

**Lebanon Community School
District**

**School Board Meeting,
July 17, 2025**

17 July 2025, 18:00 - 19:00, (PDT)

Agenda

18:00 - 18:01	1 WELCOME Livestream: https://www.youtube.com/@lcsdboardmeetingstream6568/streams 📄 Meetings Cover Page.pdf 1
18:01 - 18:01	1.1 Call to Order
18:01 - 18:01	1.2 Flag Salute
18:01 - 18:06	2 ACCEPTANCE OF LCSD SCHOOL BOARD ELECTIONS RESULTS Motion: Approval Requested
18:06 - 18:16	3 BOARD MEMBER APPOINTMENT AND OATH OF OFFICE A. Zone 2 B. Zone 3 C. Zone 5 📄 BBBB.pdf 2
18:16 - 18:21	4 BOARD REORGANIZATION A. Election of Board Chair 2025-26 B. Election of Board Vice Chair 2025-26 Motion: Approval Requested
18:21 - 18:31	5 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.
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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

Lebanon Community Schools

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

Board Member Oath of Office

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

The oath of office will be in the following form:

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

Subscribed and sworn to before me this _____ day of _____, _____.

Signed: _____
District Board Member

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)

2025-26 LCSD BOARD MEETING SCHEDULE

Date	Time	Meeting type	Location
August 14, 2025	6:00pm	Regular	Lebanon Public Library
September 11, 2025	6:00pm	Regular	Lebanon Public Library
October 9, 2025	6:00pm	Regular	Lebanon Public Library
November 13, 2025	6:00pm	Regular	Lebanon Public Library
December 11, 2025	6:00pm	Regular	Lebanon Public Library
January 8, 2025	6:00pm	Regular	Lebanon Public Library
February 12, 2025	6:00pm	Regular	Lebanon Public Library
March 12, 2025	6:00pm	Regular	Lebanon Public Library
April 9, 2025	6:00pm	Regular	Lebanon Public Library
May 14, 2025	6:00pm	Regular	Lebanon Public Library
June 11, 2025	6:00pm	Regular	Lebanon Public Library
July 9, 2025	6:00pm	Reorganizational Meeting	Lebanon Public Library

Lebanon Community School District #9

Resolution #25-0717 Representations and Authorizations

The Lebanon Community School District Board of Directors resolves the following for Fiscal Year 2025/26:

- A. **Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of \$100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.
- B. **Chief Administrative Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley as Chief Administrative Officer.
- C. **Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates William Lewis and Steven Prososki as Deputy Clerk.
- D. **Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and Steven Prososki to be the custodian of funds and further authorizes facsimile signature under ORS 328.441, ORS 328.445.
- E. **Authorization to Sign Payroll and Monthly Disbursements.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and/or Steven Prososki to sign monthly disbursements and payroll.
- F. **Authorization to Approve and Pay Accounts Payable.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley, William Lewis, and/or Steven Prososki to approve and pay all accounts payable and balances on district-issued credit/purchase cards within the limits of the adopted budget document.
- G. **Budget Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley as the budget officer.
- H. **Official Auditors.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Pauly Rogers & Co. as the official auditor for the district's Fiscal Year 2025/26 books.
- I. **Newspapers-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald as the district newspaper-of-record.

- J. **Insurance Agent-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record.
- K. **Attorney-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Garrett Hemann Robertson, PC as the attorney-of-record for all general education related legal services and for collective bargaining services.
- L. **Hearing Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Jennifer Meckley to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and further designates Jennifer Meckley or her designee to serve as the hearing officer on student records, including expulsion hearings.
- M. **Authorization to Participate in Federal and State Programs.** BE IT RESOLVED that Superintendent Jennifer Meckley is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, Carl Perkins Grant, other various local grants, Linn/Benton Education Service District, miscellaneous state grants, and miscellaneous federal grants.
- N. **School Board Meetings.** BE IT RESOLVED that the following are the School Board meeting dates for Fiscal Year 2025/26. Regular meetings will begin at 6:00 PM.

Date	Meeting Type	Scheduled Location
August 14, 2025	Regular Meeting	Lebanon Public Library
September 11, 2025	Regular Meeting	Lebanon Public Library
October 9, 2025	Regular Meeting	Lebanon Public Library
November 13, 2025	Regular Meeting	Lebanon Public Library
December 11, 2025	Regular Meeting	Lebanon Public Library
January 8, 2026	Regular Meeting	Lebanon Public Library
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April 9, 2026	Regular Meeting	Lebanon Public Library
May 14, 2026	Regular Meeting	Lebanon Public Library
June 11, 2026	Regular Meeting	Lebanon Public Library
July 9, 2026	Reorganizational Meeting	Lebanon Public Library

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

- P. **Borrowing Limit for the Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000. Notice is to be given to the Board prior to the loan.
- Q. **Short-term loans between funds.** BE IT RESOLVED that William Lewis, Deputy Clerk/Chief Operations Officer, and Steven Prososki, Deputy Clerk/Finance Director are authorized to make short-term loans between funds in order to pay district obligations.
- R. **Employees Excluded from Bargaining Units.** BE IT RESOLVED that the Lebanon School Board of Directors hereby affirms that confidential employees and all directors and administrators are excluded from the bargaining units.
- S. **Local Contract Review Board.** BE IT RESOLVED that the Lebanon School Board of Directors hereby reaffirms the Lebanon Community School District as its own Local Contract Review Board.
- T. **Alternative Education Programs.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, Linn Benton Community College Alternative Program, and Community Services Consortium as alternative education programs.
- U. The following designation of the Fiscal Year 2025/26 ending fund balances and revenues for specific uses in Fiscal Year 2025/26:
1. Committed Fund Balances
 - a. The ending balance of each of the following funds is “Committed” in accordance with the purposes stated for each fund or program in the FY 2025/26 adopted budget.
 2. Restricted Fund Balances
 - a. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
 - b. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.
 - c. The Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.
 3. Debt Service Funds
 - a. Funds are “Restricted” for the accumulation of resources and payment of principal and interest related to associated debt offerings.

PASSED AND ADOPTED this 17th day of July, 2025.

Board Chair

Jennifer Meckley, Superintendent



EXECUTIVE ORDER NO. 25-09

PERSONAL ELECTRONIC DEVICE POLICY FOR SCHOOL DISTRICTS

WHEREAS, research shows that personal electronic device use leads to negative impacts on young people's mental health and self-esteem, with studies highlighting that adolescents spend more than 4 hours per day on social media with the highest frequency users reporting poor or very poor mental health.

WHEREAS, across the nation, research shows students are facing increased mental health impacts such as loneliness, anxiety, depression, self-harm, and suicide due to increased personal electronic device and social media usage.

WHEREAS, it is crucial the State assumes leadership to take necessary actions to protect the mental health and well-being of Oregon students.

WHEREAS, every student in Oregon should be fully engaged in the act of learning and have access to a distraction-free learning environment.

WHEREAS, administrators, educators, and school staff deserve to be supported to create the best learning environments for students with as many barriers removed as possible to promote student success.

WHEREAS, the Oregon Department of Education released statewide guidance, *Fostering Student Learning, Well-Being, and Belonging: Guidance for School Cell Phone Policies*, to school districts in October 2024 to support them in adopting such a policy.

WHEREAS, while several districts across the State have taken steps to implement personal electronic device policies, not all districts have established policies to support addressing the mental health crisis and increasing student learning.

