, such further sum as may be fixed by the appellate court as reasonable attorney fees, together with the prevailing party's costs and disbursements incurred therein.

10. **Applicable Law**

This Agreement is to be construed under the laws of the State of Oregon.

IN WITNESS WHEREOF, the District, pursuant to the authority of its Board of Directors, by a motion duly and regularly adopted on 8th of May, 2025, has caused two originals of this Agreement to be signed in the name of the District by the Chairperson of the School Board and Superintendent has hereunto affixed his hand and seal.

DISTRICT:

Tom Oliver, Chairperson

5/8/25

Date

SUPERINTENDENT:

Jennifer Meckley

Jennifer Meckley

5/8/25

Date

# RESOLUTION #25-0612A MAKING APPROPRIATION FOR THE 2025-2026 BUDGET

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below are hereby appropriated, as presented below with a total adopted budget amount of $94,687,998.

| | | |
|---|---|---|
| **General Fund (100)** | | |
| Instruction…… | $ | 34,922,145 |
| Support Services…….. | $ | 21,820,234 |
| Enterprise & Community.. | $ | 40,691 |
| Other: | | |
| Interest……. | $ | - |
| Transfers……. | $ | 2,179,000 |
| Contingency…….. | $ | 930,191 |
| Unappropriated Ending Fund Balance | $ | 4,000,000 |
| Total……. | $ | 63,892,261 |
| **Special Revenue Funds (200's)** | | |
| Instruction…….. | $ | 8,340,592 |
| Support Services…….. | $ | 5,505,102 |
| Enterprise & Community.. | $ | 4,229,495 |
| Facilities Acquist./Const.. | $ | 2,112,000 |
| Transfers…… | $ | - |
| Contingency…….. | $ | 3,785,000 |
| Total……. | $ | 23,972,189 |
| **Debt Service (300's)** | | |
| Debt Service…….. | $ | 4,586,334 |
| Contingency…… | $ | 537,214 |
| Total…….. | $ | 5,123,548 |
| **Capital Projects (400's)** | | |
| Facilities Acquist./Const.. | $ | - |
| **Enterprise Fund (500's)** | | |
| Support Services…….. | $ | 53,331 |
| Facilities Acquist./Const.. | $ | 800,000 |
| Contingency…….. | $ | 596,669 |
| Total……. | $ | 1,450,000 |
| **Internal Service (600's)** | | |
| Support Services…….. | $ | 125,000 |
| Contingency…….. | $ | 125,000 |
| Total……. | $ | 250,000 |
| **Trust and Agency (700's)** | | |
| Support Services…….. | $ | - |
| Total……. | $ | - |
| **Total Budget** | **$** | **94,687,998** |

Date: 6/12/2025

Tom Oliver
Chair, Board of Directors

Jennifer Meckley
Superintendent

# RESOLUTION #25-0612B IMPOSING & CATEGORIZING TAX

## IMPOSING THE TAX RATE

**BE IT RESOLVED** that the Board of Directors of the Lebanon Community School District #9 hereby imposes the taxes provided for in the adopted budget at the rate of 4.9925 per $1,000 of assessed valued for operations in the amount of $4,592,407 for bonds; and that these taxes are hereby imposed and categorized for tax year 2025-2026 upon the assessed value of all taxable property within the district.

## CATEGORIZING THE TAX

**BE IT RESOLVED** that the taxes imposed are hereby categorized for purposes of Article XI Section 11b as:

| | **Education Limitations** | **Excluded from Limitations** |
|---|---|---|
| Permanent Rate Tax…… | 4.9925 / $1,000 | |
| Debt Service Levy…… | | $4,592,407 |

The above resolution statements were approved and declared adopted on the 12th day of June 2025.

Date: June 12, 2025

Tom Oliver
Chair, Board Chair

Jennifer Meckley
Superintendent

# Board Meeting Minutes

May 8, 2025, 6PM
750 S 3rd St, Lebanon, OR 97355

**Present:**

Tom Oliver, Chair

Nichole Piland, Vice Chair

Melissa Baurer, Board Member

Clyde Rood, Board Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

Kim Grousbeck, HR Director

**1. WELCOME**

1.1. The meeting was called to order at 5:01 PM by Board Chair, Tom Oliver.

**2. PUBLIC COMMENTS**

Staff Sergeant Davis Jollimore, Recruiting and Retention Coordinator with the Oregon Army National Guard, speaks to the Board sharing information about the Oregon Plan. A credit recovery program between the Oregon National Guard and the Oregon Department of Education, which uses military service for high school credits, for those that may need additional credits to graduate. He shares that students may participate in basic training during their junior and senior year to gain up to 8 elective credits, with a few different pathways. Sergeant Jollimore shares that he has information with him today if anyone is interested.

Community Member, Rose Kaler, speaks to the Board regarding her concerns with the proposed extension of the Superintendent's contract. She shares her perspective of challenges and proposed changes that the district could make to overall operations.

Community Member, Denese Oster Hames, speaks to the Board regarding her concerns with the proposed extension of the Superintendent's contract. She shares her concerns regarding the timing in relation to elections. She asks that the Board table this item until the newly elected Board is seated, and asks that the Superintendent withdraw her request for a contract extension.

Parent, Community Member, LEA Union President, and 20-year LHS Teacher Bonita Randklev, speaks to the Board sharing her experience with the growth that the students in the Lebanon School District has experienced in the last few years especially. She speaks upon the dedication of the School Board, district leadership, and her colleagues, which she shares has been inspiring. She also shares that Superintendent Meckley plays a large role in the dedication to student learning and on behalf of herself and the educators in the Lebanon Community School District, they give Superintendent Meckley their full support.

**3. OREGON BATTLE OF THE BOOKS RECOGNITION**

Deanna Chambers Varner, LHS Oregon Battle of the Books Coach and 30-year LCSD teacher, recognizes the students who participated in and ultimately won the title of State Champions at the Oregon Battle of the Books competition. She acknowledges the students for their hard work, dedication, and passion for learning.

LHS students Lillian Henderson, Kaz Dunn, and Vixen Veilbig also share their positive experiences with the team and what they learned and gained from the experience. They also share LHS student Gabriel Mann's experience in his absence.

Superintendent Meckley acknowledges Deanna's passion and time commitment to the program, and the students for their impressive work.

The State Champion trophy is presented, as well as a plaque and certificates for the team.

Board Chair, Tom Oliver, recognizes the team and thanks Deanna for her work.

**4. POSTPONEMENT OF HEALTH CURRICULUM ADOPTION**

After providing some background to the district’s adoption schedule procedures, Superintendent Meckley shares that the district will be requesting a postponement of the health curriculum adoption from the State, in order to have ample time to go through the proper process.

She shares that stakeholders-- teachers, parents, and community members will be involved in the adoption process to provide input, and final approval will come before the Board in the spring of the 2025-26 school year.

Discussion takes place regarding the process for stakeholder involvement, and how the director will facilitate that.

Discussion also takes place regarding State approvals, where it is clarified that official State approval is not required, so long as the district goes through a School Board approval process.

There are no further questions or discussions presented.

**5. SUPERINTENDENT CONTRACT**

Superintendent Meckley shares that there is full transparency with her contract as presented. She explains that the three-year contract for Superintendents is common practice, and the

Board has performed their annual evaluations where the results were favorable. She shares how she appreciates the feedback from the Board and LCSD staff. Jennifer presents the contract as a benefit to the district, and the importance of longevity. She also refers to the academic data improvements and efforts. She shares that she would appreciate the opportunity to continue working in this role, supporting the Lebanon students and community.

Tom Oliver shares the importance of longevity in the Superintendent role, and agrees that it is a benefit to the district. He acknowledges that the contract renewal process is a routine process that the Board has consistently gone through in the past with other Superintendents, and that this process is not related to elections, but a duty of the Board to fulfill.

Discussion takes place regarding the process of how the contract is negotiated between the Superintendent and Board Chair, and that it is ultimately the Board's decision to approve it or not.

