

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
MINUTES
October 12, 2017 - 6:00 PM
Santiam Travel Station – 750 S. 3rd Street, Lebanon, Oregon 97355**

A regular School Board Meeting was held at the District Office on October 12, 2017. Those present included:

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

Bo Yates, Assistant Superintendent, was absent. Minutes recorded by Nicole Hundley, Executive Secretary.

GOOD NEWS/COMMUNITY COMMUNICATIONS

1. Green Acres School Presentation

Principal Amanda Plummer discussed Green Acres School's demographics and their additional programs of ELL, Life Skills, SEL and Preschool. She reviewed the school's SBAC success and noted they have exited Focus status. She also reviewed the STAR assessment data. She discussed how the school is working to improve communication between staff and families. The school is 100% AVID trained, and they have a shared leadership model that allows teacher leaders to provide professional development to their peers. Teachers Diana Wilsey and Liz Sterling and 5th grade students discussed AVID and how the school is using AVID strategies in the classroom. Amanda Plummer discussed Instruction teams and the school's PBIS systems. She reviewed the school's attendance data and goals, along with the strategies in place to support strong attendance.

Nick Brooks asked about staff, student and parent surveys. Amanda Plummer explained that the District is coordinating a parent survey during conferences.

2. Classroom to Career Expo Recap

Rob Hess reported that 30 companies came together to host different stations and simulations for over 1,000 students on career opportunities available to them in the community. He noted that everyone was amazed by the level of turn out and they plan to make this an annual event, maybe even expanding it to two days and including younger students in the future. He thanked Rick Franklin and Kris Latimer for ensuring the vision got off the ground. Nick Brooks noted how energized his employees felt after the event and how they plan to continue to volunteer to help students interested in these career paths. Rob Hess noted that the long term goal is for events like this to impact our graduation rate and reach groups that are struggling to graduate.

3. Lebanon Community Schools Foundation Mini-Grants

Rob Hess reported that 37 mini-grant applications were submitted for a total of \$18,000 in requests. This is the highest participation we have had in the program. The Foundation provides \$5,000 for the grants and the District matches that for a total of \$10,000 in grants that will be funded.

4. Bud and Dorothy Page Hall of Fame Applications

This is the sixth year of the Bud and Dorothy Page Hall of Fame event. The committee is now accepting nominations for Lebanon alumni that have made significant achievements in the fields of arts/entertainment,

science/medicine, business, humanitarian service, and athletics. There is also a lifetime achievement award. Nominations are due by November 10. Rob Hess noted that usually there are five to six inductees.

AUDIENCE COMMENTS

Chair Tom Oliver welcomed audience comments. There were none.

GENERAL BUSINESS

1. Policies

a. Action: Adopt Revised Board Policies on Second 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; IKF: Graduation Requirements; and JEA: Compulsory Attendance. Mike Martin made a motion to approve the policies on first reading as presented. Richard Borden seconded the motion. The motion carried unanimously.

b. Action: Adopt Revised Board Policies on First Reading

GCPB/GDPB: Resignation of Staff was re-presented to the Board for approval. Jennifer Meckley explained that the OSBA highly recommends the policy with the revision, which is a result of a revision by TSPC to OAR 584-050-0020. This states that the Board may, but is not required, to request TSPC to discipline a licensee if they give less than 60-day notice of their resignation. Russ McUne stated he still felt the language in the policy was poorly written and does not match the intent of the OAR. He requested that the language remain as it was prior or the District reach out to its attorney for clarification. Richard Borden agreed that the language was unclear. Mike Martin noted that precedent shows we frequently take less than 60 days notice when possible. Rob Hess explained that generally the District's practice is to release an employee that resigns as soon as we can, but we also cannot leave students without a teacher and sometimes need to keep a position filled up to the 60 days. Jennifer Meckley noted that the District's practice is not changing. Mike Martin made a motion to keep the policy as originally written. Russ McUne seconded the motion. The motion carried unanimously.

2. Discussion: CET Ad Hoc Committee Update

Nick Brooks and Tom Oliver explained what was discussed at the first CET Committee Meeting. One community member could not attend. They explained to the City and community members why the District is looking into this and explained how the District is funded. They also reviewed funds that have been received by other cities. They are going to continue to look into potential impacts, especially to those building in the Lebanon area.

3. Report: Restraint and Seclusion and Special Education Census Numbers

Jan Sansom explained the Restraint and Seclusion report, which is required annually for Board notification. She noted that the increase in occurrences is because we are being more responsible in reporting incidents. Mike Martin asked about the seven untrained personnel administering restraint, and Jan Sansom explained this is usually school assistants on the playground because of the student's safety. Training is provided after the incident, and the District would make further action if continued situations arose with a specific staff member.

Jan Sansom also discussed the census numbers, which were provided to demonstrate the growth of the special education population in the District over the last few years. We have added more assistants and behavior support personnel but not increased teachers. Rob Hess noted that the District's total enrollment has remained the same during this time while we saw an increase in the special education population to 17% of total enrollment. Funding is capped at 11%, so the additional 6% is funded from the general fund. Discussion ensued regarding behavior issues in the District.

4. Report: Strategic Plan 2017-2019

Rob Hess presented a two year plan revolving around the following priorities: College and Career Readiness, Attendance, Instructional RIGOR, Culture, and Facilities/Operational Development and Improvement. These areas are then crosswalked to the 2020 Vision as well. The strategic is built on a PDSA model (Plan, Do, Study, Act) to allow the District to make sure we are making consistent progress. Rob Hess noted that he would like to bring the plan back to the Board semi-annually. The two-year timeline matches the funding biennium. Rob Hess highlighted a few key areas in the plan, including CTE and a potential vocational charter school, the high school attendance team, employability scores, the welcome center, work site wellness program, and long range facilities plan. Discussion ensued regarding the vocational charter school. The Board felt positive about the outline and the set up of the strategic plan.