WHEREAS, the State of Oregon cannot achieve improved academic outcomes in reading, math, and other studies if students are not able to focus on learning when they are in school.

NOW, THEREFORE, I, TINA KOTEK, Governor of the State of Oregon and the Oregon Superintendent of Public Instruction, by virtue of the power and authority vested in me by the Constitution and statutes of the State of Oregon, do hereby issue this order to become effective immediately:



EXECUTIVE ORDER NO. 25-09
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IT IS ORDERED AND DIRECTED:

1. The State of Oregon establishes a personal electronic device policy for all Oregon public school districts with the goal of supporting every student to have the best opportunity for academic success.
2. **Definition:** “Personal electronic device” means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school’s network infrastructure. This does not include a laptop computer or other device required to support academic activities.
3. **Policy Requirements:** Every Oregon school district is required to have a policy that shall prohibit the use of personal electronic devices by students from the start of regular instructional hours until the end of regular instructional hours. The policy must be adopted no later than October 31, 2025. Additionally:
 - a. The policy must be effective no later than January 1, 2026.
 - b. The policy must provide clarity on how personal electronic devices will be stored during the school day.
 - c. The policy may exclude time when students are not on school grounds and are not under the supervision of school personnel other than a school bus driver.
 - d. The policy must provide for the use of a personal electronic device by a student when the use complies with the terms of:
 - i. The student’s medical provider’s order for the care and treatment of a medical condition.
 - ii. The student’s individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.
 - iii. A written exemption provided for the student based on a process and guidelines adopted by the school district to allow school building administrators to accommodate the individual circumstances of a student or to further specific educational outcomes for a student.
 - e. The policy must provide direction to school personnel regarding actions that may be taken when a student violates requirements regarding the use of personal electronic devices under the policy. Allowed actions may not authorize or otherwise result in a student losing instructional time, which includes suspension or expulsion.



EXECUTIVE ORDER NO. 25-09

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- f. The policy must be posted on the school district web site and made available to:
 - i. School district personnel
 - ii. Students
 - iii. Parents and guardians
 - iv. Partners who are in the school building during the school day
 - v. Oregon Department of Education
- 4. **Monitoring:** The Oregon Department of Education shall monitor the progress of each district implementing this policy.

The Order shall remain in effect until the actions set forth above are implemented or the Governor directs otherwise.

Done at Salem, Oregon, this 2nd day of July, 2025.

Tina Kotek
GOVERNOR

ATTEST:

Tobias Read
SECRETARY OF STATE



LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
JUNE 12, 2025, 6:00 PM

Lebanon Public Library

55 Academy St. Lebanon, OR 97355

MEETING MINUTES

<u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair Nichole Piland, Vice Chair Aubree Molina, Member Clyde Rood, Member Melissa Baurer, Member (virtual)	<u>EXECUTIVE STAFF PRESENT:</u> Jennifer Meckley, Superintendent William Lewis, Chief Operations Officer Steven Prososki, Business Director
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The meeting minutes were recorded by acting Executive Secretary Wendy Eilers.

1. WELCOME AND CALL TO ORDER

Board Chair, Tom Oliver, called the meeting to order at 6:00 PM and led the flag salute.

2. PUBLIC COMMENTS

A prayer was offered before public comments began by a community member. This community member mistakenly believed they were attending a city council meeting and attempted to speak about a city fee. Tom Oliver explains to him that the city council meeting was the previous night and this was the LCSD school board meeting. The community member thanks the committee and apologizes for the error.

No additional public comments were made.

3. LEBANON SCHOOLS FOUNDATION MINI GRANT STAFF PRESENTATIONS

Superintendent Jennifer Meckley shares the highlights from the Lebanon Schools Foundation Mini Grants that were received by LCSD staff. She invites Edda King from Lebanon Schools Foundation to join her in presenting.

Jennifer explains how the staff may apply for grants of up to \$500. A committee selects recipients, and awardees present their grant outcomes to the board. Edda advises that there is one more grant that was awarded this last week for \$1,875 to the middle school band program that will allow students to attend a band camp in Albany this summer. This grant was partially funded from a local family, and also from a person who is in the Bud Page Hall of Fame.

Jennifer presents a slideshow highlighting various projects funded by foundation grants. These included the purchase of a Lego Robotics kit to support STEM learning, books for an elementary

OBOB team, a greenhouse to enhance a high school horticulture program, gifts for AVID students of the month, and bikes for preschoolers to promote gross motor skills and bike safety. Additional grants supported cardboard-cutting tools for a middle school engineering class, graphic novels to boost literacy in science, art supplies for a school-wide student art show, and materials to promote literacy in elementary music programs. High school students also benefited from supplies for a cel animation project and funding to cover certification fees for Emergency Medical Responder, Pharmacy Tech, and CNA programs. Edda explained that the EMR, CNA and Pharmacy Tech classes received special funding from the grant. Gene Hartl, owner of Linn Gear, had set up a fund before he passed away called the Gene and Jeannette Hartl Fund. This fund was created to promote career education and the foundation thought this was a really good opportunity to help students get the career training that Gene designed the fund for.

Jennifer thanks the foundation for their support of Lebanon staff and students through these grant funds. Edda also expresses appreciation for staff contributions and noted that most funding comes from LCSD employee donations through a paycheck deduction.

Edda also wants to announce the 2025 Bud Page Hall of Fame class for this year. Don Brown, a West Point graduate for his military service;; Carol Herron for her community service, working with refugees and homelessness in the Portland area; Milton Moran who is the CEO of Cascade Timber and has also done a lot of volunteer work with Samaritan; Ben Masog who was a Top Gun naval pilot; Dan Speasl, a former wrestler who went to Southern Oregon and helped build the wrestling program at Crater, and also helped the LHS wrestling program establish the Dick Weisbrodt Wrestling scholarships.

4. STUDENT BOARD REPRESENTATIVES RECOMMENDATIONS

Jennifer gives her recommendation to appoint Cade Weber and Addy Pickles as new student board representatives. Nichole motions to approve the consent for student board recommendations as presented and Clyde seconds the motion. All in favor with a unanimous vote

Jennifer thanks the outgoing student board members for their excellent service and recruitment efforts.

5. SUPERINTENDENT CONTRACT

Tom Oliver presents an updated superintendent contract with revised language. Clyde Rood expressed appreciation for the inclusion of the contract in the agenda.

6. BUDGET APPROVAL/HEARING

Tom Oliver reports the budget committee has approved and recommended this budget for approval by the school board. Steven Proski asks the board to adopt the budget approved by the Budget Committee. Nichole motions to approve the budget as presented and Clyde seconds the motion. All in favor with a unanimous vote,

7. CONSENT AGENDA

Nichole motions to approve the consent agenda as presented and Clyde seconds the motion. All in favor with a unanimous vote, the consent agenda made up of the May 8, 2025 Board Meeting Minutes, May 8, 2025 Budget Meeting Minutes, May 15, 2025 Board Work Session Minutes, May 15, 2025 Budget Meeting Minutes, May 29, 2025 Special Meeting Minutes, First Reading Policy Updates: DLC-AR, JGE-AR (F), Second Reading Policy Updates: JEC, and new hire Roxanne Savedra is approved in its entirety.

8. DEPARTMENT REPORTS

A. Operations

William Lewis requests approval to renew the Facilities Advisory Committee. Clyde motions to approve as requested and Nichole seconds the motion. All in favor with a unanimous vote.