Board Member, Melissa Baurer shares that when she was elected on the Board, she ran on committing to transparency and listening to the community, parents, and teachers. She speaks about the positive reinforcement received by the district's staff and leadership regarding Superintendent Meckley's performance, during her evaluation. She shares that parents and students have expressed their appreciation for increased communications. She acknowledges Jennifer's involvement in the schools with her and her leadership team's visibility, the improvement to more effective facilities, forward movement on school safety, a 12.1% graduation rate increase, and a 4% increase to third grade literacy. She shares the obligation and duty of the Board to complete an annual evaluation, which was completed with a favorable performance evaluation for Superintendent Meckley. She adds that a three-year contract is typical and provides stability for the district, which she also confirmed with other districts and the OSBA. Mellissa thanks the community for the emails that were received, mostly in favor of Superintendent Meckley's contract.

Board Member, Clyde Rood, acknowledges that the contract that was presented is missing the language regarding vacation days, which he noted was missing previously as well. He also notes the language that was added to section eight, and suggests that the Board table the contract approval until further review.

Some discussion takes place regarding the added language in section eight. It is noted that the new language is aligned with Senate Bill 1521.

Nichole motions to approve the contract as presented with the addition of the vacation day language from section three, which was added when the contract was previously approved, and Melissa seconds the motion. Three Board Members are in favor, and one is opposed. This motion passes, approving Jennifer's contract with the added vacation language.

It is noted that the vacation language will be added to the contract and the contract will be included in the next Board packet as informational, for review of the added language.

**6. CONSENT AGENDA**

Melissa motions to approve the consent agenda as presented, and Nichole seconds the motion. All in favor with a unanimous vote, the consent agenda made up of April 10, 2025 Board Meeting Minutes, and new hires Tonya Cairo and Rachel Hampton is approved in its entirety.

**7. DEPARTMENT REPORTS**

### 7.1. Operations

William Lewis shares that Seven Oak has received a $2,493,400 seismic rehabilitation grant to retrofit the old gym, which includes removing the roof membrane. Discussion takes place regarding the excitement behind this.

### 7.2. Human Resources

Kim Grousbeck shares that the district has a tentative contract agreement with LESPA, the classified union, and the district is currently working with LEA, the certified union. She believes it is also going in the right direction.

### 7.3. Finance

Steven Prososki shares that the finance department is working heavily with the budget for next year, and that everything is in line with appropriations for the 2024-25 budget.

## 8. COMMUNICATION

### 8.1. Board

The Board gives a shutout to Bryan Eilers, Facilities Director, who is acknowledged for his work on many of the recent school facility projects, the teachers for their amazing work in light of teacher appreciation week, and the Land Lab for providing the Board an opportunity to shop the plant sale, showcasing such a great job by the students.

### 8.2. Student Board

The student members share that the high school recently hosted their life skills prom, end of year testing is wrapping up the year, and prom is upcoming at a new venue in Albany. They also share that they are wrapping up their Community 101 Grant, which allows students to donate grant funds to local organizations focused on youth, homelessness, or supporting people in rebuilding their lives.

An update to the buddy system program is also shared, noting that over the last 10 weeks 10 high school students were paired with 10 elementary students which has proved to be an incredible experience, with a noticeable increase in student attendance since starting the program. It is noted that the incoming ASB President, Cade Weber, will be meeting with Eric to develop a plan for this program next school year.

The student members also share that spring sports are coming to an end, and fundraising is taking place for the senior all night party.

### 8.3. Superintendent

Superintendent Meckley thanks the Board for their thoughtful comments, and for extending her contract, as well as the thoroughness in reviewing the contract.

Jennifer provides Jen's Zens, starting with a highlight for the great work going on at the Land Lab. She shares that on April 22nd, the FFA District Field Day was held at the Land Lab, which brings together students from across the FFA districts to compete in various career development events.

Jennifer also shares that the elementary schools hosted their incoming kindergarteners during what it is called "kindergarten kickoff". A special day where incoming kinder families have the opportunity to complete registration and explore classroom spaces.

An update on the construction program is provided, sharing that the recent home is listed, and the siding is being completed at this time. The next home project is expected to begin in the fall.

**9. PUBLIC COMMENTS**

No public comments were made.

**10. ADJOURNMENT at 7:05 PM.**

**Signed: ……..** **Date:…….**

**(Board Chairman)**

**Signed: ……..** **Date:……..**

**(Superintendent)**

# Budget Meeting Minutes

May 8, 2025, 5PM
750 S 3rd St, Lebanon, OR 97355

**Present:**

Tom Oliver, Chair

Nichole Piland, Vice Chair

Melissa Baurer, Board Member

Clyde Rood, Board Member

Jeff King, Budget Committee Member

Roger Maurer, Budget Committee Member

Anthony Morelos, Budget Committee Member

Kelly Tucci, Budget Committee Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

## 1. WELCOME

1.1. The meeting was called to order at 5:01 PM by Board Chair, Tom Oliver.

## 2. SELECTION OF BUDGET COMMITTEE CHAIR

Jeff motions for Anthony Morelos to be appointed Budget Committee Chair, and Nichole seconds the motion. All approved with a unanimous vote, Anthony Morelos is appointed Budget Committee Chair.

## 3. SELECTION OF BUDGET COMMITTEE VICE CHAIR

Tom motions for Jeff King to be appointed Budget Committee Vice Chair, and Nichole seconds the motion. All approved with a unanimous vote, Jeff King is appointed Budget Committee Vice Chair.

**4. BUDGET MESSAGE**

Superintendent Meckley provides the budget message, which presents the proposed 2025-26 budget, reflecting the ongoing commitment to supporting student achievement and well-being. She highlights this year's graduating class of 2024 at 91.9%, which is the highest graduation rate the district has had in recent years. Jennifer also reviews enrollment and funding, changes in grant funding and financial pressures, facilities and infrastructure, and fiscal responsibility and outlook. She shares how this budget presents funding challenges, but also reflects the resilience and resourcefulness of the district. She extends her gratitude to the Board, staff, families, and community for their continued support.

**5. PROPOSED BUDGET REVIEW**

Finance Director, Steven Prososki reviews the budget, beginning with the roles of the admin and committee members, the budget vision and how it relates to the district's focus areas, and how the budget is determined-- by student count and demographics. He explains what an ending fund balance is, how it is used, and what the ending fund balance is projected at for this year and the 2025-26 school year.

Some discussion takes place regarding what the ending fund balance looks like with staff increases.

Questions and answers are presented, as follows:

Function 1140 - Why are there no funds proposed? This function is related to the preschool programs, which are not being funded by general fund and are funded by the preschool promise grant, donations, and district partnership with the Boys and Girls Club.

Function 1280 - Why is there an increase in general fund of FTE? This is due to SIA grant, current staff were shifted into general fund from SIA.

Function 1300 - Question regarding continued education programs connected to the YTP grant. It is explained that there was a match previously required which is no longer required.

Function 2150 - Why does general fund FTE show a reduction in FTE? Two FTE were moved into IDEA and the SIA grant.

Object 241-244 - Related to insurance benefits, insurance cap, and how the percentage is calculated per what is anticipated. It is explained that most districts have a cushion of everyone being planned to receive the full cap, though our district does not.

Special revenue funds 210 and 250 are funded to cover if something should come up.

Steven also reviews the challenges and contributing factors, consisting of rising costs, limited revenue, and declining enrollment.

He explains the ADM, average daily membership, data tables and graphs.

He also provides an update on special education funding bills, HB 2953 and HB 2448, as well as school meals for all HB 3435, summer learning HB 3039, early literacy initiative HB 3040, and SB 580 who mandates class size as a subject of bargaining.

It is noted that any questions from the community can be filtered by Steven, and the budget book will become available to the public following this meeting.

Discussion takes place regarding the budget percentage increase for Sand Ridge.

