

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
MINUTES
September 14, 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 September 14, 2017. Those present included:

Richard Borden, Director	Rob Hess, Superintendent
Nick Brooks, Director	Bo Yates, Assistant Superintendent
Mike Martin, Director	Jennifer Meckley, Director of Human Resources
Russ McUne, Director	Linda Darling, Director of Business
Tom Oliver, Director	Jastyn Shilts, LHS Student Body Representative

Minutes recorded by Nicole Hundley, Executive Secretary.

GOOD NEWS/COMMUNITY COMMUNICATIONS

1. Lebanon High School Presentation

Brad Shreve presented regarding Lebanon High School's AVID model and current goals. He reviewed the school's mission and vision. LHS has the following goals: academic - C grades (70%) or better for all students; one year graduation rate of 80%, five year graduation rate of 90%, and ten year graduation rate of 100%; one year attendance rate of 70%, five year attendance rate of 85%, and ten year attendance rate of 95%. The class of 2016's four-year graduation rate was 72.2%. He also reviewed historical graduation and attendance rates. The AVID Coaching and Certification Instrument outlining the four pillars of Instruction, Systems, Leadership and Culture was also reviewed. These areas outline the umbrella for continuous improvement.

Emmett Whittaker discussed the AVID expansion at LHS. We now provide seven sections of the AVID elective, covering all grades and serving 158 total students. 56% of LHS teachers are AVID institute or pathway trained. He noted that in WICOR walkthroughs, more than 70% of classrooms are using AVID strategies. The teacher perception at LHS is that AVID is helping students perform better. LHS graduated their first AVID class last year, and he reviewed data from this group. As LHS started AVID, they focused on building instruction, and now are focusing on culture and systems. Progress areas for 2017-2018 are schoolwide WICOR, community connections and tutors.

Brad Shreve introduced the new Attendance Team, with the addition of dedicated attendance and graduation coaches to help focus on improving these areas along with the LHS culture. Steph Winningham and Justin Amaya discussed the ever-adjusting model they are using to reach students and create the "why" for them to attend school. They are already seeing a change in behavior in regards to tardiness, and the next tackle is absenteeism. They are building relationships with target students.

Eric Frazier discussed the CTE programs at LHS. He reviewed the new small engines program, along with the other offerings of culinary arts, health occupations, agriculture at the Land Lab, which is the largest program of its kind in Oregon, drafting, construction, robotics, computer design, digital and advanced electronics, criminology, welding, marketing, business, and accounting.

Brad Shreve then discussed the employability score that the District is using this year to communicate to students on what makes them career ready. Discussion ensued regarding the logistics of the program and how the rubric works.

Nick Brooks asked about student surveys on attendance, college and career readiness. Brad Shreve reported that they have several surveys but are not sure it is great data. Nick also commented that a 70% graduation rate is too

low for this year. Tom Oliver asked about if a closed campus may help with the post-lunch attendance issue, and Brad Shreve noted that now that LHS has more resources dedicated to this area, they might be looking more in depth at the correlation. Russ McUne noted the significant improvement for the Hispanic graduation rate, and Brad Shreve discussed how the economically disadvantaged white male population has not decreased but is also not improving compared to the other at risk groups. This is an area the team is looking to target for improvement. Mike Martin asked about the economically disadvantaged group's data, and Brad Shreve explained that this is not a group we had been able to track by student until recently, since this information is highly protected and confidential. Common characteristics of those that are successful is some connection to school – through athletics, activities and/or electives. Russ McUne asked about AP classes, and Brad Shreve discussed how we have expanded the options and added more students and the test scores have been maintained. This year we are offering AP statistics. The school's first goal was closing the achievement gap and getting more at-risk students enrolled in AP classes, and now they can focus on increasing achievement in this area. LHS is also offering more College Now courses. AP courses even without the AP test helps prepare students for the rigor of college.