Nichole asks whether this would continue going forward. William advised that one of the biggest challenges/decisions that the school board and community will make over the next few years is what to do about deferred maintenance. He advised that it would benefit the school board to keep the team who already has a year and a half of work into this committee on board. Nicole expressed interest in continuing this committee. William advised that board policy requires annual approval.

William reports a high volume of summer projects across operations, including facility upgrades like classroom remodels, roof repairs, new paging systems, and playground installations. Notable projects include a new bus lift, bleacher replacement, reader board installations, and a refresh of paint and flooring in multiple buildings. Technology infrastructure is also being updated, and the final phase of the LHS kitchen remodel is underway. In addition, summer meal programs are running at Cascades and Riverview, and transportation is preparing bus routes for summer school. These efforts are in addition to the operations teams' regular summer workload.

Tom asks what the rough percentage is of the projects being done with district funds versus grants. Williams states the projects are funded through a combination of grants and general funds. Steven is thanked for careful budget management.

B. Human Resources

Human Resources Director Kim Grousbeck reports for the 2025-26 licensed staff, there are 14 vacancies with 10 positions already filled – the lowest hiring need in years. Retention rates remain strong.

C. Finance

Steven shares with the Board that the district is currently in a good spot financially, and that with two weeks left in the fiscal year, the projected ending balance is \$8.5 million. The student-built construction house is under contract and expected to close next week, breaking even.

9. COMMUNICATION

A. Board

Nicole thanks the student school board members, praising their leadership. She also thanked Tom for his mentorship.

Clyde thanks the student board members and outgoing board members, Tom and Aubree. Clyde talked about his time officiating baseball games recently in Lebanon and wanted to praise the local coaches for doing a great job with the teams.

Nicole speaks for Melissa who is texting her updates: Melissa says she enjoyed the graduation events and expressed gratitude to both the student board members and Tom.

Tom reflected on his positive experience on the board and is excited to see what the future holds for the board and school district.

B. Student Board

Hannah thanks the board members for being at graduation. She was excited to see familiar faces on the stage. She states that since school is out for summer there is not a lot happening but there are LHS wrestlers in Reno and Utah for competitions, and summer basketball is happening right now. She expressed her gratitude for being on the board.

Eric thanks the board for allowing him to be a student school board member. He states he learned a lot and may consider education as a career in the future.

C. Superintendent

Jennifer shares regarding Senate Bill 732 which is a requirement that school districts have an equity committee. LCSD is calling it the Success and Belonging Committee. They have had 15 applications submitted so far to be a part of the committee, and they will post it again in early August. She anticipates several sub-committees for this.

Jennifer presents thank you gifts to outgoing school board members, including student members. Tom and Aubree are presented with gift baskets which include personalized clocks symbolizing their "time" on the board. Student members are given Amazon gift cards.

Jennifer also provides Jen's Zens starting with the Sources of Strength wellness fair which was held at Pioneer school. It was highly successful and provided many resources to the community. Jennifer thanked the many sponsors and the LHS JROTC for their help with set-up and breakdown.

Jennifer also shares about Lebanon High School graduation. Highlights included the Grad Walk and other celebrations, which were well attended and positively received.

Lastly, Jennifer wanted to give a shout out to the LCSD facilities team who put in a tremendous amount of work setting up the stadium for graduation. This was the first graduation without the stadium and she was impressed with the precision in which they set up the field.

10. PUBLIC COMMENTS

No additional public comments were made.

11. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:45 PM.

Tom Oliver, Board Chair

Jennifer Meckley, Superintendent

CODE	TITLE
FIRST READING	HIGHLY RECOMMENDED
CC-AR	LCSD Organizational Chart



2025-2026 ORGANIZATIONAL CHART: DISTRICT LEADERSHIP

BOARD OF DIRECTORS
NICHOLE PILAND, MELISSA BAURER, CLYDE ROOD,
MICHAEL MARTIN, LORLEE ENGLER

SUPERINTENDENT
JENNIFER MECKLEY

CHIEF OPERATIONS OFFICER
WILLIAM LEWIS, III

**DIRECTOR OF
SCHOOL IMPROVEMENT**
TONYA CAIRO

**DIRECTOR OF
COMMUNICATIONS**
MICHELLE STEINHEBEL

**DIRECTOR OF ALTERNATIVE
EDUCATION**
BRANDON WEIST

SCHOOL PRINCIPALS

**DIRECTOR OF HUMAN
RESOURCES**
KIM GROUSBECK

**DIRECTOR OF SPECIAL
EDUCATION**
RACHEL HAMPTON

**DIRECTOR OF
FINANCIAL SERVICES**
STEVEN PROSOSKI

DIRECTOR OF FACILITIES
BRYAN EILERS

DIRECTOR OF NUTRITION
ANGIE GORMAN

DIRECTORS OF TECHNOLOGY
ALISHA PORT & PETER
KLINGLER

**DIRECTOR OF
TRANSPORTATION**
MAGGI ESTES

Name	Position/Location	FTE	Start Date	End Date
2025-26 SCHOOL YEAR				
Lisa Bond	Mathematics Teacher - Lebanon High School	1.0 FTE	8/25/2025	
Kevin Christensen	Music Teacher - Seven Oak Middle School	1.0 FTE	8/25/2025	
Douglas Knuth	Elective Teacher - Seven Oak Middle School	1.0 FTE	8/25/2025	
Michael McInerney	Physical Education Teacher - Seven Oak Middle School	1.0 FTE	8/25/2025	
Johnny Morales-Duran	English Language Arts Teacher - Lebanon High School	1.0 FTE	8/25/2025	
McKenzie Neely	English Language Arts Teacher - Lebanon High School	1.0 FTE	8/25/2025	
Jessica Patterson	CTE-Power/Structure/Technical Systems Teacher - Lebanon High School	1.0 FTE	8/25/2025	
Mikaela Price	4th Grade Teacher - Riverview School	1.0 FTE	8/25/2025	
Emily Squires	3rd Grade Teacher - Hamilton Creek School	1.0 FTE	8/25/2025	
Gabrielle VanDevelder	8th Grade Teacher - Hamilton Creek School	1.0 FTE	8/25/2025	
Holly Walker	Kindergarten Teacher - Cascades School	1.0 FTE	8/25/2025	
Sharon Wilke Otrembiak	Counselor - Lebanon High School	1.0 FTE	8/25/2025	
ADMINISTRATOR				
Kevin Headings	Principal - Riverview School	1.0 FTE	7/1/2025	
Ryan Luebke	Assistant Principal - Riverview School	1.0 FTE	7/1/2025	
TEMPORARY 2025				
Roxanna Dorn	Temporary Social Studies Teacher - Lebanon High School	1.0 FTE	8/25/2025	11/17/2025

BOARD MEMORANDUM



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

From: William H. Lewis III, Chief Operation Officer

Date: July 9, 2025 **Meeting Date:** July 17, 2025

Re: Operations Report

Operations Report

Summer Projects- Summer projects are progressing at all sites around the district. The operations team has a heavy lift with all the technology, interior and exterior infrastructure updates, repair, cleaning, building security updates, and all the work needed to support these projects. We have summer transportation routes to provide students access to summer school. Our summer food service program provides meals to hundreds of families in our community. We are grateful to our maintenance, custodial, transportation, food service, technology, and business office staff for all their hard work getting our schools, equipment, and technology ready for the new school year. Thank you!