Jennifer acknowledges the student artwork featured in the budget book and how Steven presents the artwork to each student and student's family prior to the next budget year.

A committee member presents a question regarding the restructuring and reorganizing of the district's budget in the last couple of years, and it is explained that this is due to the district making adjustments throughout the year, while finding resources to support the needs.

A committee member highlights the work within the budget, and the impressive graduation rate in the last two years.

**6. ADJOURNMENT at 5:33PM.**

**Signed: ……..** **Date:…….**

**(Board Chairman)**

**Signed: ……..** **Date:……..**

**(Superintendent)**

# School Board Work Session Meeting Minutes

May 15 2025, 5PM
750 S 3rd St, Lebanon, OR 97355

**Present:**

Tom Oliver, Chair

Nichole Piland, Vice Chair

Melissa Baurer, Board Member

Clyde Rood, Board Member

Kelly Hart, Facility Advisory Committee Member

Linzy Lingo, Facility Advisory Committee Member

Mike Tucci, Facility Advisory Committee Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

Bryan Eilers, Facilities Director

Michelle Steinhebel, Communications Director

Marlene Gillis, Soderstrom Architects President

## 1. WELCOME

### 1.1. Call to Order

The meeting was called to order at 5:01 PM by Board Chair, Tom Oliver.

### 1.2. Flag Salute

### 1.3. Introductions

Chief Operations Officer, William Lewis, begins the meeting with an introduction of the present members and district staff.

## 2. OVERVIEW OF FACILITY ADVISORY COMMITTEE PROCESS

William reviews who the committee is made up of, the School Board Charge, parameters of the committee, timeline, and reviews the facilities assessment report.

## 3. FACILITY DATA REVIEW

Facility Advisory Committee Member, Mike Tucci, speaks to the group and reviews the building age timeline of the district's facilities, and shares how he participated in school building tours that portrayed issues due to age-- for example roofs, heating, plumbing, foundational, safety and security, and technology. He shares that his take away from the tours was that a story needed to be told, as to why the district is facing these issues. He also explains how the Facility Advisory Committee was "not interested in kicking the can a little further down the road", but instead wanted to offer viable long-term options that balance safety, education, and fiscal responsibility.

William shares the FCI, Facilities Condition Index of each building, which provides a ratio of repair vs. replacement cost. The FCI's show that 6 school buildings are in the poor level, with Lacomb being just into the critical level. It is confirmed that this FCI assessment for Lacomb took place before the building updates that were performed last summer.

Marlene, President of Soderstrom Architects, shares what the FCI does not consider, building safety and security, accessibility, seismic stability, layout changes, and hazardous materials. She shares that the level of safety in the schools is not reflected in these scores.

William shares that two sets of tours took place of the district facilities, one with the committee members and one with a team of professionals who assessed mechanical, plumbing, electrical, and structural systems, and building exteriors.

Facility Advisory Committee Member, Linzy Lingo, speaks to the group sharing her background in the district and the community. She shares her perspective of the school buildings and the potential safety/hazardous concerns that she observed. She acknowledges Facility Director, Bryan Eilers, and his team for their hard work maintaining the buildings over the years, the best that they can. She explains how the district has a large amount of critical maintenance, and how the committee has brainstormed for months about how they can improve the buildings while discussing various options. She believes that the community of Lebanon may be willing to go for a bond if something pleasing is proposed.

Facility Advisory Committee Member, Kelly Hart, speaks to the board sharing that Lebanon is growing, and she is seeing it first hand with her work at the City of Lebanon. She shares that the growth comes from developments that have come in the last 5-10 years, and she shares how fast Lebanon has grown with a 2% annual growth rate. She also shares that overall State population is growing at a slower rate with rural areas still anticipated to grow. She refers to the projected enrollment and the projected future population changes. She observes that overall, with population increasing, there are three schools that appear to be close to capacity in the coming years.

William discusses the 10-year enrollment projections and how those relate to student capacity in the buildings.

William also describes the current programs available at Cascades Elementary School, and the reason for often hearing that they are near capacity, and how those programs utilize space.

Superintendent Meckley further describes the special programs at Casades, made up of the emotional growth center, music, small group instruction, the use of the library, and preschool program space, and the design of the building vs. the needs. She also notes how Seven Oak now houses all 6th grade intown students, which contributes to their capacity ratio.

William explains that state school funds are designed to support ongoing operational costs for example teacher salaries, utilities, and classroom supplies, and that it does not include funding to replace or build new school buildings. He explains how replacement and construction costs are considered a capital expense, and not an operating expense, and that capital funding is provided at the local community level, and not provided by the state. He shares that this means even when a building is old, inefficient, or in poor condition, there is no automatic funding at the State level to replace or repair it.

**4. KEY TAKEAWAYS**

William reviews the key takeaways, being the construction inflation, at about a 202% inflation rate over a 10-year period, and the committee's desire to not settle, and how they can make the buildings a better place for students, staff, and the community.

Facility Advisory Committee Member, Kelly Hart, shares that it is such a big number when you are talking about just the basic needs, which she relates to "putting a band aid over it, or just sustaining", she feels that if they are going propose something for a large number, that it should be something at value for the students.

Board Member, Melissa Baurer, adds that the Facility Advisory Committee is made up of a very diverse group that brings many different perspectives, and she acknowledges William for his work with the committee. She explains that at the recent, final committee meeting, the group was able to come together and share the same vision for the students.

William shares what the next steps look like, and that they will meet as a group during a work session again, on June 12th at 5 PM.

Board Chair, Tom Oliver, thanks the members and district staff for their time, and looks forward to further discussion next month.

The meeting was adjourned 5:48 PM.

**Signed: ……..** **Date:…….**
**(Board Chairman)**

**Signed: ……..** **Date:……..**
**(Superintendent)**

# Budget Meeting Minutes

May 15, 2025, 6PM
750 S 3rd St, Lebanon, OR 97355

**Present:**

Tom Oliver, Chair

Nichole Piland, Vice Chair

Melissa Baurer, Board Member

Clyde Rood, Board Member

Jeff King, Budget Committee Vice Chair

Roger Maurer, Budget Committee Member

Kelly Tucci, Budget Committee Member

William Barish, Budget Committee Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

## 1. WELCOME

1.1. The meeting was called to order at 6:01 PM by Budget Committee Vice Chair, Jeff King.

## 2. PUBLIC COMMENTS

No public comments were made.

## 3. PROPOSED BUDGET QUESTIONS

Steven reviews questions that were received regarding the proposed budget.

Object 389, Function 1291: Question regarding why funds were budgeted in the 24-25 school year, with nothing budgeted for the 25-26 school year. These services are now budgeted through the SIA grant, and not through the general fund.

The student's artwork in the budget book is acknowledged.

Object 541: Question regarding facilities vehicle fleet replacement. The Oregon Association of School Business Officials recommends updating vehicles after 10 years of age. Currently the district's average age of fleet of approximately 12 vehicles is over 22 years. The district plans to replace 2-3 vehicles annually to reduce repair and maintenance cost and improve staff safety.

Question regarding the amount of the Land Lab budget being much lower for the 25-26 school year. This is due to a staff member's FTE being moved to the maintenance budget.

Object 322: Question regarding funds spent for bus repair and maintenance. This is due to the bus slip not being operational, with transportation for that being serviced by an outside entity.

Object 331: Question regarding what this is used for. This is used for getting students to and from home/school. The district previously used dial a bus for one off needs, though other resources-- Oregon Routes, has been able to be used which has cut costs nearly in half.

Object 133: Question regarding what the extra duty time is used for in the technology department. This would be used for classified staff tech support beyond their work schedule, though currently this position is vacant.

Page 77: Question regarding the budget last year being under 2645, and now is under 2640. Due to State ODE reporting, the 2640 function allows for more efficiency in the district's account code structure.

Jennifer appreciates the number of questions that were received, and appreciates that the members take the time to read through the budget so thoroughly.