2. High School Student Body Representative Jastyn Shilts

Jastyn Shilts was introduced as the ASB Public Relations Officer. She will be joining Board meetings to provide updates to the Board on current events at the high school and to provide a student perspective. She provided a brief biography and outlined her activities. She also discussed the upcoming Homecoming Week and the college/career/counseling center at the high school.

3. Classroom to Career Expo

Bo Yates discussed the upcoming Classroom to Career Expo. We will be bringing high school and middle school students to engage with companies and industries and participate in hands on learning about these careers. Sweet Home is also participating. Students can make appointments with vendors and participate in the simulators in the afternoon. We are expecting 30 vendors. This has been driven by community interest and local employers, with significant help from Kris Latimer and Rick Franklin. Nick Brooks encouraged elementary school principals to come out and see what industries may be good for a presentation at their school.

AUDIENCE COMMENTS

Chair Tom Oliver welcomed audience comments.

Jennifer Walter commented on several items. She noted that while she agrees that AP classes have grown, she disagreed that there were only 5 AP students at one point. Jennifer Walter also discussed restoring public confidence. She mentioned an article in the Democrat Herald on Diana Alvarez, a DACA student that graduated from Lebanon. She felt that the Board or administration should take steps to give DACA students confidence in the current climate. She discussed ORS 244.179 and noted that the Board previously stated they were pursuing policy changes to address this. However, it is not on the current agenda. She felt that the policy changes should be what is best for the District and not one person. She stated that all employees should have direct supervisors. She expressed concern regarding comments made during the last month's board communications. She felt that concerns with other Board members should be brought up directly with that person rather than publically. She felt that the information quoted was inaccurate. She commented on how poor the quality of the recording from the previous meeting was. She also discussed the superintendent goals, noting that they were not measurable and stating that the most important thing the superintendent could do was restore confidence. She felt that measurable goals should be set based on the concerns raised in the 360 degree survey results.

Brad Shreve discussed a suicide awareness night being put together by LHS student Cooper Brooks. The event is Monday, September 25, 6:30 PM at the LHS auditorium. He appreciated a student stepping up and wanting to address this need in our community.

GENERAL BUSINESS

1. Action: Approve LEA Contract 2017-2019

The Lebanon Education Association contract for 2017-2019 was already ratified by the union. Russ McUne made a motion to approve the contract. Richard Borden seconded the motion. The motion carried unanimously. Russ McUne commented that the negotiations were much improved compared to previous years and he was thankful for the efforts put forth. Maureen Twomey noted that Jennifer Meckley was instrumental in making sure the process was smooth and productive this year.

2. Policies

a. Information Only: Revised Board Policy ARs

The following policy ARs were revised according to recommendations from OSBA: IGBC-AR: Title IA/Parental and Family Involvement; KAB-AR: Parental Rights; and LBE-AR: Public Charter Schools.

b. Action: Adopt Revised Board Policies on First Reading

The following policies were revised according to recommendations from OSBA: EEA: Student Transportation Services; GDA: Instructional Assistants (new); IGBAC: Special Education – Personnel; IGBAK: Special Education – Public Availability of State Application; IGBC: Title IA/Parental and Family Involvement; IGBHE: Expanded Options Program; IGBI: English Language Learner Education; IGCA – Post Graduate Scholar Program; JECF: Interdistrict Transfer of Resident Students; JFC: Student Conduct; JHC: Student Health Services and Requirements; KAB: Parental Rights; KI: Public Solicitation in District Facilities; LBE: Public Charter Schools; EBBB: Injury/Illness Reports; EFA: Local Wellness Program; GBI: Gifts and Solicitations; GCPB/GDPB: Resignation of Staff; IKF: Graduation Requirements; and JEA: Compulsory Attendance. Russ McUne expressed concern regarding the wording of GCPB/GDPB, stating that there appears to be a conflict with the language and the law on if the Board must request TSPC to discipline a licensee when less than 60-days' notice is given. Jennifer Meckley will review it. Russ McUne made a motion to approve the policies on first reading as presented, excluding GCPB/GDPB. Mike Martin seconded the motion. The motion was approved.