Lebanon Community School District Healthy and Safe Schools Plan (HASS)-The LCSD administration is asking to renew its HASS plan. The HASS plan addresses compliance with state standards for testing and management/mitigation of lead in the water, lead paint, asbestos, radon, integrated pest management, carbon monoxide detectors, and publication of all testing results.

LCSD Use of Facilities Policy Review- The use of facilities policies was brought to the school board on 07/11/2024. You can review the board conversation on the topic here-

https://www.youtube.com/live/DdgA0Spynys?si=YpxO72qJm358_U9u&t=1487

LCSD Admin would like to present this policy for information purposes in July and bring it back in August for review and action.

History- An LCSD team of school administrators, facility admin, middle school/high school athletic admin, and finance admin has reviewed the current use of facilities policies KG, KG-AR(1), and KG-AR(2). The goals behind this review were to assess how the district is currently handling facility use and develop a plan for how we want to improve the management of facility use in the future. The district team assessed facility needs, budgetary constraints, and the needs of our students and community.

In alignment with the district's focus area of Effective Facilities, the team is updating LCSD's fee schedule, KG-AR(2), to align with surrounding districts. Additionally, minor language updates are

proposed in both KG and KG-AR(1). The fees will help support the district's facilities in several ways, including:

- **Reduced liability:** The policy will now require groups who use our facilities to have an insurance policy of at least \$1 million in coverage. The previous practice did not require users to carry an insurance policy, thus leaving the district vulnerable to insurance claims.
- **Reimbursement of staff time:** Policy KG-AR(2) includes reimbursement of staff time, such as for AV technicians and custodians. Previously, we have not charged for staff time to clean up a facility after its use (empty trash cans, replenish materials, etc).
- **Enhanced scheduling:** The new policy features a 10-business-day request to use our facilities, which will help avoid double booking.
- **District-area alignment of policies:** All districts in our surrounding area (Corvallis, Albany, Sweet Home, and Central Linn) charge similar fees to use their facilities. This fee schedule keeps us competitive with other districts.
- **Investment back into our facilities:** By recapturing some of the associated costs to use our facilities, we are now able to invest back into our facilities. Money collected from the fees will be used to fund projects that either maintain or enhance our facilities.

Lebanon Community Schools

Code: **KG**
Adopted: 10/7/02
Readopted: 3/17/11
Orig. Code(s): KG

Community Use of District Facilities

The Board supports the community use of district facilities by community members for recreation, education and service activities. The district reserves the right to deny or cancel facility use when such action is determined to be in the best interest of the district.

~~A fee schedule for facility use will be annually reviewed and approved by the Board.~~ All individuals or groups shall pay a usage fee except, authorized school organizations, local nonreligious/nonprofit youth organizations, active business/school partners, and other organizations or groups who have obtained a fee waiver from the superintendent or designee. Long-term use (e.g., Linn-Benton Community College and local municipalities) may be charged based on a mutually agreed contract rather than the fee schedule.

Individuals or groups using district facilities are required to show proof of required liability insurance as outlined in the administrative regulation for this policy.

The superintendent or designee may waive the fee charge for other organizations or groups if that action is determined to be in the best interest of the district and community. ~~A refundable key deposit shall be collected from local nonreligious/nonprofit youth organizations who use the facilities at times when a key is required.~~

The following order will be used to determine priority for usage of facilities and grounds:

1. District activities involving students in activities related to the instructional program;
2. District activities involving students in extracurricular activities;
3. District activities involving adults;
4. Lebanon community youth programs;
5. Other community programs.

Use of tobacco products ~~or any other smoking or vaping product~~ and possession of alcoholic beverages, illegal drugs and weapons are prohibited in district facilities and on district grounds.

The superintendent ~~or designee~~ is responsible for the development of administrative regulations guiding details of facility usage.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)

[ORS 332.107](#)

[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials

KGF/EDC - Authorized Use of District Equipment and Materials

KI - Public Solicitation in District Facilities

Community Use of District Facilities

Categories and Fee Classification

Categories of Use

1. Nonprofit (by IRS classification) organizations composed primarily of students/patrons of this district (~~e.g., 4-H, Scouts, Campfire~~) engaged in activities involving no additional expenses to the district, and substantially related to the educational programs of the district, will pay no fee except Class I fees, as applicable.
2. Organizations composed of employees of the district engaged in general meetings, educational projects, and similar activities directly related to their employment, or engaged in district supported programs shall pay only classification I fees as applicable. If engaged in activities primarily related to the general purposes of the organization and not specifically related to the district, they will pay Class I and II fees, as applicable.
3. Nonprofit (by IRS classification), political, economic, artistic, civic, social, fraternal, religious or similar organizations meeting for the stated purposes of the organization will pay Class I and II fees, as applicable.
4. Nonprofit (by IRS classification) organizations composed of residents of the district engaged in fund raising activities, if the net proceeds thereof are specifically identified and retained and segregated for the general benefit of children of the district, will pay Class I fees, as applicable.
5. Nonprofit (by IRS classification) organizations composed substantially of residents of the district engaged in fund raising activities, where the net proceeds are identified and retained for the direct benefit of the patrons, will pay Class I and II fees, as applicable.
6. Nonprofit (by IRS classification) organizations or persons desiring to use the facilities for fund raising activities will pay the appropriate Class I and II fees, as applicable.
7. Profit-making organizations or persons desiring to use district facilities will pay the appropriate Class I and III fees, as applicable.
8. The district may require deposits or charges for special requests not covered by the policy.
9. The district retains the right to deny anyone further use due to security breach, damage to facilities or other improper action. Problems with user groups (damage, etc.) will be documented and may preclude future use.
10. OSAA sanctioned competitions shall be charged based on negotiated contract agreements between OSAA representatives and Lebanon Community School District representatives.

11. If there is a question as to the group's classification, it will be reviewed by the facilities services office and a decision will be rendered.

Fee Classification

The district will seek to achieve maximum economic benefit from its ability to rent or lease District facilities, but may establish criteria for circumstances that justify a reduced fee.

1. Class I: Where applicable, salaries for custodians, ~~cooks~~, and other auxiliary employees, which will include both the direct out-of-pocket costs and a sum for overhead and administration. A fee for utilities costs is included in the charges to all user groups.
2. Class II: A nominal rental charge for the use of buildings, facilities, or equipment. Reasonable rental charge is defined as an amount less than estimated actual cost.
3. Class III: A reasonable rental charge for the use of the buildings, facilities, or equipment. Reasonable rental charge is defined as an amount approximating estimated actual cost.

Appeal of Category of Fee Classification

1. The director of facilities or designee has the discretion to apply such fees as deemed appropriate. Fees may be established for long time use agreements.
2. When an applicant objects to the category and fee classification assigned by the director of facilities or designee, the director of facilities or designee will refer the application to the superintendent **or designee** for action.

Use of District Equipment

In order to assure that equipment provided in the schools for the education of young people will be most beneficially used for that purpose, school equipment normally will not be loaned or rented for use outside the building or off the grounds of the school, to non-school organizations. In unusual circumstances the facilities service department may authorize such loan or rent.

Limitations on Use, All Groups or Individuals

Illegal Activities

The use of buildings or properties of the district will not be granted to any organization or individual if there is a prima facie showing that the organization or individual will use said facilities for or in the promotion of illegal activities.