**4. 2025-26 BUDGET APPROVAL**

Tom Oliver motions that the Budget Committee of the Lebanon Community School District #9 hereby approves the budget for the fiscal year 2025-26 in the total amount of $94,687,998, and William Barish seconds the motion. All approved with a unanimous vote, the motion passes.

Nichole motions that the Budget Committee of the Lebanon Community School District #9 hereby approves the taxes provided for in the adopted budget: At a rate of 4.9925 per $1,000 of assessed value for operations; In the amount of $4,592,407 for bonds; and that these taxes are hereby imposed and categorized for tax year 2025-2026 upon the assessed value of all taxable property within the district as follows: permanent rate tax under education limitations: 4.9925 / $1,000 and debt service levy excluded from limitations: $4,592,407, and Tom seconds the motion. All approved with a unanimous vote, the motion passes.

**5. THANK COMMITTEE**

Jeff thanks the committee for their work, and for the communication and questions presented.

**6. ADJOURNMENT at 6:11PM.**

**Signed: ……..** **Date:…….**

**(Board Chairman)**

**Signed: ……..** **Date:……..**

**(Superintendent)**

# Special School Board Meeting Minutes

May 29, 2025, 6PM
Via Zoom

**Present:**

Tom Oliver, Chair

Nichole Piland, Vice Chair

Melissa Baurer, Board Member

Aubree Molina, Board Member

Clyde Rood, Board Member

Jennifer Meckley, Superintendent

William Lewis, Chief Operations Officer

Steven Prososki, Finance Director

Peter Klingler, Tech Infrastructure Director

## 1. WELCOME

1.1. The meeting was called to order at 6:02 PM by Board Chair, Tom Oliver.

## 2. RFP DISTRICT ACCESS CONTROL AND PAGING

William explains that after going through an exhaustive process to select a vendor, the district is asking for the School Board to approve Innova Northwest Security as the winner for the district wide access control and paging RFP. He notes that the company had great references with a previous great experience with the district, impressive bid responsiveness, design work, and the cost which proved to be the least expensive for current and ongoing cost.

No questions were presented. Nichole motions to award the RFP as recommended by staff and Melissa seconds the motion. All approved with a unanimous vote, the RFP is awarded as recommended.

William also provides a project update, and information regarding the COPS grant, which the district expects to apply for again in the future.

**3. POOL UPDATE**

William shares with the Board that unfortunately the district only received one bid response, and it was much more than the budget. He shares that the district has asked for a 60-day window to review options, and have requested a meeting with the contractor to review the bid in detail. He will inform the Lebanon Aquatic District at their next Board Meeting. He adds that it was not what was anticipated, though they hope they can turn it around in a positive way.

**4. CLASSIFIED CONTRACT**

Superintendent Meckley shares that the classified contract has settled, with over 90% approval from the members of the union. The district is seeking Board approval of the contract, and is very happy to have settled fairly quickly.

Melissa motions to approve, and Nichole seconds the motion. All approved with a unanimous vote, the classified contract is approved by the Board.

**5. ADMINISTRATOR AND CONFIDENTIAL WORKING CONDITIONS**

Superintendent Meckley also notes that the Administrator and Confidential Working Conditions are updated every 2 years, and this is the year for the update. She notes that historically these staff are given the same COLA as classified and certified. She also explains how a column was added to include an additional step for longevity, to support an increase in staff morale.

It is clarified that the budget is also built upon these numbers as well.

This is informational, and official Board approval is not needed.

When asked whether these salaries are comparable to other districts, it is noted that Lebanon is actually on the lower end in comparison.

It is also clarified that this is presented as a 3-year rather than 2-year, to match the classified contract.

**6. POLICY UPDATE**

The district is recommending a policy update to JEC, which would allow students to be eligible for kindergarten if they are five years old by the first day of school on the approved school year calendar, rather than September 1st.

Some discussion takes place, with no questions presented.

Melissa motions to approve and Nichole seconds the motion. With a unanimous vote, first reading policy update JEC is approved.

**7. ADJOURNMENT at 6:18PM**

**Signed: ……..** **Date:…….**

**(Board Chairman)**

**Signed: ……..** **Date:……..**

**(Superintendent)**

| CODE | TITLE |
| --- | --- |
| **FIRST READING** | **HIGHLY RECOMMENDED** |
| DLC-AR | Employee Travel/Staff Expense Reimbursement |
| JEC-AR (F) | Student Expulsion Appeal Hearing Process |

Lebanon Community Schools

Code: **DLC-AR**
Revised/Reviewed:
8/20/01; 5/6/10;
6/11/15; 7/31/19,
7/14/22
Orig. Code(s): DLC-AR

# Employee Travel/Staff Expense Reimbursement

## Definitions

Employee – Any person who incurs travel expenses to be paid by the district. This includes, but is not limited to: Employees, Board members, parents and patrons.

District – Lebanon Community School District.

Board – Board of Directors of Lebanon Community School District.

## In-District Expense

1. District employees who incur expenses in carrying out their authorized duties or other individuals who incur expenses on behalf of the district will be reimbursed with the prior authorization of the employee's supervisor and/or superintendent in accordance with district policy and procedures.

2. Meals may be provided through the district food service program, when available, for district employees when participating in district meetings or work sessions during a normal mealtime. If the food service program is not available, prudent judgment will be exercised in providing the meal.

## Out-of-District Travel and Conference Expenses

1. District employees intending to travel while conducting district business who will incur reimbursable costs~~, must complete and submit a district Travel Expense Form to their supervisor or designee (e.g., School Office Manager) at least 15 business days prior to the intended leave. The leave~~ must have prior authorization of the employee's supervisor and/or superintendent in accordance with district policy and procedures. District employees must complete and submit a district Travel Expense form to their supervisor or designee (e.g. Office Manager) within 30 calendar days of completed travel date.

2. Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

3. Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between business expenditures and those for personal convenience.

## Vehicle Allowance (See Travel Expense Reimbursement Claim)

1. Reimbursement will be made only for those miles actually traveled in connection with district business.

2. The mileage rate for travel by car will be the current IRS rate.
3. Any employee using his/her personal vehicle for district business is covered by his/her personal insurance on a primary basis and by the district's liability policy on an excess basis. All drivers using personal vehicles on school business are required to carry at least state mandated minimum liability insurance and have a valid drivers license.

4. If employees travel by an indirect route for personal convenience or interrupt travel by a direct route, employees will bear the extra expense. Travel between home and office is not reimbursable. When travel starts from the residence rather than the official station, employees will be reimbursed the lesser number of miles from residence to destination or official station to destination.

**Meal Expenses (See Travel Expense Reimbursement Claim)**

1. Reimbursement for meals incurred while traveling on district business will be for the exact cost not to exceed the meal rates approved annually by the Board. (See Expenses Reimbursement Request and Accounting Procedures below.)

2. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. Itemized receipts for all meal expenses must be secured and attached to the claim.

3. When personnel attend an authorized meeting where the meal is an agenda item but not included in the fee and the selections and cost of the meal are beyond the control of the employee, the employee will be reimbursed for the actual cost of the meal. An itemized receipt must be provided.

4. Meal reimbursements not involving overnight travel will not be reimbursed unless the meal occurred during an official district business meeting. An official district business meeting is defined as two or more employees or persons assembled for the benefit of the district, to conduct official district business. Official district meetings include conferences, training, workshops, testing, seminars and other similar gatherings to conduct official district business.

5. When travel involves two or more consecutive overnight stays, the employee may request a per diem (daily expense allowance) for meals and incidentals in lieu of providing receipts. Further information can be found under "Meals Per Diem."

6. <u>For Transportation Department ONLY:</u> Meals while on transportation duty are eligible for reimbursement for out-of-town, non-overnight field/sports trips only. Meals for in-town field trips/sports trips do not qualify for reimbursement unless the field/sports trip is longer than 8 hours.

