

**LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD MEETING  
MINUTES  
December 14, 2017 - 6:00 PM  
Santiam Travel Station – 750 S. 3<sup>rd</sup> Street, Lebanon, Oregon 97355**

A regular School Board Meeting was held at the Santiam Travel Station on December 14, 2017. Those present included:

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

Bo Yates, Assistant Superintendent, was not present. Minutes recorded by Nicole Hundley, Executive Secretary.

**GOOD NEWS/COMMUNITY COMMUNICATIONS**

**1. Seven Oak Middle School Presentation**

Principal Wayne Reposa presented regarding Seven Oak Middle School. He discussed the school's tiers of RTI support and PBIS. He reviewed the school's AVID implementation plan, which is in its fifth year. The school offers four sections of the AVID elective. He reviewed opportunities and supports in place for students. He discussed a new offering of a double block of math support classes, which was a major system and schedule change to allow the school to increase math instruction for students that needed more support. He also discussed Warrior Wednesdays, a new support held twice per month that allows for social skills teaching, grade checks and accountability, study hall, and student recognition. He reviewed the elective courses offered and discussed the theater program.

Assistant Principal Jordon Ford discussed attendance. He noted that the school is slightly higher in attendance than last year and that so far they are meeting their target goals based on last year's data. The trend line shows more students in the green zone, attending 90% or more of school days. He reviewed attendance supports in place, including incentives and letters/calls home.

Wayne Reposa then reviewed the school's SBAC data. He noted that they are in the second year of using new curriculum and feel that they are getting a better rhythm. This is the first year of using STAR testing and based on its strong correlation to the SBAC, they used this data to help determine what level of math class students should be placed in. He also reviewed improvement plans for both math and language arts.

Wayne Reposa then discussed enrollment growth at Seven Oak. He reviewed data regarding total enrollment growth and core class sizes. He discussed the history of the enrollment discussion in the district and then presented three potential frame works of thinking for moving forward along with potential impacts. Discussion ensued regarding data discrepancies. Richard Borden asked about the best school size for Seven Oak, and Wayne Reposa discussed how certain numbers work well with a master schedule and 500 students fit well. Russ McUne noted that the school's SBAC scores were low even with small class sizes in previous years. Discussion ensued regarding the enrollment history and boundary changes in the District. Nick Brooks mentioned the need for a plan to address academic and enrollment issues at Seven Oak, and to do so before Spring. Wayne Reposa discussed the stress of staff. Discussion ensued regarding increasing enrollment and larger cohorts of students moving into Seven Oak in the next few years. Wayne Reposa explained that these are the last few years of higher birth rates before the recession, and that we are also experiencing movement of students from Sand Ridge and families moving in to the District. He discussed open enrollment acceptances of siblings and students already open enrolled in feeder schools. The building cap for Seven Oak is 750 students. The Board discussed the need for a short term and long term plan

for Seven Oak to address enrollment needs, and Rob Hess planned to bring this for further discussion at the next Board meeting. The Board then discussed the school's SBAC results and plan for improvement and the delay of progress in AVID implementation.

## **BUDGET COMMITTEE INTERVIEWS**

Kris Latimer could not attend the meeting. Sandi Cox was present to respond to Board questions regarding her application. She explained why she was interested in serving on the Budget Committee. She will have three students in the District next year and is a frequent volunteer in the classroom setting. She wants to help with the investment in their future, and also feels a female presence in the process would be beneficial. Tom Oliver described Kris Latimer's 20 years of government experience and her current role with the Boys and Girls Club. Russ McUne made a motion to appoint Sandi Cox to the two year position and to appoint Kris Latimer to the three year position. Nick Brooks seconded the motion. The motion carried unanimously.

## **AUDIENCE COMMENTS**

Chair Tom Oliver welcomed audience comments.

Claudia Pottorf read an email she sent to the Board on November 29 regarding Beth Moore's resignation. He noted that she received respectful replies from Tom Oliver and Nick Brooks, and then read a negative response from Russ McUne which she felt should be shared publically. Claudia Pottorf then also thanked Mike Martin for the holiday music he played at Riverview School this week.

Sarah Haley discussed an exciting partnership with a club at the high school called LEWA. Female students from the high school brought letters from Santa to two classrooms' students and also joined them at lunch and recess. They plan to make this an annual activity. Sarah Haley also discussed Beth Moore's resignation and the stress of high class sizes with increased behavior and social-emotional issues for students. She described a student that has come in to school with no previous academic knowledge, and stressed the importance of remembering this is a human business. Sarah Haley also thanked Mike Martin for the holiday music at Riverview School.

