

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
June 14, 2018, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

The following individuals were present:

Tom Oliver, Chair

Nick Brooks, Vice Chair

Richard Borden, Member

Michael Martin, Member

Bo Yates, Assistant Superintendent

Linda Darling, Director, Business Services

Jennifer Meckley, Director, Human

Resources and Community Relations

The meeting minutes were recorded by Executive Secretary Maura Kwiatkowski.

1. WELCOME AND CALL TO ORDER

Chair Tom Oliver called the meeting to order at 6:01 PM.

Oliver presented two additional agenda items for the Board's consideration: 1) Appointment of an Interim Superintendent and 2) Adoption of Resolution 1718-07 – Transfer Appropriation. Upon motion, duly seconded, the board voted unanimously to add these two items to the June 14 agenda.

Nick Brooks requested the addition of an agenda item for the formation of an ad hoc committee for the superintendent recruitment process. Upon motion, duly seconded, the board voted unanimously to add this item to the June 14 agenda.

2. FISCAL YEAR 2018/19 BUDGET HEARING

A. Audience Comments Regarding the Budget

There were no audience comments regarding the proposed Fiscal Year 2018/19 budget.

Business Director Linda Darling presented an overview of the budget and summarized the budget process to this point. The Budget Committee voted to increase the budget by \$550,000, with \$275,000 for instruction (four fulltime equivalents) and \$275,000 to the PERS (Public Employee Retirement System) Reserve Transfer. The resolutions currently before the board reflect these changes.

Richard Borden read the following resolutions and made a motion for adoption:

1718-04, Adopting the 2018-2019 Budget
1718-05, Appropriation for the 2018-2019 Budget
1618-06, Imposing and Categorizing the Tax

The motion was seconded by Brooks, and the resolutions were unanimously adopted by the board.

3. GOOD NEWS

A. School gardens.

Nutrition Services Director Angie Gorman presented the school gardens program. The program is currently in place at five schools: Cascades, Hamilton Creek, Pioneer, Riverview, and Seven Oak. All of these have greenhouses except Pioneer. The gardens program serves 1,400 students every two weeks. All of the Riverview teachers participate in program. Gorman noted that farm schools in Oregon are growing, and Lebanon is one of the largest. The program began in Lebanon in 2002 outside the Seven Oak classroom of Rick George. The students sample the results from the garden, and they enjoy taking the harvests to the cafeterias. The students do all of the harvesting and washing. Specialty programs such as the school gardens require passion to advance the program to the norm. Lebanon's garden program is now at the norm. Gorman thanked George for bringing the program along, and she thanked the board, district office and facilities staff, and Assistant Superintendent Bo Yates for their support.

B. Lebanon High School (LHS) Attendance Team

LHS Principal Brad Shreve, Jeff Stolsig, and Stephanie Winningham conducted the 2017/18 School Year Attendance Presentation. Shreve reviewed the mission, which is to improve the attendance rate, graduation rate, school culture, and academic grades. Shreve noted that the project team is an exceptional group of people who came together at the start of the year and are now a force for good and good work.

Stolsig noted that some things are measurable, and some are not. Formal attendance numbers are currently pending from the state. Brooks indicated the district needs a measuring tool to monitor throughout the year. Shreve indicated that limited month-to-month information is available. He expressed some frustration with the attendance rate measurement, since the lack of an alternative school means LHS staff must spend six to eight hours hand sorting data to get to the actual numbers for LHS.

The current estimate is that the attendance rate is close to the same or one percent higher than last year. 66.45 of students attend school 90 percent of the time. This is not the 70 percent attendance goal set by LHS for the 2017/18 school year.

Regarding tardy data, tardies were high in February when the new policy was implemented. Tardies decreased in March and April, with a slight increase seen in May.

Regarding total missed periods per day (TMP), most months were down over last year. Shreve advised that the tardy policy change has resulted in a more positive atmosphere in the halls. Brooks complimented LHS leadership on the positive changes.

The graduation rate for the latest LHS senior class is 80 to 86 percent for those entering LHS as freshmen. Last year's rate was 73 percent. Shreve attributes this increase to team focus and noted the attendance team's work has made a major difference. With six weeks left in the school year, staff worked with about 30 students to provide extra support. Approximately 49 seniors began the year about 2 credits behind. Thirty of these students graduated.