Drugs, Smoking and Gambling

The use of alcoholic beverages and illegal drugs in any form is prohibited in school buildings and on school grounds. Gambling is prohibited in school buildings and on school grounds. Smoking **or vaping products** is strictly prohibited in all district facilities and on school grounds.

Use of School Grounds

The rules pertaining to school grounds stated in current board policy apply to all users.

Public Solicitation in District Facilities

The advertising or sale of merchandise in buildings or on school grounds by nonstudents will not be permitted except with the consent of the business office and/or principal. (Also refer to KI).

Attendance Limits

The maximum number of people permitted in auditoriums, gymnasiums and cafeterias (or any posted area) in the various buildings will be restricted to their capacity as specified by the fire codes.

Rules for Use of District Facilities by Outside Agencies:

1. A schedule of all events will be provided to the Facilities Services Department. The schedule should show:
 - a. Specific times and dates of events and games;
 - b. Arrival and expected departure time of participants;
 - c. Name and arrival time of supervisor;
 - d. Names of team scheduled to play and coaches
2. Participants are not to enter the building until the time specified in the Use Agreement.
3. All participants and accompanying audience are to remain in the agreed upon area as described by the Use Agreement.
4. The user is responsible for control of audience and participants to prevent running around the building, playing on unauthorized equipment or damaging property.
5. Harassment of school district personnel by members of the scheduled groups trying to get early admission will be basis for the cancellation of the Use Agreement.
6. Whenever possible, activities will be scheduled at facilities appropriate to the age of students involved, i.e., elementary at elementary schools, Boys and Girls Club at middle schools, etc.
7. Any damage or unusual occurrence will be reported to the administrator and/or Facilities Services Department. The user will be billed for custodial time to clean up, replace furniture and mats and repair damages.
8. Any complaints that users have are to be reported to the administrator and/or facilities services department.
9. District funded programs have priority on the use of facilities and may have to cancel use by outside groups. Every effort will be made to give at least 48 hours notice. Known dates of conflict should be listed when the Use Agreement is prepared.

10. Use by profit-making organizations or persons will be limited to outside normal operating hours and subject to Use Agreements. Exceptions may be approved by the director of facilities or his/her designee.
- ~~11. A refundable key deposit of \$25.00 will be collected from local nonreligious/nonprofit youth groups or other groups with a fee waiver, when using the facilities at times requiring a key. A refundable card deposit of \$5.00 will be collected from local nonreligious/nonprofit youth groups or other groups with a fee waiver, when using the facilities at times requiring an access card.~~
- ~~12. A refundable cleaning deposit of \$30.00 will be collected from all users of district facilities (except the Lebanon High School stadium, track and turf field) with or without a fee waiver.~~
- ~~13. A refundable cleaning deposit of \$50.00 will be collected from local nonreligious/nonprofit youth groups or other groups with a fee waiver using the Lebanon High School stadium, track and turf field. A refundable cleaning deposit of \$100 will be collected from profit-making organizations or persons using the Lebanon High School stadium, track and turf field.~~

Procedures and Regulations for Community Use of Facilities:

Application forms and copies of the procedures, regulations, and fee schedules are available on the district website and at the facilities services offices.

Application

1. The use of any building, facility or equipment of the district for other than regular school district activities should be initiated by ~~through district facilities webpage written application~~ to the facilities services department not less than ~~five days ten business days~~ prior to the date of use. Applications will be accepted for ~~one calendar year. the current school year only.~~
2. Such application for use of school property will be upon the forms provided ~~by the district~~ and signed by an official of the requesting organization.
3. The application, when completed by the user, will be reviewed by the facilities office for facility availability and determination of rental fee.
4. If there are conflicting requests for use, or if there is a question regarding the suitability of the proposed use, the matter will be submitted to the director of facilities or designee. After a decision has been made, the director of facilities or designee will notify the organization of the decision and why that decision was reached. If an organization does not agree with the director of facilities decision, it may appeal in writing to the superintendent ~~or designee~~ for final decision.

Supervision

1. The user will designate a person in charge. Also, a district staff representative will be in attendance whenever organizations use large group facilities such as auditoriums, cafeterias, or gymnasiums or as recommended by the administrator.

2. A user designee who fails to secure the building will be responsible for damages resulting from it not being secured. A second occurrence of failure to secure the building by the same person will result in a change of designee or cancellation of the Use Agreement.

Custodians

1. During regular custodial working hours:
To assist the user in preparing a building for use and subsequent cleanup, a custodian will need to be present. The user will be charged Class I rates for all custodial time. There is no charge for custodial time to lock and unlock a building during regular custodial hours. The user will be billed for custodial time to clean, replace furniture and mats, repair damages, or provide other services.
2. On weekends and during custodial non-working hours the user will be billed at Class I rates for all custodial time to assist the user in preparing a building for use and subsequent cleanup; e.g., replacing furniture and mats, repairing damages, unlocking, locking and/or securing the building, or providing other services. Cleanup following each event is the responsibility of the user or group.

Cooks

1. Due to health standard requirements and the complexity of the kitchen equipment, a district cook will be present whenever a kitchen is used. This person's role is to ensure that the use of district kitchen facilities and equipment is consistent with health and sanitation standards and the related charge does not cover work done by the cook for the user. If any such work is to be done, pay is a separate matter between the cook and the nutrition services director but the responsibility of the user.
2. No person less than 16 years of age will be allowed to assist in the kitchen with any duties whatsoever. Children under 16 years of age will not be allowed in the kitchen while their parents are performing kitchen duties.
3. The user will be billed at the Class I rate for a cook's overtime if applicable.

Insurance

1. An agency using district facilities shall maintain in-force insurance policies for the duration of the occupancy of the district premises. If insurance is not available, adherence to the ~~districts Hold Harmless agreement~~ Facility Use Liability Release Form will be required.
- ~~2.~~ A nonprofit group is required to carry commercial general liability coverage written in a company admitted in the state of Oregon and having an AM Best rating of at least A-7. Total liability coverage shall ~~be a minimum of \$500,000~~ not be less than \$1 million per occurrence and to name the District as a named insured under the general liability insurance policy. The agency shall provide a certificate of insurance as evidence of required coverage ~~and shall name the district as an additional insured. The superintendent may waive the certificate of insurance requirement for nonprofit agencies.~~
3. A profit group is required to carry commercial general liability coverage written in a company admitted in the state of Oregon and having an AM Best rating of at least A-7. Total liability coverage limit shall ~~be a minimum of \$1,000,000~~ not be less than \$1 million per occurrence and to

name the District as a named insured under the general liability insurance policy. The agency shall provide a Certificate of Insurance as evidence of required coverage ~~and shall name the district as an additional insured.~~

Miscellaneous Expenses

1. Any damage to district property will be charged to the approved user group. The district property must be left in the same condition as found.
2. Because of the special hazards in moving pianos, both to the physical well-being of persons moving and to the piano itself, pianos will not be moved from floor to floor except by professional piano moving organizations, and fees for such services will be assessed to the organization using the facilities. Fees may include tuning.
3. Whenever organizations require special equipment such as public address systems, projection equipment, additional electric facilities, etc., installation as necessary will be made with the approval of and under the direction of school district personnel, and Fee Classification I charges will be made to cover the cost of labor and material.
4. Any organization sponsoring the use of playgrounds or athletic fields during the summer months will provide a supervisor without cost to the district for the entire time the grounds are in use, and will also assume all liability for any accidents that may occur upon the grounds during the time school grounds are in use under its supervision.
5. Payment for the use of buildings, facilities, and equipment, will be made after billing by the facilities service department. Exception: When an estimate for payment for the use of buildings and/or grounds exceeds \$500.00, a performance bond may be required.
6. Request for the cancellation of agreements for use of buildings, facilities and equipment will be made in writing not later than one day preceding the scheduled use. A charge will be made in accordance with the schedule of fees for each school engaged and not used, unless such notice to cancel is given.