   Bus Drivers who drive their bus route(s) in addition to a field/sports trip, without a break in between the two, are eligible for meal reimbursement. Additionally, all evening trips (trips that go 2 or more hours beyond their regular route return time) are eligible for meal reimbursement.

   In compliance with IRS guidelines, these reimbursements will be run through payroll.

**Lodging Expenses (See Travel Expense Reimbursement Claim)**

1. The cost of lodging necessary for employees traveling on district business will be paid by the district.

2. The district will pay the exact cost, including tax, for a single room or double occupancy if shared with another employee, up to the maximum amount approved annually by the Board.

3. For conference events the district will pay a rate not to exceed the conference lodging rate, including tax. For purposes of this administrative regulation, such rates are those as set by the hotel in conjunction with the sponsoring organization.

4. Any lodging expense above the cost of a single room, with tax, will be paid for by the employee when they are sharing lodging with a family member or friend.

5. When lodging is pre-paid by the district or to be reimbursed the employee must submit a receipt.

**Additional Allowable Expenses (See Travel Expense Reimbursement Claim)**

1. In addition to meals and lodging, certain necessary costs incurred while on district business will be reimbursed by the district. These necessary costs will be limited to exact expenses for:
   a. Business phone calls;
   b. Parking and tolls;
   c. Taxi/Bus/Rental car;
   d. Gratuity not to exceed ~~18~~20% of the service.

2. These additional expenses will be paid on a reimbursement basis with receipts required.

**Prohibited Expenses**

1. Any expenses outside of the costs for items described in the above regulations will not be paid for nor reimbursed by the district.

2. Examples of prohibited expenses include:

   a. Laundry, hair care, shoe shine;
   b. Alcoholic beverages of any nature;
   c. Movies or other entertainment (except as a part of conference registration);
   d. Any other personal expenses.

3. Expenses submitted more than ~~three months~~ 30 calendar days after the expenditure incurred, unless approved by the superintendent or designee.

4. Where a receipt is required but is not provided unless approved by the superintendent or designee.

**Pre-paid Expenses**

1. Certain travel expenses may be pre-paid by the district rather than reimbursed if the expenses have prior authorization of the employee's supervisor and/or superintendent.

2. Pre-paid expenses will include:

   a. Conference or workshop registration costs;
   b. Lodging costs;
   c. Necessary transportation costs other than vehicle mileage reimbursement (airfare, train fare).

3. Pre-payment for such expenses will be made by the district directly to the vendor, e.g., hotel, airline, through the regular purchase procedures.

4. Conference or workshop registration forms and/or proof of lodging/transportation booking and exact costs must accompany the purchase order(s) or procurement card statement for such pre-paid expenses.

5. Receipts for all pre-paid lodging and transportation expenses must be submitted when the employee returns.

**Personal Travel Combined with District Business Travel**

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.

2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, anyadditional costs must be paid by the traveler.

3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.

4. Vacation or other appropriate leave may be taken in conjunction with approved district travel subject to the following:

    a. Time delays related to approved district business are charged as working time even if no work is performed;
    b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
    c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
    d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business;
    e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

**Expense Reimbursement Request and Accounting Procedures**

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the superintendent or designee in writing. Itemized receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within ~~10 working~~ 30 calendar days of the conclusion of the trip.
2. Expenses, which consist primarily of the cost of furnishing meals for others, will be reimbursed upon

submission of a travel expense report, which includes:

a. Names of guests;
b. Organizations involved;
c. Full explanation of the district business purpose of the meeting.

3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil, which have been deducted from the rental charge by the rental agency, must be included.

4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than ~~90~~ 30 calendar days of incurring the expense. Reimbursement claims later than ~~90~~ 30 calendar days of the expense will be denied.

5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.

6. In the event the total of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses the excess must be reported as income in accordance with IRS requirements.

7. Failure to obtain required prior approval as expressed in this policy may result in personal liability on the part of the employee.

**Meals Per Diem**

1. ~~When travel involves two or more consecutive overnight stays, the employee may request a per diem for meals and incidentals.~~ Meal expenses are covered on a per diam allowance basis. No receipts or unused amounts are required to be submitted with reimbursement requests. Allowable meal per diam rates are based on the U.S. General Services Administration (GSA) rates. These are tired rates, based on location, and are set by fiscal year, effective October 1 of each year. If the travel location isn't specified within GSA charts, the Standard CONUS (contiguous United States) Rate will be applied.

2. ~~The per diem meal allowance is a fixed amount of reimbursement for a meal and all other travel incidentals. It is not reimbursement for the actual costs incurred. Receipts are not required for meals if claiming per diem.~~ Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business by utilizing the meal per diem allowance basis. Meals include amounts spent for food, beverage, taxes, and related gratuities. Alcoholic beverages will not be reimbursed by the district. See **Expense Reimbursement Request and Accounting Procedures** below.

3. ~~Meal expenses are covered on a per diem allowance basis. Per diem allowances:~~

| | |
|---|---|
| ~~Breakfast~~ | ~~$13.00~~ |
| ~~Lunch~~ | ~~$17.00~~ |
| ~~Dinner~~ | ~~$29.00~~ |

~~Total~~ ~~$59.00~~

Employees receiving meal per diem allowances are not required to furnish receipts to account for and itemize expenses.

4. Complimentary continental breakfasts provided by a hotel/motel do not affect the per diem meal allowance. No adjustment is required.

5. Meal per diam allowances are provided for approved district business purposes for a trip that is overnight, or long enough that the individual conducting business or attending training is away from the regular workplace and cannot access meals through normal channels and still perform their duties. Meal per diam allowances approved for district business travel purposes ae generally not reportable as income to the employees as long as the per diem does not exceed the federal meal per diem guidelines as in accordance with IRS regulations.

6. Daily meal per diem amounts for the initial day of travel and final day of travel are determined on the following schedule based on departure and arrival times.

| Meal Allowance | Prior to 6:00 a.m. | 6:00 a.m. to Noon | 12:01p.m. to 6:00 p.m. | After 6:00 p.m. |
|---|---|---|---|---|
| Initial Day of Travel - Leave: | All Meals | Lunch & Dinner | Dinner | No Meals |
| Final Day of Travel - Return: | No Meals | Breakfast | Breakfast & Lunch | All Meals |

7. Request for Per Diem prior to approved travel must be submitted, on the Travel Expense Form, to the ~~Business~~ Finance Office ~~10 business~~ 30 calendar days prior to departure.

Lebanon Community Schools

Code: **JGE-AR (F)**
Revised/Reviewed: 6/15/98; 1/20/11
Orig. Code(s): JGE-AR (F)

# Student Expulsion Appeal Hearing Process

Board expulsion appeal hearings shall be held in executive session under ORS 332.061, unless the student or the student's parent or guardian requests a public hearing.

The news media may not attend executive session to consider student expulsion.

The Board may take final action in executive session for the purpose of student expulsion (ORS 332.061(3)).

Attendance in the executive session will be limited to: Board members, the student in question, the student's parent/guardian, the student's representative (if desired) and appropriate district administrators. The Board may admit individuals as the Board determines appropriate.

At any given time, Board members may ask questions of individuals presenting information.

Only the record that was before the hearings officer may be presented, with no supplemental documentation or witnesses.

Procedural steps in executive session:

1. The administration shall present the charge ~~(the presentation may include documents and witnesses)~~;

2. The student or the student's parent/guardian may present information to clarify or refute the charge ~~(the presentation may include documents and witnesses)~~;

3. The student or the student's parent/guardian may present a case to establish his/her position;

4. The administration may present information to clarify or refute the student or the student's parent/guardian's case;

5. Board members may choose to ask clarification questions;

6. The Board will recess to deliberate and decide the case.

| CODE | TITLE |
| --- | --- |
| **SECOND READING** | **HIGHLY RECOMMENDED** |
| JEC | School Administration and Open Enrollment ** |

Lebanon Community Schools

Code: **JEC**
Adopted: 4/15/10
Readopted: 1/20/11, 3/10/16, 4/28/16
4/27/17, 1/11/18, 3/13/20
Orig. Code(s): JEC

# School Admission and Open Enrollment **

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

State law considers a child to be six years of age if the sixth birthday of the child occurred on or before September 1 and a child is considered to be five years of age if the fifth birthday of the child occurred on or before September 1. The district considers a child five years of age by the first day of the school year to be eligible for kindergarten enrollment.