Stolsig noted that 272 diplomas were issued to the 297 seniors LHS is responsible for, which is 91.58 percent. Brooks asked how many juniors are currently two credits behind. Shreve reported that 37 percent of juniors are not on track to graduation. Jennifer Meckley asked about the number of modified diplomas, which Shreve estimated to be eight, but he needs to confirm. Yates asked Shreve what the team learned in this Year 1 implementation and what they would change for next year. Shreve indicated many of the students need extra parenting, and LHS staff provides that; they are focusing a great deal of resources on the issue. Stolsig noted that staff spent a great deal of time on a small number of high-need students. Staff is starting now to identify high-need students for next year and are looking at incoming 8th graders who have had attendance problems. Staff will be working at registration time to teach parents and students about attendance and school culture. LHS will conduct goal setting and develop contracts with students and help them with organizational skills planning. Staff works to identify higher-need seniors early in year, but some students just do not feel the urgency. Shreve plans to continue building relationships, continue the tardy policy, and hold students accountable for skipping classes.

Stolsig discussed school culture and shared several anecdotal comments regarding the atmosphere in the halls and the commitment to graduation. Winingham shared additional comments, including one from Oregon Student Voice: *"Students are positively impacted by the care offered by the attendance taskforce."*

Shreve provided information regarding grade comparisons. For the first semester of 2017 versus the first semester 2018, for core classes, grades are up from 71.8 percent to 74.8 percent, and there is a corresponding decrease in D and F grades. For the second semester of 2017 versus 2018, the increase was just 1.38 percent, which is somewhat disappointing. Borden pointed out that at least grades are moving in the right direction.

Stolsig asked the board keep the attendance program in place. He noted that LHS looked at the logistics of closed lunches for chronic absentee students. Although in theory it appears a good idea, in practice there are problems. LHS would likely have 280 to 300

Grade 10 to Grade 12 students with under 90 percent attendance. Of this number, it is estimated 70 to 75 students would refuse to participate or simply leave, which would require consequences. A great deal of effort would be necessary to police this effort. Ty Tomlin also agrees the focus should be on consequences for class time disruption. Policing closed lunches would keep staff from focusing on other students and areas where teachers need support. Shreve would like to focus on the current attendance issues and referrals they already have. Oliver agreed this makes sense. Shreve noted that LHS has already added resources and full seven-period schedules for seniors. The school now has the staffing to provide classes for every student in building. LHS is striving to ensure all students feel connected to their school.

Yates noted that the district does not have a comprehensive plan through all of the schools. We cannot put all of the district's resources at the top; we need to work at all levels of the district.

4. CERTIFIED BARGAINING UPDATE

Meckley noted the board's decision to reopen the certified contract. She reported that district representatives have met twice thus far with the association. Tentative agreement has been reached on one component, and there is one minor issue to resolve. Depending on the timing of the association's membership vote, a revised contract may be ready for the board's consideration at its July meeting.

5. 2018–2020 ADMINISTRATOR AND CONFIDENTIAL EMPLOYEE COMPENSATION AND WORKING CONDITIONS

Yates provided an overview of the Working Conditions and requested board approval. Upon motion, duly seconded, the board voted unanimously to approve the 2018-2020 Working Conditions as presented.

6. POLICIES AND ADMINISTRATIVE RULES

A. IKA-AR: Grading and Reporting (Grades 6 through 12) (Informational)

Ann Williams, a language arts teacher at LHS for 20 years, presented IKA-AR, Grading and Reporting for Grades 6 through 12. She indicated that most school districts have such a procedure document. She advised that, several years ago, the Grade 6 through 8 teachers used a handbook. When a group of teachers for Grades 6 through 12 came together, they learned that grading at Seven Oak was not the same as the high school's methodology. During a very collaborative event, Grade 6 through 12 teachers and administrators reviewed the Grade 6 through 8 handbook, as well as various high school documents. They also examined the systems being used in other Oregon districts, as well as districts outside the state. IKA-AR underwent several revision processes. The current document contains

just enough ambiguity for teachers to have their input. Oliver expressed his appreciation for the consistency that is contained in IKA-AR.

B. JBB: Education Equity Policy, Proposed Revisions, First Reading

District Behavior Support Specialist Amanda Sasoki-Skopp and LHS Social Worker Patricia Martinez presented the proposed Education Equity Policy.

