

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
MINUTES
August 10, 2017 - 6:00 PM
District Office – 485 S. 5th Street, Lebanon, Oregon 97355**

A regular School Board Meeting was held at the District Office on August 10, 2017. Those present included:

Richard Borden, Director	Rob Hess, Superintendent
Nick Brooks, Director	Bo Yates, Assistant Superintendent
Russ McUne, Director	Jennifer Meckley, Director of Human Resources
Tom Oliver, Director	Linda Darling, Director of Business

Mike Martin, Director, was absent.

Minutes recorded by Nicole Hundley, Executive Secretary.

GOOD NEWS/COMMUNITY COMMUNICATIONS

1. Summer School

Tami Volz and Nic Bowman discussed the Summer School Program at Cascades School, which served 24 students. This was an enrichment program for any student grades 1-5. FOCUS funds were previously used to fund the program, so the future of the program will depend on if another source of funding can be found. They also held a Kindergarten Jumpstart Program. The programs served breakfast and lunch to the students. The students participated in small group activities, science exploration such as engineering and hands on experiments, and gardening with Rick George. The program is experiencing declining enrollment, so they hope to work on partnering with the Boys and Girls Club and the Lebanon Community Pool in the future so as not to compete with those programs, but rather complement each other.

Kim Fandino discussed the high school Summer School Program. It included a two-day transition program for 150 incoming freshman. The main program was for credit recovery to help students that were behind on graduation requirements. If a student missed two days they were removed from the program. 182 students signed up and 135 students completed summer school, with 84 earning credits and 51 making progress. Six students graduated from work completed during summer school.

AUDIENCE COMMENTS

Chair Tom Oliver welcomed audience comments.

Jenny Pickles, the head Varsity Cheer coach, and Shellie Jackola, the JV Cheer coach, were present to discuss a recent donation from a community leader Rick Franklin. The cheer program practices offsite and outgrew their previous space. They have grown to now include five teams, including junior high and youth programs. Rick Franklin changed the heating, lighting, alarm system and more for one of his warehouses so the cheer program could have their practices. They asked the school district to thank him and recognize his contribution to their program's success.

Sandi Cox discussed kindergarten early enrollment. She noted she had previous communication with the Board and with Superintendent Hess. She hoped the district would reconsider the position of not allowing exceptions to the September 1 age cutoff. She noted that other districts do have policies that allow for exceptions. She also discussed the minutes not being posted on the district website. Tom Oliver explained that the minutes are in the packet and are not posted separately until they are approved.

GENERAL BUSINESS

1. Presentation and Discussion: Construction Excise Tax

Linda Darling along with Russ Allen from Greater Albany Public Schools presented regarding the construction excise tax option that is available to school districts as a revenue source. The law was passed in 2007, and gives the school board the authority to enact the tax. However, a lot of thought, planning and discussion goes into the process. Previously the Board decided not to pursue the tax, but the topic was raised again during the budgeting season this year. Linn County already enacts the tax for Greater Albany Public Schools, but the City of Lebanon would be a new partnership. The rate is set by the state annually. Linda Darling outlined the steps required for implementation: adopting a long term facilities plan, enacting the construction excise tax, entering into intergovernmental agreements with local government agencies to collect the tax, beginning collections, and involving the community. The OSBA has sample intergovernmental agreements and Greater Albany Public Schools has also shared their agreements. Part of this agreement would be negotiating with the government agency on their administrative fee. Linda Darling discussed the allowable expenditures the collected tax could be used for by the district. Russ Allen explained the process that Greater Albany Public Schools went through to begin their tax. He noted that one challenge when faced with growth is that when you want a bond to buy land, the land is by then too expensive or unavailable. The construction excise tax allows you to gain funds earlier. Their district has used some of the funds for modular classrooms. They have five agreements, two counties and three municipalities. He noted that Linn County was difficult to get onboard, and the district's goal was always to minimize the impact on the planning departments for their government agencies. Parties with disagreements are sent to the district to discuss the matter. Greater Albany Public Schools has received roughly \$500,000 per year from the tax. He noted it took three years before all five government agencies were on board with agreements. He noted that Linn County will likely not want to have differing agreements with different districts.

Tom Oliver asked about differing start dates, and Russ Allen explained that the district can begin to collect with whichever entity they have an intergovernmental agreement with. Greater Albany Public Schools collected with the city only until the counties were on board. Russ McUne asked about the administrative fees, and Russ Allen explained that the City of Albany is at 1% and Linn County and Benton County are at 4%. Russ Allen noted that he would not expect a government agency to take on less than 4% due to the work involved in collection. Richard Borden inquired and Russ Allen stated he felt it would be easier to enact a tax now than when it first came out because there are districts to use as examples. Discussion ensued regarding setting the board resolution to state that the rate is whatever is determined by the state rather than re-approving the resolution each year. Russ McUne noted he liked how the district could save the funds collected by the tax each year to wait for a large project. Richard Borden asked if we had looked into past permit trends to see what we might expect in revenue, and Linda Darling explained that based on the Lebanon City Council meeting's estimate of 50 houses last year, that would have resulted in \$130,000 in revenue for the district. This figure does not include county or commercial properties. She provided a rough estimate of \$200,000 to \$250,000 annually. Tom Oliver noted that none of the Board likes talking about adding a tax, but he outlined the other fees that are added on to new construction projects as a part of "paying" for the infrastructure already in place. This would be a similar cost.