Julie Ragan addressed an earlier comment by Russ McUne regarding class size, noting that class size matters and explaining her class sizes at Hamilton Creek. She discussed staff retention and increased staff stress.

## **GENERAL BUSINESS**

### **1. Discussion: Review of Public Complaint Policy and Process**

Tom Oliver introduced Jollee Patterson from Miller Nash Graham and Dunn, Attorneys at Law. He noted that we are waiting to hear back from the Ethics Commission on the hiring of family members and that we need their opinion before we can move forward there.

Jollee Patterson reviewed her letter to the Board outlining the recommendations for the District's Policy KL and Policy KL-AR regarding public complaints. She noted that there was opportunity to strengthen the policy. The ipcoming changes to the policy from recommendations by OSBA were also discussed. The Board was interested in seeing Jollee Patterson's recommendations for best practices for when the Board does or does not hear complaints. Nicole Hundley will send her the recommendations from OSBA for incorporation as well.

Mike Martin left the meeting at 7:50 PM.

## **2. Policies**

### **a. Action: Adopt Revised Board Policies on First Reading**

The following policies were presented with revisions according to recommendations from OSBA based on various law changes as outlined in the enclosure: BDDH: Public Participation at Board Meetings; BDDH-AR: Public Comment at Board Meetings; IGBA: Students with Disabilities – Child Identification Procedures; IGBAH: Special Education – Evaluation Procedures; IGBAJ: Special Education: Free Appropriate Public Education (FAPE); IGBAJ-AR: Special Education: Free Appropriate Public Education (FAPE); IGBHE: Expanded Options Program; IGBHE-AR: Expanded Options Program; IGCA: Post Graduate Scholars Program; JEC: School Admission and Open Enrollment; JEC-AR(1): Open Enrollment/School Attendance Areas (information only); JEC-AR(3): Application for Open Enrollment (information only); JECA: Admission of Resident Students; IKF: Graduation Requirements; IKF-AR: Graduation Requirements; IKFB: Graduation Exercises; JFCG/JFCH/JFCI: Use of Tobacco Products, Alcohol, Drugs and Inhalant Delivery Systems (new); JFCH: Alcohol (delete); JFCI: Substance /Drug Abuse (delete); JFCG-AR: Discipline for Use, Possession, Distribution of Sale of Tobacco Products or Inhalant Delivery Systems (new); JOA: Directory Information; KBA: Public Records; and KBA-AR: Public Records. Discussion ensued regarding BDDH which requires board input and direction on how to proceed. Russ McUne mentioned how he felt it was difficult to follow the proposed process changes and how it felt wrong to limit positive comment. The Board decided to table BDDH and BDDH-AR to allow for more consideration. Nick Brooks made a motion to approve the policies on first reading, excluding BDDH and BDDH-AR. Russ McUne seconded the motion. The motion carried by majority.

### **b. Action: Adopt Revised Board Policies on Second Reading**

The following policies were presented with revisions according to recommendations from OSBA based on various law changes as outlined in the enclosure: EBBB: Injury/Illness Reports; GBEB: Communicable Disease – Staff (new); GBEB-AR: Communicable Disease – Staff (new); JHCC: Communicable Disease – Students; JHCC-AR: Procedures for Dealing with Students Having HIV, AIDS or HBV (delete); JHCC-AR: Communicable Disease – Students (new); GBEDA: Drug and Alcohol Testing – Transportation Personnel; GBEDA-AR: Drug and Alcohol Testing – Transportation Personnel; GCA: License Requirements; GCDA/GDDA: Criminal Records Check and Fingerprinting (rewritten); GCDA/GDDA-AR: Criminal Records Check and Fingerprinting; ICC: Volunteers; ICC-AR: Volunteers (delete); JEA: Compulsory Attendance; JHCD: Nonprescription Medication (delete); JHCDA: Prescription Medication (delete); JHCD/JHCDA: Medications (new); JHCD/JHCDA-AR: Medications; JHFE/KN-AR: Child Abuse Investigations Conducted on School Premises (delete); JHFE-AR(2): Abuse of a Child Investigations Conducted on District Premises (new); KN-AR: Relations with Law Enforcement Agencies; and KN-AR(2): Investigations Conducted on District Premises. It was noted that policy JHF was removed from this group from the last meeting, and that administration is still researching potential options and samples for the policy. Richard Borden made a motion to approve the policies on second reading. Russ McUne seconded the motion. The motion carried by majority.

## **3. Discussion: CET Ad Hoc Committee Update**

The CET Ad Hoc Committee did not meet this month as they are still awaiting data from other cities. They will provide an update at the next meeting.