3. Action: Approve Superintendent Goals

Rob Hess explained that based upon his 2016-2017 evaluation and the 360-degree survey feedback, he is proposing three goal areas for the 2017-2018 school year: communication, visibility and innovation. These were previously discussed at an executive session regarding Rob Hess' evaluation, and now are brought forward for formal feedback and approval. Rob Hess will bring documentation on progress in these areas as a part of his 2017-2018 evaluation, with hard data on actions he made to improve in these areas. He felt that action in these areas would also increase public trust, as trust is an outcome of communication. Russ McUne asked and Rob Hess noted that his evaluation would also still be tied to the standards provided by OSBA. Tom Oliver noted that for each of these areas it will be clear to see what steps are being taken, and he would then expect there to be reflection of this in the next 360-degree survey as well. Mike Martin discussed four key result areas with heavy emphasis last year (graduation, attendance, assessment, and opportunities), and Rob Hess explained that these are incorporated in the strategic plan that will be brought to the Board next month. These are district-level goals and are still a part of how we evaluate the district's progress, and therefore the superintendent's progress. They are also reflected in the OSBA standards, but these three new goals are personal for the superintendent. Mike Martin commented that it may be difficult to evaluate communication and visibility, and discussed the new weekly email communications from Rob Hess. Rob Hess noted that he has had positive feedback from staff on the email communications and that verbal communication is happening during his school and classroom visits which are being tracked for visibility. Nick Brooks noted that with how wide of an audience the superintendent may need to reach, email is a very important tool. He felt there were measurable ways to document progress in the three areas. He encouraged Rob Hess to document his school visits so they can be measured. Tom Oliver noted that the Board should be able to clearly tell

whether or not effort was made to advance in these areas, and then the 360-degree survey may help them interpret whether the effort was successful. If not, then efforts can be re-adjusted. Nick Brooks asked about having the 2020 vision cross blended in somehow, and Rob Hess noted that this was planned for the strategic plan. Tom Oliver noted that for innovation, not everything would be successful, but the goal would be to evaluate if new ideas (successful or not) were being generated. Rob Hess provided examples of innovation such as the new attendance team at LHS and the welcome center the District Office would like to create. Rob Hess noted that these three goals are areas he can control the outcomes for. Mike Martin discussed perception, and how that may be tied to the 360-degree survey. Russ McUne made a motion to approve the superintendent's goals as presented. Nick Brooks seconded the motion. The motion carried unanimously.

4. Discussion: Meeting Location

Tom Oliver spoke with the mayor on trying out the City Council's chamber for meetings. They have the capability to stream meetings online and the recording of audio would be improved. The facility is easy to use and there is no raised dais. The table allows the Board and administration to sit together in a more collaborative environment. The layout of the room is different and audience seating is different. We would still need to discuss costs and details if used regularly, but we could try it to see if it is an option. The Board agreed to try the City Council's chamber at the Santiam Travel Station.

5. Discussion: Board Goals/2020 Vision

Rob Hess reported that for the 2020 Vision revisit he could bring elements in sections back to the Board for in-depth discussion, and they will also be folded into the new strategic plan. The 2020 Vision goals are still a part of the district's goals. Tom Oliver noted that he liked breaking out the 2020 Vision progress, and mentioned that as we get closer to 2020 we will need to move back to a public process like we did originally. Russ McUne discussed the school presentations and how they were aligned to the board goals. The Board was in favor of breakouts of the 2020 Vision elements being presented at each meeting.

For the Board goals, we have the ones that were planned last year that we are still working towards on graduation, attendance, assessment and opportunities. Discussion ensued regarding options for facilitating a work session on goals. The OSBA has a process, it could be self-led, or we may be able to have an internal facilitator. The Board will discuss again at the next meeting and asked that details on the OSBA option be provided for review.