Gary Marks, the Lebanon City Manager, then addressed the Board. He thanked Linda Darling for the courtesy call about the topic being up for presentation so the City of Lebanon could also discuss it at their City Council meeting. He noted that the City appreciates the role of the school district in the community and values the organizations' relationship and partnership. The City Council is concerned because they work hard to encourage development, and an added tax may discourage new economic growth. He felt there would be only a small financial return when viewed in scale to capital projects. The City Council expressed that a bond would include the full community's approval. However the City notes the financial difficulties of the district and hopes for continued dialogue on the matter. Russ McUne explained the difficulty the district has had in passing a bond in the Lebanon area. He also discussed how our neighboring communities of Corvallis and Albany have already enacted this tax. He noted that typically he is against tax increases, which he why he voted against is previously, but we are now at a point where it may be needed. Nick Brooks discussed how much the district really can do with \$250,000 each year and how we need to invest back in our schools' infrastructure. Tom Oliver thanked Gary Marks for bringing the City Council's

concerns, and noted that as a previous member of the City's administration team he understands their position. However, the district's financial situation to fund capital improvements leads itself to at least begin the conversation on if this could be a possibility for the community. Richard Borden asked Gary Marks about the potential financial impact to all parties, and Gary Marks noted that they haven't tracked new construction by square footage in the past so it would be difficult to ascertain. Gary Marks felt the comparison to Albany was inaccurate and unfair as most of the city lots in Lebanon have already been claimed and we do not receive many large commercial projects. We are also a much smaller community. Discussion ensued amongst the Board regarding wanting community and City feedback and continuing the dialogue and research. Nick Brooks suggested an ad hoc committee to further explore the idea of a construction excise tax. This committee would research and discuss with the appropriate parties and provide a recommendation to the Board in approximately six months' time. Nick Borden made a motion to create an ad hoc committee consisting of nine members: two Board members, two district administrators, two City of Lebanon representatives, and three community members. Richard Borden seconded the motion. The motion carried unanimously.

2. Policies

Tom Oliver noted that there were some questions as to how the presented policies GDA and IGBAC may impact current employees. Jennifer Meckley will bring the policies back at the next meeting with an explanation of the suggested changes. The policies were tabled until the September meeting.

3. Review: OSBA 360 Survey Results

Renee Sessler from the OSBA discussed the combined survey summary report, providing a comparison of like questions across the three groups: staff, parents, and community. She noted that the OSBA retains all raw data, and anything provided to the Board is completely anonymous. Even those that volunteered their contact information cannot have their responses tied back to them. Tom Oliver noted the response rate, and Renee Sessler agreed that the response rate was high compared to surveys the OSBA has done with other districts. She felt comfortable with the validity of the results based on the response rate. Rob Hess noted he was pleased the district could gain this feedback, as it provides an opportunity to learn and grow. He noted there were over 600 comments and there is much for the district to learn from the community's participation. Tom Oliver noted he was pleased with the positive response on quality education and that there is room for improvement in communication. Discussion ensued regarding communication improvements as a goal for the district and incorporating the survey into the 2020 Vision. Renee Sessler discussed how in only knowing Lebanon from afar and not being a member of the community, she was pleased with how the district views the schools and superintendent, and she sees the survey as a good tool for the district to use for planning and improvements. Rob Hess noted that he will be using the survey to help set his goals with the Board during the executive session. Tom Oliver addressed the employees present at the meeting, noting that the positive results were due to their hard work.

4. Review: SBAC Results

Rob Hess reviewed the SBAC assessment results from the end of the previous school year. He noted that once the state report cards are released, there is additional data as well. Russ McUne noted that he received an email from a different school board on dropping out of SBAC. Rob Hess and Dawn Baker noted that it is a federal requirement to participate in the state assessment in order to receive our federal Title 1 funding. However, families can opt-out of the assessment and those numbers are included in the state report card. It is not a graduation requirement to take the assessment. The SBAC assessment does show higher skills and is interactive in providing students gradual difficulty or lesser difficulty based on their responses. Russ McUne asked and Dawn Baker noted that we need 95% of the students to take the test, and only one building did not meet this percentage of students. Tom Oliver asked how effective of a tool the assessment is, and Rob Hess explained that we have made a correlation to the STAR assessment which provides us predictors of how a student may do in math and language. Most of our curriculum is aligned to the critical thinking skills of the test. This assessment also prepares students for the rigor of the SAT or an AP exam and helps promote a college-going culture. This is also what families use when researching our schools. Russ McUne asked and Rob Hess noted that the high school is researching if they may drop the SBAC assessment

and move to the SAT or a similar test instead, as this could also help our students in accessing scholarships. Nick Brooks asked and Rob Hess discussed how all principals have access to their school's data, and some schools' smart goals may be based on improving their scores. We use the SBAC as a tool for detailed action plans for students, along with a variety of other assessments and tools. We also track students over time to show growth.