## **4. Discussion: Administrator Working Conditions**

Rob Hess noted that the District needed more direction from the Board on how they would like to proceed with the renewal of the Administrator and Confidential Employee Working Conditions. Last spring, the Board approved a one-year contract which will expire June 30, 2018. Rob Hess noted that he cannot participate in negotiations because of the conflict of interest. Tom Oliver suggested reviewing comparative data from other districts in addition to all aspects of the conditions. Nick Brooks also asked for the ratio of teachers to administrators for those districts as well. Russ McUne suggested handling the renewal like we do the other contract groups, with two board

members on a bargaining committee. The Board decided to first review data and then think about how they would like to proceed and what the bargaining group may look like.

## **5. Report: 2020 Vision Reflection**

Rob Hess presented the next 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. Rob also discussed how we knew that that current biennium's funding of \$8.2 billion would not cover current services and we are seeing that in class sizes and higher stress as students with greater needs come in to the District. The job has gotten harder but we are responding as best we can. Discussion ensued regarding enrollment projections and school structures.

## **6. Discussion: Comparable District Data**

Linda Darling explained a new software program called Forecast 5 that the District is now using which provides ODE data comparisons much more efficiently than before. She reviewed the general funds expenditures and SBAC performance levels compared to ADMr for our two groups, our LBL ESD and districts of similar size, along with a poverty comparison for our like-sized districts.

# **DEPARTMENT REPORTS**

## **1. Finance**

### **a. Report**

Linda Darling reported that the ending fund balance projection is currently holding steady. She noted that there was not much news in the economic and revenue forecast, but we will see how the federal tax changes may impact us this biennium. There is some concern that we could see a mid-biennium correction. Linda Darling noted that we have not touched our PERS reserve and will likely hold onto that to use as a buffer if there is a correction.

Linda Darling also discussed the PERS rates. We will see a 6% increase, which translates to \$1.5 million impact across all funds for each year. Discussion ensued regarding how to balance the increase in expenses.

Linda Darling reported that Central Willamette Credit Union is partnering with the District to offer a Lebanon logo credit card, which would result in a portion of their fees back to the District in a donation.

### **b. Information: Disposal of Obsolete Equipment**

Linda Darling reported that there is a broken freezer in the culinary arts program that has been replaced but has a value of over \$500 so its disposal must be reported to the Board. She also discussed an old van that may need to be scrapped. Discussion ensued regarding revisiting the policy limit on when reports need to be made to the Board.

### **c. Discussion: Budget Committee Workshop**

Discussion ensued regarding how the Board would like to proceed with the upcoming Budget Committee workshop. It was determined that the workshop would be held before the start time of the regular meeting, and it would cover the handbook and educate the members on what is outside of the District and Committee's control. Linda Darling will also hold individual trainings with each member prior to the workshop.

## **2. Operations**

There was no Operations update as Bo Yates was not present.

### **3. Human Resources**

Jennifer Meckley reported that the classified bargaining team will begin pre-negotiations in January. She also commented that she felt the suggested recommendations from Jollee Patterson on the KL Policy would be great improvements and the clarifications would help with the process.

## **COMMUNICATION**

### **1. Board**

Russ McUne apologized to Claudia Pottorf, noting that he did not intend to be rude. He also addressed Julie Ragan, stating he knows that class size has an impact on teaching outcomes and that he appreciates the difficulty of increased social-emotional needs of our students. He stated he would try to be softer.

Nick Brooks commented on Beth Moore's resignation, and noted that the Board would be working as a group to try to improve. He commented that Wayne Reposa's slides may not have been ideal, but that he appreciated how it allowed the Board to have a meaningful conversation for moving forward.

Discussion ensued regarding student presentations during school presentations, having different groups present such as SPED or CTE, and having schools bring forward their issues.

### **2. Superintendent**

Rob Hess reported that the CTE ad hoc committee will have its first meeting January 11. He is recruiting teachers and community members. He hopes the group can identify a five to ten year plan for the District's CTE programming and also discuss the pros and cons of a charter school.

## **CONSENT AGENDA**

### **1. Action: Approve November 16, 2017 Board Minutes**

Russ McUne made a motion to approve the minutes for November 16, 2017. Nick Brooks seconded the motion. The motion carried by majority.

The Board discussed continuing meetings at the Travel Station. They hoped that eventually they could have the presenters' slides show on the video. All agreed to continue meeting at the Travel Station.

## **AUDIENCE COMMENTS**

Chair Tom Oliver welcomed audience comments.

Maureen Twomey commented that in the Travel Station the audience is far away and some of the Board members are hard to hear.

## **ADJOURN**

The meeting adjourned at 9:00 PM.

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Tom Oliver, Board Chair

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Rob Hess, Superintendent