Lebanon Community Schools

Code: **KG-AR(2)**
 Revised/Reviewed: 10/1/07; 8/18/11, 3/7/13,
 07/11/24
 Orig. Code(s): KG-AR

Administrative Rules for Use of Facilities – Schedule of Fees

Classification I (Use of Personnel)

Supervision or Custodial Services

per hour

\$ 40.00

Classification II & III (Use of District Facilities)

	Class II non-profit organizations per hour		Class III for-profit organizations per hour	
	School Days	Non- School Days	School Days	Non-School Days
High School				
Classrooms	\$ 10.00	\$ 13.00	\$ 15.00	\$ 19.50
Auditorium (w/basic sound system)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
w/upgraded sound & light systems add \$40/hr				
Gymnasium (each)	\$ 100.00	\$ 130.00	\$ 150.00	\$ 195.00
w/scoreboard add \$20/hr				
Commons/Library	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Grass Practice Fields	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Turf Athletic Game Field	\$ 75.00	\$ 97.50	\$ 112.50	\$ 146.25
w/lights add \$30/hr				
w/scoreboard add \$20/hr				
Turf Baseball Game Field (no rental during season)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Turf Softball Game Field (no rental during season)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Tennis Court	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Matt Rooms	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Middle School				
Classrooms	\$ 10.00	\$ 13.00	\$ 15.00	\$ 19.50
Gymnasium (each)	\$ 100.00	\$ 130.00	\$ 150.00	\$ 195.00
w/scoreboard add \$20/hr				
Cafeteria/Library	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Grass Athletic Fields	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00
Elementary Schools				
Classrooms	\$ 10.00	\$ 13.00	\$ 15.00	\$ 19.50
Gymnasium (each)	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Cafeteria/Library	\$ 50.00	\$ 65.00	\$ 75.00	\$ 97.50
Grass Athletic Fields	\$ 20.00	\$ 26.00	\$ 30.00	\$ 39.00

OSAA Events

OSAA sanctioned competitions shall be charged based on a negotiated contract agreement between OSAA representatives and Lebanon Community School District representatives.

Boys and Girls Club Events

Boys and Girls Club Events shall be charged based on a negotiated contract agreement between the Boys and Girls Club representatives and Lebanon Community School District representatives.



Lebanon Community School District

Healthy and Safe Schools Plan

Introduction

In 2017, the Oregon State Legislature passed SB 1062, which requires that every school district, education service district, and public charter school develop a Healthy and Safe Schools Plan (HASS Plan). Each organization's HASS Plan has specific requirements that must be included for the HASS Plan to comply with state law. All HASS Plans are due to the Oregon Department of Education by July 1, 2019. Additionally, each school district, education service district, and public charter school is required to certify annually that the organization continues to comply with the requirements of the HASS Plan by filing an Annual Statement. The following plan was developed by Lebanon Community School District to meet these requirements.

1. Responsible Person

The person responsible for administering and implementing the Healthy and Safe Schools Plan:

Name: William Collins
Position Title: Safety Coordinator
Phone Number: 541-409-9393
Email Address: William.collins@lebanon.k12.or.us
Mailing Address: 485 S. 5th Street Lebanon Oregon 97355

The person who is the designated IPM Coordinator:

Name: Geoff Minyard
Position Title: Facility Operator
Phone Number: 541-451-8456
Email Address: geoff.minyard@lebanon.k12.or.us
Mailing Address: 485 S. 5th Street Lebanon Oregon 97355

The person responsible for AHERA information:

Name: Paula Shoulders

Position Title: Administrative Assistant

Phone Number: 541-451-8456

Email Address: paula.shoulders@lebanon.k12.or.us

Mailing Address: 485 S. 5th Street Lebanon Oregon 97355

2. List Facilities

All facilities owned and leased by Lebanon Community School District where students or staff are present on a regular basis are covered by this HASS Plan. The list of those buildings and facilities is below:

Facility Name	Facility Address
<i>Administration Building</i>	<i>485 S. 5th Street</i>
<i>Teen Center</i>	<i>626 N. 2nd Street</i>
<i>Cascades School</i>	<i>2163 7th Street</i>
<i>Green Acres School</i>	<i>700 10th Street</i>
<i>Hamilton Creek School</i>	<i>32135 Berlin Road</i>
<i>Lacomb School</i>	<i>34110 E. Lacomb Road</i>
<i>Lebanon High School</i>	<i>1700 S. 5th Street</i>
<i>LHS Land Lab</i>	<i>31000 Land Lab Road</i>
<i>Sand Ridge</i>	<i>100 Sand Ridge Ct</i>
<i>Sand Ridge</i>	<i>30581 Sodaville-Mountain Home Rd.</i>
<i>Pioneer School</i>	<i>500 N. 5th Street</i>
<i>Riverview School</i>	<i>1011 Mountain River Road</i>
<i>Seven Oak Middle School</i>	<i>550 Cascade Drive</i>
<i>Waterloo Building</i>	<i>37900 8th Street</i>

3. Elevated Levels of Lead in Water Used for Drinking or Food Preparation

All school districts, education service districts, and public charter schools are required to test for and eliminate exposure to elevated levels of lead in water used for Drinking and Food Preparation through either remediation or eliminating access, according to OAR 333-061-0400 and OAR 581-022-2223. In conformance with those administrative rules, Lebanon Community School District certifies the following:

All testing was done according to the testing requirements in OAR 333-061-0400;

1. All samples were analyzed by a lab accredited by Oregon Health Authority to test for those materials;
2. All water fixtures required to be tested under OAR 333-061-0400 were tested for elevated levels of lead in accordance with the testing schedule developed by the Oregon Health Authority; and
3. The testing schedule for each building covered by this plan is set forth below:

Facility Name	Year of Last Test	Next Scheduled Test	Schedule or Exemption Reason
<i>Administration Building</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>Teen Center</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>Cascades School</i>	<i>2020</i>	<i>2026</i>	<i>6 Year Schedule</i>
<i>Green Acres School</i>	<i>2020</i>	<i>2026</i>	<i>6 Year Schedule</i>
<i>Hamilton Creek School</i>	<i>2020</i>	<i>2026</i>	<i>6 Year Schedule</i>
<i>Lacomb School</i>	<i>2020</i>	<i>2026</i>	<i>6 Year Schedule</i>
<i>Lebanon High School</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>LHS Land Lab</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>Pioneer School</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>Riverview School</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>Sand Ridge (Main Campus)</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>Sand Ridge (Sodaville Campus)</i>	<i>2020</i>	<i>2026</i>	<i>6 year Schedule</i>
<i>Seven Oak Middle School</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>
<i>Waterloo Building</i>	<i>2020</i>	<i>2025</i>	<i>6 Year Schedule</i>

4. Lead Paint

In order to comply with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule, LCSD maintenance and custodial employees have been educated to closely monitor any area where lead paint could be present under newer, lead-free paint. In addition, some staff have obtained the Lead Renovator Certification in Oregon and are employed by the district's maintenance department. District Facility Operators inspect all buildings according to an established preventative maintenance program. In the event that degradation of a painted surface is discovered, the area is tested for lead content and proper containment or removal measures are taken. LCSD contracts only with certified lead based paint renovation contractors licensed by the Oregon Construction Contractors Board.