They reported that the district's Racial Equity Group (REG) started with the OSBA (Oregon School Board Association) policy and revised the language to be consistent with the vision and mission of the Lebanon Community School District. The REG has a great deal of commitment and passion to improve the experiences of students of color and other under-served populations. REG believes the policy is necessary to solidify the district's commitment, provide transparency, and collaborate with the board. Martinez noted that the policy is about supporting more than race. Many of the district's students are living in poverty and/or have traumatic backgrounds or intellectual disabilities. These students need different opportunities to be successful, and this policy provides that support. Oliver said he liked the policy and agreed the district should have something in place. He noted that since the policy discusses hiring processes, it should be reviewed by legal counsel prior to a second reading and adoption vote by the board. Meckley indicated she would request legal counsel review of the proposed policy.

7. FISCAL YEAR 2018/19 INTERGOVERNMENTAL AGREEMENT (IGA) FOR OUTDOOR MAINTENANCE SERVICES

Yates presented the proposed 2018/19 IGA with the City of Lebanon for mowing and landscape maintenance services at various district properties. He noted this is an expanded IGA over the 2017/18 agreement due to a district staff retirement and that the \$150,000 cost is included in the 2018/19 budget. (The 2017/18 IGA amount was \$100,000.) Yates indicated this IGA is a more efficient use of district resources.

Brooks asked whether the district has a process for evaluating vendors and their services. Yates indicated there was no formal process; and if services are unsatisfactory, the district will choose other vendors. Brooks indicated he would like to see some type of vendor evaluation process implemented by the district. Yates agreed to develop such a process.

Upon motion, duly seconded, the board voted unanimously to approve the intergovernmental agreement with the City of Lebanon for mowing and landscape maintenance services.

8. SCHOOL BOARD SUMMER MEETING SCHEDULE

Board summer meeting dates proposed by staff were July 24, August 16, and September 13, 2018. Following a review of board members' individual schedules, a motion was made

and seconded to set the summer meeting schedule as July 17, August 14, and September 13, 2018. The board voted unanimously to approve the revised summer schedule.

9. CONSENT AGENDA

A. Principal Appointments

Brooks asked about the logistics of having Co-Principals at Seven Oak Middle School. Oliver indicated conversations have occurred regarding the delineation of responsibilities for the Co-Principals. Meckley reported that appointees Mike Hillman and Kevin Van Zee have been communicating regularly and will work together to share responsibilities. Yates noted there will be a process where the roles are defined in greater detail so that everyone understands their responsibilities. Upon motion, duly seconded, the board voted unanimously to approve the appointment of Michael Hillman and Kevin Van Zee as Co-Principals of Seven Oak Middle School and Jordon Ford as the Principal of Hamilton Creek K-8 School.

B. Phase 1 Staff Hiring for 2018/19

Meckley reported that this is the first round of certified staff hiring, and the district will continue hiring activities through the summer. Upon motion, duly seconded, the board voted unanimously to approve the Phase 1 staff hiring for the 2018/19 School Year.

C. May 10, 2018 Board Meeting Minutes

Upon motion, duly seconded, the board voted unanimously to approve the May 10, 2018 meeting minutes.

10. APPOINTMENT TO FILL ZONE 1 VACANCY

Tammy Schilling was the applicant who met all of the criteria for appointment to fill the Zone 1 vacancy on the board.

Ms. Schilling noted she has been a resident of Linn County since 2001, and she is an attorney with a Lebanon law firm. Her daughter is age 13 and will start 8th grade at Lcomb School in August. Schilling's goal as a board member is to help other students have the positive educational experiences her daughter has had in the Lebanon School District. She also indicated she would like to bring open communication and constructive dialog to the board.

Upon motion, duly seconded, the board voted unanimously to appoint Tammy Schilling to fill the Zone 1 board vacancy and complete the current term through June 30, 2019. Schilling then read her oath of office into the record and was seated as a board member.

11. RESOLUTION 1718-07 – TRANSFER APPROPRIATIONS

Darling presented the request for board adoption of Resolution 1718-07, Transfer Appropriations, to move \$350,000 from Instructional to Support Services. She recommends approval of this resolution to ensure compliance with ORS 294.456(3). Upon motion, duly seconded, the board voted unanimously to adopt Resolution 1718-07.