All new students must register in the office of the school of residence. Registration requirements include immunization records, as required by law, and proof of the student's birth date (e.g. a birth certificate, a hospital record, a baptismal record or a signed affidavit). Students admitted to any grade must show evidence of completing the prior school years.

Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance and immunization.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, not receiving special education, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to receive a high school diploma or a modified diploma.

Students who attend a district school on an interdistrict transfer or were admitted prior to 2019 through open enrollment are considered residents of the district.

Students living in the district who have attained the age of majority are considered residents of the district unless the student has transferred to another district via interdistrict transfer.

Minor students living with a parent or guardian who resides in the district are considered residents of the district unless the student has transferred to another district via interdistrict transfer.

Students who are in foster care[1] and who are placed in the district are residents of the district or origin, unless the court determines that attending in the district of residence is in the best interest of the student.

Students who are military children[2] are considered resident of the district, if the district is in the district of military residence[3] for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military orders.

Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

The Board recognizes that the educational goals of the district can best be attained through educational programs as diverse as students' needs within a pluralistic society. Therefore, the Board encourages the development of a variety of school options through the cooperative efforts of educators, parents, students, and/or community resources.

Students have a right to attend the neighborhood school which is within the attendance boundaries of which they are also resident. The district will consider parent or guardian applications for open enrollment outside their neighborhood attendance area in accordance with district regulations. Parents may apply for more than one school by priority order.

When open enrollment applications are approved by the district, the student may continue at the transferred school until the student completes the highest level of instruction in the school; the student's parent requests that the open enrollment be rescinded; or administrators revoke the open enrollment for reasons such as erratic attendance, excessive tardiness, or other unsatisfactory performance.

END OF POLICY

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**Legal Reference(s):**

ORS 327.006
ORS 336.092
ORS 339.010
ORS 339.115
ORS 339.125
ORS 339.133
ORS 339.134
ORS 433.267
OAR 581-022-2220

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[1] "Foster care" does not mean care for children whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and for whom the child's parent or guardian retains legal guardianship.

[2] "Military child" means a child who is in a military family covered by the Interstate Compact on Education Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

[3] "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer, or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

Senate Bill 802 (2019)
Senate Bill 905 (2019)
Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2018).
McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA), 42 U.S.C. §§ 11431, 11434a (2012).

**Hiring:**

| NAME | POSITION | FTE | START DATE | END DATE |
|---|---|---|---|---|
| **NEW HIRES 2025-26** | | | | |
| Roxanne Savedra | Principal - Pioneer School | 1.0 | 7/1/2025 | |

# BOARD MEMORANDUM

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

**From:** William H. Lewis III, Chief Operation Officer

**Date:** June 5, 2025 **Meeting Date:** June 12, 2025

**Re:** Operations Report

## Operations Report

**Facility Advisory Committee Renewal Request**- To support the district's needs for effective facilities, the administration is asking the school board to renew the Facility Advisory Committee (an Advisory Committee for the board). The current committee timeline has expired, and we are asking for an additional year to work with the school board. The Oregon Department of Education has received a 5 million dollar grant to assess all K-12 school facilities in Oregon. This new information will be a valuable resource we can use to help fine-tune the facility recommendations. The FAC will renew as it is currently in place. It would have the same board charge, guidelines, and membership to help support the school board.

LCSD has worked with the LAD (Lebanon Aquatics District) board on the bid response for the pool gutter renovation project. We had one bid response to the RFP, which came in at $32,565 for design work and $1,543,169 for the maximum allowable construction cost (MACC). The MACC is not the full project budget and does not include soft costs (for example, permit fees). The bottom line is that this project came at almost double the budget. We have asked the contractor for 60 days to allow LCSD and LAD to review our options.

# BOARD MEMORANDUM

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

**From:** Steven Prososki, Director of Financial Services

**Date:** June 03, 2025 **Meeting Date:** June 12, 2025

**Re:** Financial Report and Fiscal Updates

## Financial Report

The 2024-2025 Financial Board Report included in this packet reflects all General Fund revenues and expenditures for 2023-2024, the budgeted YTD expenditures, and encumbered amounts for 2024-2025 as of 06/03/2025.

**Resolution #25-0612A**- This resolution is to adopt and make appropriations for the 2025-2026 budget committee-approved budget.

**Resolution #25-0612B**- This resolution imposes and categorizes taxes for the school district's debt service for tax year 2025-2026.

Lebanon Community School District

General Fund: Statement of Revenues Budget Vs. Actual For the Fiscal Year 2024-25

| Source | 2024-25 Budget | Actual YTD Rev. 6/3/2025 | Projected through 6/30/2025 | Total Estimated 2024-25 | (Over)/Under Budget | 2023-24 Budget | Actual YTD Rev. 6/30/2024 |
|---|---|---|---|---|---|---|---|
| **SSF Funding** | | | | | | | |
| 1111 Current Year Property Taxes | 12,956,010 | **12,506,970** | 495,799 | 13,002,768 | (46,758) | **12,501,240** | 12,601,799 |
| 1112 Prior Year Property Taxes | 240,000 | **138,866** | 69,200 | 208,066 | 31,934 | **210,000** | 191,555 |
| 1190 Penalties & Interest on Taxes | 1,000 | **1,316** | 1 | 1,317 | (317) | **10,000** | 1,268 |
| 3101 State School Funds | 37,367,780 | **36,834,753** | 0 | 36,834,753 | 533,027 | **35,951,402** | 35,615,581 |
| 3103 Common School Fund | 500,000 | **278,948** | 278,948 | 557,895 | (57,895) | **450,000** | 546,735 |
| 3104 State Managed County Timber | 150,000 | **37,046** | 112,954 | 150,000 | - | **140,000** | 97,119 |
| **Total SSF Funding** | 51,214,790 | **49,797,899** | 843,947 | 50,604,800 | 459,990 | 49,262,642 | 49,054,057 |
| **Total SSF Revenue** | **$ 51,214,790** | **$ 49,797,899** | **$ 843,947** | **$ 50,604,800** | **$ 459,990** | **$ 49,262,642** | **49,054,057** |
| **Non State School Support Formula Sources** | | | | | | | |
| **Local Sources** | | | | | | | |
| 1312 Tuition From Other Districts Within the State | - | **20,000** | - | 20,000 | (20,000) | **2,500** | 8,920 |
| 1411 Transportation Fees | 10,000 | **5,242** | 4,258 | 9,500 | 500 | **2,500** | 8,920 |
| 1510 Earnings on Investments | 675,000 | **894,228** | 111,522 | 1,005,750 | (330,750) | **500,000** | 811,084 |
| 1530 Gain or Loss on Sale of Investment (FMV) | - | **(196,645)** | 196,645 | - | - | **-** | 196,645 |
| 1910 Rentals | 1,000 | **2,275** | 125 | 2,400 | (1,400) | **1,000** | 1,823 |
| 1980 Fees Charged to Grants | 325,000 | **-** | 325,000 | 325,000 | - | **110,000** | 386,074 |
| 1990 Miscellaneous Local Revenue | 230,000 | **98,290** | 28,210 | 126,500 | 103,500 | **150,000** | 27,579 |
| 1991 Student Transportation - Reimbursed | 100,000 | **92,549** | 7,451 | 100,000 | - | **70,000** | 109,701 |
| 1995 MAC Study | - | **756,566** | - | 756,566 | (756,566) | **-** | 348,036 |
| **Total Non Formula Local Sources** | 1,341,000 | **1,672,505** | 673,211 | 2,325,716 | (984,716) | 833,500 | 1,889,863 |
| | | | | | | | - |
| **Intermediate Sources** | | | | | | | |
| 2101 - County School Funds | 20,000 | **36,720** | 0 | 36,720 | (16,720) | **25,000** | 30,502 |
| 2210 - TMR Reimbursement | 200,000 | **189,730** | 0 | 189,730 | 10,270 | **210,000** | 291,838 |
| **Total Intermediate Sources** | 220,000 | **226,450** | 0 | 226,450 | (6,450) | 235,000 | 322,340 |
| **State/Federal Sources** | | | | | | | |
| 3199 Other Unrestricted Grants-In-Aid | 275,000 | **189,089** | 85,911 | 275,000 | - | **-** | 286,855 |
| 4202 Medicaid Reimbursement | - | **76,669** | - | 76,669 | | | |
| 4300 Restricted Federal Rev | 70,000 | **68,187** | 1,813 | 70,000 | - | **65,000** | 80,809 |
| 4801 Federal Forest | 130,000 | **33,717** | 96,283 | 130,000 | - | **115,000** | 143,058 |
| **Total State/Federal Sources** | 475,000 | **367,662** | 184,007 | 551,669 | - | 180,000 | 510,723 |
| **Other Sources** | | **-** | | | | | - |
| 5300 Sale/Loss of Fixed Assets | 2,000 | **-** | - | - | 2,000 | **2,000** | 2,000 |
| 5400 Beginning Fund Balance | 7,000,000 | **9,287,166** | - | 9,287,166 | (2,287,166) | **5,400,000** | 6,147,584 |
| **Total Other Sources** | 7,002,000 | **9,287,166** | - | 9,287,166 | (2,285,166) | 5,402,000 | 6,149,584 |
| | | | | | | | - |
| **Total Non SSF Revenue** | **$ 9,038,000** | **$ 11,553,782** | **$ 857,218** | **$ 12,391,001** | **$ (3,276,332)** | **$ 6,650,500** | **$ 8,872,509** |
| **Total Resources** | **$ 60,252,790** | **$ 61,351,682** | **$ 1,701,165** | **$ 62,995,800** | **$ (2,816,341)** | **$ 55,913,142** | **$ 57,926,566** |
| | | Less Estimated Requirements | | **$ 54,519,014** | | | |
| | | ***Estimated Ending Fund Balance*** | | ***$ 8,476,786*** | | | |