6. Discussion: CET Ad Hoc Committee

Linda Darling reported that the group has their first meeting on September 28. They are actively recruiting their three community members and have it almost set. They hope to have someone from the real estate industry, building/construction industry, and health care industry. The City provided a list of active contractors for consideration. Linn County is already compiling data for us, and the City of Albany is as well. Nick Brooks will report at each board meeting on the committee's progress.

DEPARTMENT REPORTS

1. Finance

a. Report

Linda Darling discussed the financial report. The ending fund balance for 2016-2017 is at \$3.2 million, and we may still see some changes during audit. Projections for 2017-2018 will be added in October after employee benefits and payroll has settled. Linda Darling discussed the short timeline for processing employee benefits for the new year. In the Oregon economic and revenue forecast, revenue is on track and there should be no surprises. Auditors will be at the district in October. Linda Darling also noted that Wells Fargo miscalculated the bond, but this will be corrected and transferred to US Bank.

2. Operations

Bo Yates discussed one of the mechanics that was serving as a substitute bus driver going out to a school to meet with a kindergartner that was scared of the riding the bus. He also mentioned that because of how many students we have at some schools, we may need to increase food service staffing. He discussed the IGA with the City, and how it is allowing district staff to focus on other projects because the landscape maintenance is so well taken care of now.

3. Human Resources

Jennifer Meckley reported that some positions have been posted to alleviate classroom sizes. This includes four new teachers, one each at Pioneer, Lacombe, Riverview, and Hamilton Creek. We also transferred a teacher from Cascades to Hamilton Creek based on enrollment. The Human Resources department has also been busy processing volunteer background checks. Rob Hess discussed the high enrollment, and how the district is currently 178 students over projection. He explained that funding is based on the average of students over the whole year, and we do lose students as the year goes. Jennifer Meckley discussed the vision for a welcome center at the district office to help centralize our resources for families to help keep them in the district. Mobility of our students provides significant challenges to their success.

COMMUNICATION

1. Board

Nick Brooks reported that he has visited nearly every school in the last few weeks, and he was very impressed with them. Watching the teachers reinvigorated him. He also appreciated seeing how schools are celebrating success. He encouraged the collaboration that principals have at their PLC meetings.

2. Superintendent

Rob Hess discussed the upcoming OSBA Conference in November, and encouraged Board members to let Nicole Hundley know if they would like to attend. The AVID National conference is in December. Discussion ensued regarding upcoming school events.

CONSENT AGENDA

1. Action: Approve August 10, 2017 Board Minutes

2. Action: Approve Hiring

- a) Alaina Meek – Special Education Teacher, Seven Oak Middle School
- b) Benjamin Shearon – Social Studies Teacher, Seven Oak Middle School
- c) Patrick McGovern – 7th Grade Teacher, Lacombe School (Temporary to 12/29/2017)
- d) Elizabeth Liska – 2nd Grade Teacher, Pioneer School (Temporary to 11/27/2017)
- e) Lindsay Hehn – Language Arts Teacher, Seven Oak Middle School (Temporary 2017-2018 School Year)
- f) Roxanna Dorn – Language Arts Teacher, Lebanon High School (Temporary to 1/29/2018)
- g) Marla Gessford – Title 1 Teacher, Hamilton Creek School (0.25 FTE, Temporary 2017-2018 School Year)
- h) Suzanne Wallace - Title 1 Teacher, Hamilton Creek School (0.25 FTE, Temporary 2017-2018 School Year)
- i) Denise VandenBos – Science Teacher, Hamilton Creek School (Temporary 2017-2018 School Year)

Russ McUne made a motion to approve the minutes for August 10, 2017. Richard Borden 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

Maureen Twomey, LEA President, thanked the superintendent for watching classroom sizes and adding staff at the primary levels. She noted that several classrooms across the district are still crowded and hoped the district would continue to monitor enrollment numbers.

ADJOURN

The meeting adjourned at 8:05 PM.

Tom Oliver, Board Chair

Rob Hess, Superintendent