12. APPOINTMENT OF INTERIM SUPERINTENDENT

Oliver advised that the district is required to have a superintendent as of July 1, 2018. He recommended the board appoint Bo Yates as Interim Superintendent until such time as a permanent superintendent is appointed. Borden asked Yates if he was willing to serve in this capacity. Yates indicated that if the board does not plan to appoint someone from outside the district, he was willing to serve; but such would require more workload sharing among district leadership and a team approach. Upon motion, duly seconded, the board voted unanimously to appoint Yates as Interim Superintendent effective July 1, 2018.

13. FORMATION OF AN AD HOC COMMITTEE TO FACILITATE RECRUITMENT OF A NEW SUPERINTENDENT SEARCH

Oliver indicated he wanted to ensure the community and staff are engaged in this process, and an ad hoc committee would work to identify how such is accomplished. A schedule will need to be developed, and the process should be very deliberate. The method for recruiting will also need to be established (working with OSBA, retaining a recruitment firm, etc.). Brooks would like the ad hoc committee to bring a recommendation to the board at the July 17 meeting that includes a process and timeline. The ad hoc committee would then sunset.

Brooks made the following motion:

"I propose developing an Ad Hoc Committee to assist in the selection of the new superintendent for the Lebanon Community School District. This committee will work together to develop processes to define scope of search, interview process, community involvement, staff involvement, student involvement and selection process. Committee will bring back recommendation by July schedule board meeting at which time their mandate will expire. The committee will be made of:

- 2-Board Members*
- 1-district administrator*
- 1-Principal*
- 1-LHS Student*
- 2-Teacher*
- 1-Staff*
- 2-Parent*
- 1-Community Member*

Final selection to committee will be made by 2 board members and Administrator.

Committee will elect a chair and recorder upon selection.

The committee meetings will be open to the public with public comment section at beginning and end of meeting. Public comments are to last no longer than 2 minutes with no more than 20 minutes allowed total and beginning and end. Meeting notice should be provided at least 24 hours in advance of meeting to media and be posted."

The motion was duly seconded, and the board unanimously approved the motion.

Martin and Schilling agreed to serve as the board representatives on the ad hoc committee.

14. DEPARTMENT REPORTS

A. Finance. Darling presented the financial report. She highlighted the Oregon economic and revenue forecast, which indicates the economy is strong, unemployment is low, and state revenues are projected to continue growing. An additional \$197 million corporate kicker is forecasted, but not guaranteed, in the 2019/2021 biennium. However, there is no guarantee this will be a "net" addition to the State School Fund, since the Legislature can fund schools at any level they choose. The only requirement is that the corporate kicker money go to K-12.

Darling noted the projected Ending Fund Balance amount has decreased slightly from the May projection. The projections to be provided to the board in July should be very close to the final figures.

B. Operations. Yates reported that various district buildings are being painted, interviews are being held for the land lab position, and he is awaiting the start date for the timber harvest.

C. Human Resources. Meckley reported this is a busy time for human resources; hiring, new employee orientations, and various training sessions. Proposals for substitute staffing services are being reviewed, and she will have a recommendation for the board at the July 17 meeting. Meckley noted the district is currently moving to a new platform for the evaluation process. The new platform is more user friendly and more robust. Staff training for the new platform will be scheduled soon.

15. BOARD COMMUNICATION

Borden advised that the OSBA summer conference will be held in July in Bend. Kwiatkowski will provide conference information to Schilling, as this is an excellent learning opportunity for new board members.

16. AUDIENCE COMMENTS

Former board member Russ McUne expressed concern regarding the process surrounding the resignation Dr. Rob Hess, including the extent of the board's authority, conflicting communications with Dr. Hess regarding performance, an incomplete evaluation process, board retention of legal counsel, and a lack of transparency.

Former board member Rick Alexander also questioned Dr. Hess' departure, since the district is improving and has been headed in a positive direction. He asked why the district would spend \$250,000 to remove Hess when things are positive. He cited a lack of transparency in the matter.

17. ADJOURNMENT

There being no further business before the board, the meeting was adjourned at 7:39 PM.

Tom Oliver, Chair

Nick Brooks, Vice Chair