Lebanon Community School District

General Fund: Statement of Expenditures Budget Vs. Actual For the Fiscal Year 2024-25

| | 2024-25 Budget | Actual YTD EXP 6/3/2025 | Projected through 6/30/2025 | Total Estimated 2024-25 | (Over)/ Under Budget | % Committed | 2023-24 Budget | Actual YTD Exp. 6/30/2024 |
|---|---|---|---|---|---|---|---|---|
| **Instruction** | | | | | | | | |
| 1111 Elementary, K-5 or K-6 | 10,586,787 | **7,257,058** | 2,535,720 | 9,792,778 | 794,009 | 92.50% | 9,189,417 | **9,159,586** |
| 1113 Elementary Extracurricular | 5,616 | **20,462** | 35,698 | 56,160 | (50,544) | 1000.00% | 5,587 | **13,946** |
| 1121 Middle/Junior High Programs | 4,170,438 | **3,120,484** | 1,029,102 | 4,149,586 | 20,852 | 99.50% | 3,646,280 | **3,439,789** |
| 1122 Middle/Junior High School Extracurricular | 39,021 | **43,495** | 21,291 | 64,786 | (25,765) | 166.03% | 48,398 | **40,648** |
| 1131 High School Programs | 6,072,856 | **4,336,957** | 1,553,713 | 5,890,670 | 182,186 | 97.00% | 5,633,356 | **5,343,606** |
| 1132 High School Extracurricular | 86,066 | **103,970** | 9,481 | 113,451 | (27,385) | 131.82% | 86,009 | **125,301** |
| 1140 Pre Kindergarten Programs | 236,870 | **67,214** | - | 67,214 | 169,656 | 28.38% | 50,000 | **111,649** |
| 1210 Programs for the Talented and Gifted | 94,195 | **3,947** | 66,699 | 70,646 | 23,549 | 75.00% | 81,406 | **16,578** |
| 1220 Restrictive Pgms for Students w/Disabilities | 3,144,309 | **2,150,347** | 836,747 | 2,987,094 | 157,215 | 95.00% | 2,922,832 | **2,539,719** |
| 1250 Programs for Students w/Severe Disabilities | 3,735,302 | **2,858,255** | 926,654 | 3,784,908 | (49,606) | 101.33% | 3,832,009 | **3,437,378** |
| 1272 GF Title I Support | 45,337 | **79,654** | 22,354 | 102,008 | (56,671) | 225.00% | 43,831 | **83,436** |
| 1280 Alternative Education | 906,261 | **654,533** | 161,102 | 815,635 | 90,626 | 90.00% | 857,773 | **780,273** |
| 1281 Alternative Education | 10,000 | **-** | - | - | 10,000 | 0.00% | 10,000 | **-** |
| 1288 Charter School | 2,900,000 | **3,229,842** | - | 3,229,842 | (329,842) | 111.37% | 2,655,000 | **2,789,944** |
| 1291 English Second Language Programs | 495,964 | **322,318** | 153,808 | 476,125 | 19,839 | 96.00% | 306,600 | **384,809** |
| 1300 Adult/Continuing Education Programs | 26,317 | **-** | - | - | 26,317 | 0.00% | 26,317 | **24,456** |
| 1400 Summer School Programs | 26,191 | **18,455** | 6,511 | 24,966 | 1,225 | 95.32% | 25,000 | **23,830** |
| **Total Instruction** | **$ 32,581,530** | **$ 24,266,992** | **$ 7,358,877** | **$ 31,625,869** | **$ 955,661** | | **$ 29,419,816** | **$ 28,314,949** |

Lebanon Community School District
General Fund: Statement of Expenditures Budget Vs. Actual For the Fiscal Year 2024-25