5. Asbestos

Lebanon Community School District complies with the federal Asbestos Hazard Emergency Response Act (AHERA). All required asbestos management plans are available for viewing by submitting a request to Paula Shoulders.

6. Radon

Lebanon Community School District has developed a radon plan as required by ORS 332.345. Community members can access a copy of the radon plan here: [LCSD Radon Plan](#). Test results will be made public and are available here: www.lebanon.k12.or.us

7. Integrated Pest Management

Lebanon Community School District has adopted an Integrated Pest Management (IPM) plan as required by ORS 634.700 through 634.750. Community members can access a copy of the IPM plan here: [IPM Plan](#)

8. Carbon Monoxide Detectors

Lebanon Community School District certifies that all buildings subject to the Healthy and Safe Schools Plan comply with the carbon monoxide detection standards in the state building code that was in effect when the building was originally constructed or as required by building code due to addition, upgrade, or remodel.

9. Test Results Publication

Lebanon Community School District is complying with the requirement to provide access to test results, as defined by OAR 581-022-2223 within 10 business days as defined by ORS 332.334. Test results can be found on district's website at www.lebanon.k12.or.us. Specific test results can be found as follows:

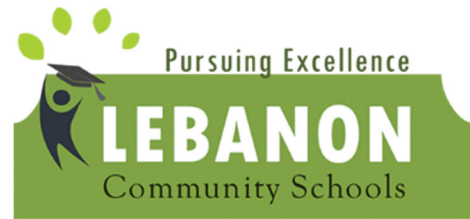
- Lead in Water: [Water test results](#)
- Radon: [LCSD Radon test results](#)

Additionally, copies of all test results are available at 485 S. 5th Street Lebanon OR, 97355. Lebanon Community School District will also alert members of its communities as to where they can access test results using current district email lists and programs. Please contact William Collins at 541-409-9393. Email: William.collins@Lebanon.k12.or.us

I certify that the above information is true and accurate to the best of my knowledge.

William Collins	Safety Coordinator	6/10/2025
Electronic signature of authorized representative	Title	Date

BOARD MEMORANDUM



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

From: Steven Prososki, Director of Financial Services

Date: July 09, 2025 **Meeting Date:** July 17, 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 06/30/2025.

RFP Executive Summary

The Copier/MFD/Papercut MF executive summary is included in this packet.

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. 6/30/2025	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	12,828,565	175,771	13,004,336	(48,326)	12,501,240	12,601,799
1112 Prior Year Property Taxes	240,000	166,755	38,940	205,694	34,306	210,000	191,555
1190 Penalties & Interest on Taxes	1,000	42,870	2,130	45,000	(44,000)	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	46,235	28,765	75,000	75,000	140,000	97,119
Total SSF Funding	51,214,790	50,198,126	495,789	50,647,679	417,111	49,262,642	49,054,057
Total SSF Revenue	\$ 51,214,790	\$ 50,198,126	\$ 495,789	\$ 50,647,679	\$ 417,111	\$ 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	5,678	-	5,678	4,322	2,500	8,920
1510 Earnings on Investments	675,000	995,693	-	995,693	(320,693)	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	-	2,275	(1,275)	1,000	1,823
1980 Fees Charged to Grants	325,000	374,500	-	374,500	(49,500)	110,000	386,074
1990 Miscellaneous Local Revenue	230,000	146,430	3,070	149,500	80,500	150,000	27,579
1991 Student Transportation - Reimbursed	100,000	105,755	-	105,755	(5,755)	70,000	109,701
1995 MAC Study	-	756,566	-	756,566	(756,566)	-	348,036
Total Non Formula Local Sources	1,341,000	2,210,252	199,715	2,389,967	(1,048,967)	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	-	189,089	85,911	-	286,855
4202 Medicaid Reimbursement	-	111,686	-	111,686			
4300 Restricted Federal Rev	70,000	75,763	-	75,763	(5,763)	65,000	80,809
4801 Federal Forest	130,000	33,717	11,783	45,500	84,500	115,000	143,058
Total State/Federal Sources	475,000	410,255	11,783	422,038	164,648	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	\$ 12,134,122	\$ 211,499	\$ 12,325,621	\$ (3,175,935)	\$ 6,650,500	\$ 8,872,509
Total Resources	\$ 60,252,790	\$ 62,332,248	\$ 707,287	\$ 62,973,299	\$ (2,758,824)	\$ 55,913,142	\$ 57,926,566
Less Estimated Requirements				\$ 53,698,685			
Estimated Ending Fund Balance				\$ 9,274,614			

	2024-25 Budget	Actual YTD EXP 6/30/2025	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	9,555,925	-	9,555,925	1,030,862	90.26%	9,189,417	9,159,586
1113 Elementary Extracurricular	5,616	42,365	-	42,365	(36,749)	754.36%	5,587	13,946
1121 Middle/Junior High Programs	4,170,438	4,174,248	-	4,174,248	(3,810)	100.09%	3,646,280	3,439,789
1122 Middle/Junior High School Extracurricular	39,021	55,510	-	55,510	(16,489)	142.26%	48,398	40,648
1131 High School Programs	6,072,856	5,748,523	-	5,748,523	324,333	94.66%	5,633,356	5,343,606
1132 High School Extracurricular	86,066	113,451	-	113,451	(27,385)	131.82%	86,009	125,301
1140 Pre Kindergarten Programs	236,870	77,106	-	77,106	159,764	32.55%	50,000	111,649
1210 Programs for the Talented and Gifted	94,195	28,545	-	28,545	65,650	30.30%	81,406	16,578
1220 Restrictive Pgms for Students w/Disabilities	3,144,309	2,842,738	-	2,842,738	301,571	90.41%	2,922,832	2,539,719
1250 Programs for Students w/Severe Disabilities	3,735,302	3,800,466	-	3,800,466	(65,164)	101.74%	3,832,009	3,437,378
1272 GF Title I Support	45,337	102,481	-	102,481	(57,144)	226.04%	43,831	83,436
1280 Alternative Education	906,261	810,270	5,365	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	421,233	-	421,233	74,731	84.93%	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	1,188	19,643	6,548	75.00%	25,000	23,830
Total Instruction	\$ 32,581,530	\$ 31,021,159	\$ 6,553	\$ 31,027,712	\$ 1,553,818		\$ 29,419,816	\$ 28,314,949

