

**LEBANON COMMUNITY SCHOOL DISTRICT
SPECIAL SCHOOL BOARD MEETING
JUNE 26, 2019, 3:30 PM**

District Office Legacy Room

485 5th Street, Lebanon, OR 97355

MEETING MINUTES

The following individuals were present:

Tom Oliver, Chair
Richard Borden, Member
Mike Martin, Member
Tammy Schilling, Member

Jennifer Meckley, Director of Human Resources
and Community Relations

Nick Brooks, Vice Chair, was absent.

The meeting minutes were recorded by Interim Executive Secretary Ruth Hopkins.

1. WELCOME AND CALL TO ORDER

Chair Tom Oliver called the meeting to order at 3:34 PM.

2. AUDIENCE COMMENTS

No members of the audience requested the opportunity to address the Board.

3. RESOLUTION 1819-8 – APPROPRIATION TRANSFER

Action: Approval Requested

Will Lewis clarified that this meeting was not an emergency meeting. He said that the transfer of funds is needed because as more things are reconciled for the end of the year, such as PCards, salaries and 1000s expenditure codes.

Oliver clarified that there was not a change in the bottom line of the budget, it was just to balance the current one.

Lewis said that he was aggressive in the transfer amount, to make sure that there was enough. Oliver added that it was not unanticipated and that we are in a better position to anticipate for next year.

The total amount of the transfer is \$450,000. Lewis gave an example of PCard reconciliation and explained how that can come up as an unknown expense.

Schilling asked about last year. Lewis said that we did not have as many stipends and leave payout last year. There were more this year and that is why it was not caught. As well as the summer school program, which the stipends are paid for in June, but actually cover July and August.

Upon motion made by Martin, and duly seconded by Schilling, the Board voted unanimously to approve Resolution 1819-8 Appropriation Transfer as presented.

4. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 3:43 PM.

Upcoming Board Meeting Dates:

August 8, 2019 at 5:00 PM, Santiam Travel Station



Tom Oliver, Board Chair



Jennifer Meckley, Director of Human Resources