| | 2024-25 Budget | Actual YTD EXP 6/3/2025 | Projected through 6/30/2025 | Total Estimated 2024-25 | (Over)/ Under Budget | % Committed | 2023-24 Budget | Actual YTD Exp. 6/30/2024 |
|---|---|---|---|---|---|---|---|---|
| **Support Services** | | | | | | | | |
| 2110 Attendance and Social Work Services | 227,581 | **2,265** | 111,526 | 113,791 | 113,791 | 50.00% | 151,778 | **144,827** |
| 2114 Student Accounting Services | 269,325 | **232,003** | 37,322 | 269,325 | - | | 213,052 | **256,378** |
| 2115 Student Safety | 527,042 | **254,150** | 88,427 | 342,577 | 184,465 | 65.00% | 669,963 | **300,156** |
| 2120 Guidance Services | 1,280,507 | **897,879** | 382,628 | 1,280,507 | - | 100.00% | 267,660 | **1,230,545** |
| 2130 Health Services | 343,129 | **371,173** | 106,889 | 478,062 | (134,933) | 139.32% | 234,125 | **244,302** |
| 2135 Health | 126,242 | **104,610** | 26,905 | 131,515 | (5,273) | 104.18% | 167,142 | **103,594** |
| 2140 Psychological Services | 250 | **-** | - | - | 250 | 0.00% | 250 | **-** |
| 2150 Speech Pathology and Audiology Services | 683,130 | **301,163** | 245,341 | 546,504 | 136,626 | 80.00% | 548,273 | **601,602** |
| 2190 Service Directions, Student Support Svcs | 476,332 | **400,431** | 66,375 | 466,805 | 9,527 | 98.00% | 588,363 | **593,283** |
| 2210 Improvement of Instruction Services | 513,007 | **275,654** | 186,052 | 461,706 | 51,301 | 90.00% | 565,688 | **316,516** |
| 2220 Library/Media Center | 475,366 | **353,773** | 107,873 | 461,646 | 13,720 | 97.11% | 445,064 | **431,591** |
| 2230 Assessment and Testing | 65,000 | **40,838** | 3,998 | 44,836 | 20,164 | 68.98% | 70,300 | **48,492** |
| 2240 Staff Development | 101,469 | **58,921** | 12,230 | 71,150 | 30,319 | 70.12% | 98,043 | **68,748** |
| 2310 Board of Education | 133,000 | **105,016** | 14,684 | 119,700 | 13,300 | 90.00% | 125,000 | **163,040** |
| 2321 Office of the Superintendent Services | 790,144 | **700,679** | 79,321 | 780,000 | 10,144 | 98.72% | 745,706 | **729,087** |
| 2410 Office of the Principal Services | 3,970,133 | **3,422,788** | 507,644 | 3,930,432 | 39,701 | 99.00% | 3,788,791 | **3,681,414** |
| 2520 Fiscal Services | 967,643 | **835,524** | 83,737 | 919,261 | 48,382 | 95.00% | 823,612 | **826,847** |
| 2540 Insurance & Judgements | 440,000 | **489,414** | - | 489,414 | (49,414) | | 400,000 | **397,164** |
| 2542 Care and Upkeep of Buildings Services | 3,182,957 | **2,785,284** | 238,525 | 3,023,809 | 159,148 | 95.00% | 2,836,244 | **2,723,877** |
| 2543 Care and Upkeep of Grounds Services | 176,043 | **190,544** | 13,673 | 204,217 | (28,174) | 116.00% | 167,457 | **183,549** |
| 2544 Maintenance | 1,472,909 | **1,707,286** | 125,511 | 1,832,798 | (359,889) | 124.43% | 1,300,676 | **1,548,609** |
| 2548 Land Lab | 61,931 | **7,682** | 4,704 | 12,386 | 49,545 | 20.00% | 5,297 | **19,432** |
| 2550 Student Transportation Services | 2,204,733 | **2,185,770** | 395,038 | 2,580,808 | (376,075) | 117.06% | 2,312,202 | **2,143,709** |
| 2573 Warehousing and Distributing Services | 27,130 | **24,968** | 2,248 | 27,216 | (86) | 100.32% | 16,925 | **25,253** |
| 2630 Information Services | 238,991 | **213,630** | 22,971 | 236,601 | 2,390 | 99.00% | 231,611 | **245,770** |
| 2640 Staff Services | 730,995 | **646,457** | 82,598 | 729,056 | 1,939 | 99.73% | 654,175 | **652,440** |
| 2660 Technology Services | 899,550 | **805,661** | 248,124 | 1,053,785 | (154,235) | 117.15% | 857,112 | **580,659** |
| 2680 Interpretation & Translation Services | 6,316 | **3,305** | 1,432 | 4,737 | 1,579 | 75.00% | 6,286 | **4,170** |
| 2700 Supplemental Retirement | 500 | **31** | 469 | 500 | - | | - | **4,071** |
| **Total Support Services** | **$ 20,391,355** | **$ 17,416,900** | **$ 3,196,245** | **$ 20,613,145** | **$ (221,790)** | | **$ 18,290,795** | **$ 18,269,125** |
| | | - | | | | - | | |
| **Community Services** | | | | | | | | |
| 3100 Food Services | 16,727 | **8,480** | - | 8,480 | | | 40,587 | **18,418** |
| 3300 Community Services | - | **182** | - | 182 | | | 40,587 | **18,418** |
| **Total Community Services** | **$ 16,727** | **$ 8,663** | **$ -** | **$ 8,663** | **$ -** | **$ -** | **$ 40,587** | **$ 18,418** |
| **Other Requirements** | | | | | | | | |
| 5200 Transfers of Funds | 2,280,000 | **2,280,000** | - | 2,280,000 | - | 100.00% | 2,184,000 | **2,036,908** |
| 6110 Contingency | 1,983,178 | **-** | - | - | 1,983,178 | 100.00% | 100,000 | **-** |
| 7000 Unappropriated Ending Fund Balance | 3,000,000 | - | - | - | 3,000,000 | 100.00% | 5,877,944 | - |
| **Total Other Requirements** | **$ 7,263,178** | **$ 2,280,000** | **$ -** | **$ 2,280,000** | **$ 4,983,178** | | **$ 8,161,944** | **$ 2,036,908** |
| **Total Requirements** | **$ 60,252,790** | **$ 43,972,555** | **$ 10,555,122** | **$ 54,519,014** | **$ 5,717,049** | | **$ 55,913,142** | **$ 48,639,401** |

# RESOLUTION #25-0612A MAKING APPROPRIATION FOR THE 2025-2026 BUDGET

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2025, and for the purposes shown below are hereby appropriated, as presented below with a total adopted budget amount of $94,687,998.

| | | |
|---|---|---|
| **General Fund (100)** | | |
| Instruction…… | $ | 34,922,145 |
| Support Services…….. | $ | 21,820,234 |
| Enterprise & Community.. | $ | 40,691 |
| Other: | | |
| Interest……. | $ | - |
| Transfers……. | $ | 2,179,000 |
| Contingency…….. | $ | 930,191 |
| Unappropriated Ending Fund Balance | $ | 4,000,000 |
| Total……. | $ | 63,892,261 |
| **Special Revenue Funds (200's)** | | |
| Instruction…….. | $ | 8,340,592 |
| Support Services…….. | $ | 5,505,102 |
| Enterprise & Community.. | $ | 4,229,495 |
| Facilities Acquist./Const.. | $ | 2,112,000 |
| Transfers…… | $ | - |
| Contingency…….. | $ | 3,785,000 |
| Total……. | $ | 23,972,189 |
| **Debt Service (300's)** | | |
| Debt Service…….. | $ | 4,586,334 |
| Contingency…… | $ | 537,214 |
| Total…….. | $ | 5,123,548 |
| **Capital Projects (400's)** | | |
| Facilities Acquist./Const.. | $ | - |
| **Enterprise Fund (500's)** | | |
| Support Services…….. | $ | 53,331 |
| Facilities Acquist./Const.. | $ | 800,000 |
| Contingency…….. | $ | 596,669 |
| Total……. | $ | 1,450,000 |
| **Internal Service (600's)** | | |
| Support Services…….. | $ | 125,000 |
| Contingency…….. | $ | 125,000 |
| Total……. | $ | 250,000 |
| **Trust and Agency (700's)** | | |
| Support Services…….. | $ | - |
| Total……. | $ | - |
| **Total Budget** | **$** | **94,687,998** |

Date: 6/12/2025

Tom Oliver
Chair, Board of Directors

Jennifer Meckley
Superintendent

# RESOLUTION #25-0612B IMPOSING & CATEGORIZING TAX

## IMPOSING THE TAX RATE

**BE IT RESOLVED** that the Board of Directors of the Lebanon Community School District #9 hereby imposes the taxes provided for in the adopted budget at the rate of 4.9925 per $1,000 of assessed valued for operations in the amount of $4,592,407 for bonds; and that these taxes are hereby imposed and categorized for tax year 2025-2026 upon the assessed value of all taxable property within the district.

## CATEGORIZING THE TAX

**BE IT RESOLVED** that the taxes imposed are hereby categorized for purposes of Article XI Section 11b as:

| | **Education Limitations** | **Excluded from Limitations** |
|---|---|---|
| Permanent Rate Tax…… | 4.9925 / $1,000 | |
| Debt Service Levy…… | | $4,592,407 |

The above resolution statements were approved and declared adopted on the 12th day of June 2025.

Date: June 12, 2025

Tom Oliver
Chair, Board Chair

Jennifer Meckley
Superintendent

**Upcoming Meeting Dates:**

| DATE | TIME | MEETING TYPE |
|---|---|---|
| July 17, 2025 | 6:00 PM | Board Meeting |