	2024-25 Budget	Actual YTD EXP 6/30/2025	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	111,417	-	111,417	116,164	48.96%	151,778	144,827
2114 Student Accounting Services	269,325	268,103	-	268,103	1,222		213,052	256,378
2115 Student Safety	527,042	310,410	-	310,410	216,632	58.90%	669,963	300,156
2120 Guidance Services	1,280,507	1,208,154	-	1,208,154	72,353	94.35%	267,660	1,230,545
2130 Health Services	343,129	479,074	-	479,074	(135,945)	139.62%	234,125	244,302
2135 Health	126,242	131,786	-	131,786	(5,544)	104.39%	167,142	103,594
2140 Psychological Services	250	-	-	-	250	0.00%	250	-
2150 Speech Pathology and Audiology Services	683,130	412,221	-	412,221	270,909	60.34%	548,273	601,602
2190 Service Directions, Student Support Svcs	476,332	475,317	-	475,317	1,015	99.79%	588,363	593,283
2210 Improvement of Instruction Services	513,007	318,858	-	318,858	194,149	62.15%	565,688	316,516
2220 Library/Media Center	475,366	463,707	-	463,707	11,659	97.55%	445,064	431,591
2230 Assessment and Testing	65,000	10,344	22,156	32,500	32,500	50.00%	70,300	48,492
2240 Staff Development	101,469	69,040	-	69,040	32,429	68.04%	98,043	68,748
2310 Board of Education	133,000	108,555	11,799	120,354	12,646	90.49%	125,000	163,040
2321 Office of the Superintendent Services	790,144	785,753	-	785,753	4,392	99.44%	745,706	729,087
2410 Office of the Principal Services	3,970,133	3,934,551	-	3,934,551	35,582	99.10%	3,788,791	3,681,414
2520 Fiscal Services	967,643	929,498	243	929,741	37,902	96.08%	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	3,055,274	16,324	3,071,598	111,359	96.50%	2,836,244	2,723,877
2543 Care and Upkeep of Grounds Services	176,043	211,147	-	211,147	(35,104)	119.94%	167,457	183,549
2544 Maintenance	1,472,909	1,917,888	18,382	1,936,270	(463,361)	131.46%	1,300,676	1,548,609
2548 Land Lab	61,931	7,878	-	7,878	54,053	12.72%	5,297	19,432
2550 Student Transportation Services	2,204,733	2,554,094	725	2,554,818	(350,085)	115.88%	2,312,202	2,143,709
2573 Warehousing and Distributing Services	27,130	27,666	289	27,955	(825)	103.04%	16,925	25,253
2630 Information Services	238,991	235,089	-	235,089	3,902	98.37%	231,611	245,770
2640 Staff Services	730,995	791,951	-	791,951	(60,956)	108.34%	654,175	652,440
2660 Technology Services	899,550	1,009,651	-	1,009,651	(110,101)	112.24%	857,112	580,659
2680 Interpretation & Translation Services	6,316	4,174	-	4,174	2,142	66.09%	6,286	4,170
2700 Supplemental Retirement	500	44	-	44	456		-	4,071
Total Support Services	\$ 20,391,355	\$ 20,321,056	\$ 69,917	\$ 20,390,973	\$ 382		\$ 18,290,795	\$ 18,269,125
		-				-		
Community Services								
3100 Food Services	16,727	8,901	-	8,901			40,587	18,418
3300 Community Services	-	182	-	182			40,587	18,418
Total Community Services	\$ 16,727	\$ 9,083	\$ -	\$ 9,083	\$ -	\$ -	\$ 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	\$ 53,631,299	\$ 76,470	\$ 53,698,685	\$ 6,537,378		\$ 55,913,142	\$ 48,639,401

Lebanon Community School District

Executive Summary

RFP 2025-05 Copier/MFD/PaperCut MF

Overview

Description	Objectives
RFP 2025-05 Copier/MFD/PaperCut MF	- To replace copiers with leases ending or have ended. - To gather support pricing for continued use of PaperCut MF software.

Team

A team consisting of Steven Prosocki and Alisha Port was formed to evaluate the current requirements, develop a sourcing strategy, and to evaluate vendor responses. Optimizon assisted the District with the creation and distribution of the RFP to interested vendors.

Vendors

The RFP was advertised per District and State requirements. RFP invitation packets and access to the Optimizon online bidding tool were emailed to the following vendors, and responses were as noted.

Vendor	RFP 2025-05	Vendor	RFP 2025-05
Canon Solutions America	complete	Pacific Office Automation	complete
Copiers Northwest	complete	Rapid Refill Print Solutions	non-responsive
Kelley Create	complete	Ultrex Business Solutions	non-responsive
Konica Minolta Business Solutions	complete	Xerox Business Solutions Southwest	complete
National Business Solutions	complete		

RFP Process:

Analysis was conducted based on each vendor's response to the terms and conditions, pricing for a period of (5) years, and equipment configurations.

The scoring criteria was shared with the vendors, and the proposals were scored as follows:

Each question in the RFP was assigned a rank according to importance, and each category was assigned an overall percentage of importance. Lebanon Community School District and Optimizon carefully analyzed each proposal and assigned a score to each vendor's response in each area.

The final total weighted scores and rankings for the RFP were as follows.

RFP 2025-05 Copier/MFD/PaperCut MF	Total Score	Rank
Pacific Office Automation (Sharp)	659	1
Pacific Office Automation (Canon)	607	2
National Business Solutions (Konica Minolta)	588	3
Konica Minolta Business Solutions (Konica Minolta)	574	4
Kelley Create (Toshiba)	573	5
Xerox Business Solutions Southwest (Xerox)	552	6
Canon Solutions America (Canon)	531	7
Copiers Northwest (Sharp)	510	8
Copiers Northwest (Canon)	493	9

Total Possible	674	
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RFP Result/Award

The highest scoring vendor for RFP 2025-05 Copier/MFD/PaperCut MF is Pacific Office Automation with Sharp equipment. Pacific Office Automation offered strong terms and conditions, and competitive pricing.

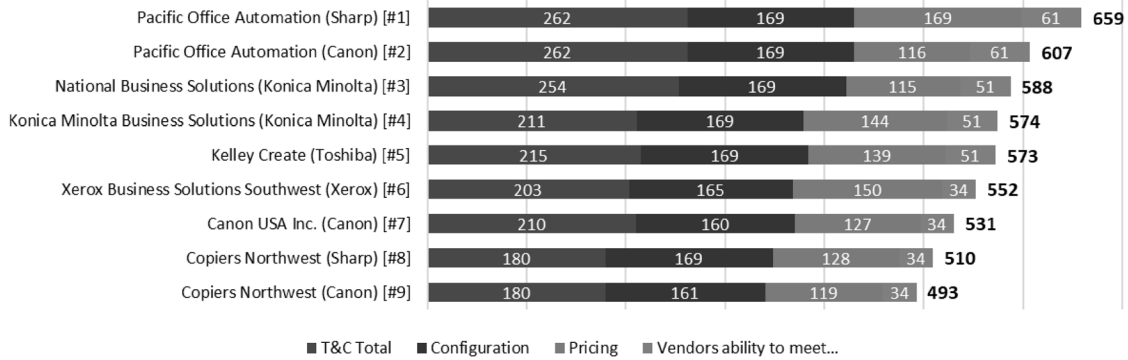
Based on the above criteria and the RFP evaluation process, the recommendation is to award the RFP 2025-05 Copier/MFD/PaperCut MF to Pacific Office Automation, pending onsite testing.

Financial Summary:

Component	New Annual Cost	Current Annual Cost
RFP 2025-05 Copier/MFD/PaperCut MF: (Includes copier hardware service supplies and papercut MF licenses maintenance)	\$68,352	\$97,359
Annual Savings:	\$29,007	
60 Month Total Savings:	\$145,035	

Lebanon Community School District : RFP 2025-05 Copier/MFD/PaperCut MF
OVERVIEW - WEIGHTED SCORES

Vendor (make) [Rank]



Lebanon Community School District : RFP 2025-05 Copier/MFD/PaperCut MF
60 Month \$1 Buyout Lease, Service, and PaperCut MF