5. Report: 2020 Vision Reflection

Rob Hess presented the first five reflections of the original 25 focus areas of the 2020 Vision. This includes evidence of progress towards the goal in the last seven years and some suggestions for the District's next steps in that area. Tom Oliver discussed how these reflections will help us communicate what has been happening with the plan and that there has been action. Nick Brooks noted that the District needs to evaluate if all areas are still relevant as we plan for moving beyond 2020. Discussion ensued regarding the Board's end goal with the 2020 Vision reflections. The Board decided to have a work session in April 2018 after all reflections have been brought to the Board for review in smaller pieces at the meetings leading up to the work session.

6. Discussion: Comparable District Data

Linda Darling presented comparison data showing actual operating versus capital expenditures per student for the District and others with similar enrollment to us or within our Linn Benton Lincoln ESD. The data is averaged over the years 2011 to 2015. Tom Oliver noted that the District is consistently in the middle pack most of the time. Rob Hess discussed how this is what we spend and not what we receive, and that some districts may receive more because of levies and bonds. Discussion ensued.

Linda Darling asked the Board what other comparison data they may like to review. Graduation rate was one area the Board would like to review more in detail. Discussion ensued. Linda will continue to bring additional key indicator information in similar graph comparisons for the Board to review.

7. Discussion: Board Goals

The Board determined that with the 2020 Visions reflections coming in sections over the next few meetings, they would treat this time as a period of learning and information gathering. The end plan would be to have a work session in the Spring to plan out the Board's goals after reviewing the 2020 progress and the strategic plan progress between now and then. Key areas the Board has focused on and will continue to focus on are graduation rate, attendance, assessment, and opportunities.

8. Report: Update on Independent Counsel

Tom Oliver noted that the memo in the packet explains that we have engaged an outside attorney to review the District's practices and procedures regarding investigations and to determine if current policy is sufficient. She is

also reviewing practices and procedures regarding the hiring of family members. He noted that prior to the next meeting we are anticipating the review to be complete and any recommendations for revision will be forthcoming after that.

DEPARTMENT REPORTS

1. Finance

a. Report

Linda Darling discussed the financial report. She noted that the audit is not yet complete but she does not expect much change. She discussed how with this biennium's funding being a 50/50 split, our ending fund balance will decrease in 2018-2019 because payroll costs will increase and our funding will stay the same. She also discussed a potential mid-biennium adjustment. She discussed several factors that have increased our funding projection, including higher enrollment. Linda Darling noted that this year was the first time we have had 100% completion of the insurance selections by the deadline, which resulted in the smoothest September payroll. Linda Darling also discussed a new GASB rule that will result in the Board having to decide if the District has a footnote on its audit or if we pay \$13,000 for an actuarial report on retiree benefits. Discussion ensued. This topic will come back to the Board in more detail.

b. Action: Approve Budget Calendar

Linda Darling presented a proposed Budget season calendar for the 2018-2019 Budget. She noted that because it is mid-biennium, we will know our potential revenue ahead of time and this allows the District to finalize the Budget early. Russ McUne made a motion to approve the budget calendar as presented. Richard Borden seconded the motion. The motion carried unanimously.

c. Discussion: Budget Positions

There are two positions open on the Budget Committee. John Snyder's term ended June 2017, and as Tom Oliver won the Board election, the remainder of his term (two years) must also be filled. Linda Darling proposed accepting applications through November 3 and having the Board interview and appoint the new members at the November Board meeting. The Board agreed to this timeline.

2. Operations

a. Discussion: Bus Surplus

Linda Darling explained that we have two new buses coming. They are propane fuel and will help us work towards new legal standards that are coming. We would now like to dispose of four buses, and this requires Board notification. Linda Darling believes that we will receive the best price via scrap metal, but the District will look into the best option.

3. Human Resources

Jennifer Meckley discussed the District's connection with Live Longer Lebanon, a community group that has come out of the Blue Zone project. They have been meeting to discuss how to improve employee wellness and are also developing school wellness teams. There is a community meeting on November 2 at COMP-NW to further communicate the group's visions and create opportunities for partnerships and volunteers.

COMMUNICATION

1. Board

General discussion ensued regarding the new location. While parking is poor and the audience is far away, having the Board seated in the round was beneficial. The Board hopes to hear from those that viewed the meeting via the YouTube live stream. The Board decided to meet at the Travel Station one more time before making a decision.

Mike Martin discussed the LBCC manufacturing program.

2. Superintendent

Rob Hess noted that his updates were provided throughout the meeting.

3. LHS Student Body Representative

Jastyn Shilts reported on the Homecoming and the Clubs Fair. She also discussed senior night, athlete recognition, musical theater and drama, college scholarship night, and FAFSA night. The first quarter ends October 26. Discussion ensued regarding the PSAT/SAT testing day yesterday and the District AVID night.

CONSENT AGENDA

1. Action: Approve September 14, 2017 Board Minutes

2. Action: Approve Hiring

- a) Susan Craig – Kindergarten Teacher, Lacombe School (Temporary 2017-2018 School Year)
- b) Celia Formiller – Kindergarten/1st Grade Teacher, Pioneer School (Temporary 2017-2018 School Year)
- c) Erin Forrest – 1st/2nd Grade Teacher, Riverview School (Temporary 2017-2018 School Year)

Russ McUne made a motion to approve the minutes for September 14, 2017. Mike Martin 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

Terry Deacon handed out information for the Board for the upcoming OSBA Board of Directors Election.

ADJOURN

The meeting adjourned at 8:08 PM.

Tom Oliver, Board Chair

Rob Hess, Superintendent