5. Discussion: Policy CC-ARs Organization Charts

Rob Hess provided an update to the Board on the progress toward defining supervision and evaluation. Sample policy changes were provided, and additional language is coming from the district's attorney. The Ethics Commission has also been asked to review the district's current practice to verify we are in compliance. Discussion ensued regarding general supervision and direct supervision. Discussion also ensued regarding chain of command. Further updates will be provided as the involved outside parties are able to provide feedback to the district.

DEPARTMENT REPORTS

1. Finance

a. Report

Linda Darling discussed the financial report. The ending fund balance for 2016-2017 did increase, though we remain near our budgeted balance. Old year changes will stop September 1, and Linda Darling noted she does not expect anything significant between now and then. Tom Oliver asked and Linda Darling confirmed that we should be better than budgeted. Linda Darling also reviewed PERS changes. The PERS Board lowered the assumed rate to 7.2%, however the District's liability actually increases because the time period is now longer. We will not see the impact until the next biennium.

2. Operations

a. Summer Updates

Bo Yates reported that the new intergovernmental agreement with the City of Lebanon to handle the District's landscaping is going great and we have noticed a huge improvement. Many building administrators are pleased with their work.

Bo Yates introduced Alisha Port to discuss the Technology Department. They are a team of only two people, and they have been invited to lead a clinic at the ESD because of how well they run their department and serve the district so efficiently. Most districts need a larger team. The department is working on getting like technology in all classrooms, such a hover cams and smartboards/interactive whiteboards using projectors. We are 80% towards the goal of 1:1 Chromebooks for students. Alisha Port reviewed the Tech in the Classroom student and parent support site that she developed to show what level skills students should be at by grade level. Bo Yates stated he is hoping to have Alisha Port present at professional development opportunities for teachers. Discussion ensued regarding how staff can request technology for their classroom.

3. Human Resources

a. New Teacher Mentoring

Jennifer Meckley reported on a redeveloped mentoring program for new teachers that she has been working with in partnership with the LEA and Maureen Twomey. We provide a stipend to mentors, and have created a checklist of what mentors should work with their mentees on before school starts. Professional development is also provided for both groups. 36 teachers applied to be mentors. We are matching teachers in the same building as close to content level and grade as possible.

b. New Hires Update

Jennifer Meckley reported that 22 licensed staff members had been hired at the time of the packet, and a few more have been added since then. She noted that this is a small number compared to other years. We only have 0.5 FTE left to fill. Usually the special education positions are a challenge to fill, but this was not the case this year.

COMMUNICATION

1. Board

Russ McUne discussed Policy GBL: Personnel Records. He noted that it states the Board can only review personnel files while in session as provided by law. He discussed how a Board member was recently in the personnel file room reviewing files unattended. He was very concerned and stressed that this cannot happen because of risk of confidential information being released. He stated he was very disturbed to hear about the incident. Richard Borden agreed that it is not acceptable and asked that appropriate action be taken. Tom Oliver stated he would seek advice from legal counsel, and asked that the expectation be clearly communicated to the relevant parties. Rob Hess stated that the practice has been changed to reflect policy.

Nick Brooks discussed a letter he recently received from a sixth grade student at Seven Oak advocating for better lunch options. He noted that while her solutions may not be attainable, he felt it was a testament to the school district that she exhibited the critical thinking skills to not only bring forward a problem but also suggest improvement and solutions.

Nick Brooks also commented on how Seven Oak's test scores are concerning in comparison to Lacombe and Hamilton Creek. He also suggested that we should look into how improve the Seven Oak facility appearance.

Nick Brooks discussed the recent loss of a friend and fellow coach. He determined that he had volunteered thousands of hours with kids. Nick Brooks stressed how important that it is to our community and how that is the way Lebanon is successful.

2. Superintendent

Rob Hess welcomed the Board to attend his Welcome Back speech to staff on August 23, 8 AM at the High School auditorium.

Rob Hess discussed having a student representative attend Board meetings. The Board supported the idea.

CONSENT AGENDA

1. Action: Approve July 12, 2017 Board Minutes

2. Action: Approve Hiring/Leave of Absence

- a) Michael Hood – PE/Health Teacher, Seven Oak Middle School (Temporary 2017-2018 School Year)
- b) Kirk Phillips – Title I Reading Teachers, Pioneer School (0.5 FTE, Temporary 2017-2018 School Year)
- c) Diana Wilsey – 5th Grade Teacher, Green Acres School
- d) Shelia Sloan – 5th Grade Teacher, Lacombe School

Richard Borden made a motion to approve the minutes for July 12, 2017. Russ McUne seconded the motion. The motion carried unanimously.

Russ McUne made a motion to approve the hiring of listed new staff. Richard Borden seconded the motion. The motion carried unanimously.

AUDIENCE COMMENTS

Sandi Cox suggested that the district take into account the timing of the next staff/parent/community survey. She noted that the end of the school year is a stressful and busy time, and it may be better to have it earlier in the Spring.

ADJOURN

The meeting adjourned at 8:21 PM.

Tom Oliver, Board Chair

Rob Hess, Superintendent