

**LEBANON COMMUNITY SCHOOLS**  
**Lebanon, Linn County, Oregon**  
**November 21, 2013**

A Regular Meeting of the Board of Directors was held in the Board Room at the District Office on November 21, 2013. Chairman Russ McUne called the meeting to order at 6:00 p.m. Those present included:

Mike Martin	Director	Rob Hess	Superintendent (arrived at 7:00)
Richard Borden	Director	Ryan Noss	Assistant Superintendent
Liz Alperin	Director	Bo Yates	Assistant Superintendent Operations
Jerry Williams	Director	Linda Darling	Business Director
Russ McUne	Director		

**AUDIENCE COMMENTS**

LEA President Bonita Randklev asked for clarification to language in Board policy EBBB “All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee”. She questioned whether an employee injured at an afterschool event would be covered by this language.

**GOOD NEWS**

**1. Report:** Veterans’ Event/Maureen Seifert (Enclosure C-1)

Pioneer Teacher Maureen Seifert and two Pioneer School students shared information on the Veterans’ Event that her class sponsored. The students shared their positive experiences while working on the Veterans’ Event. Maureen Seifert presented a slide show of the event. Some of the activities that students did during the Veterans’ event were: 1) served dinner to approximately 150 veterans, 2) visited a cemetery, and 3) learned to fold a flag and flag etiquette.

**PURSUING EXCELLENCE**

**1. Report:** Focus School/Boon Setser & Tami Volz (Enclosure D-1)

Green Acres Principal Boon Setser and Cascades Principal Tami Volz presented information on FOCUS. This is a four year program that helps low performing Title I schools improve. The principals shared information on the following: 1) creation of team structures, 2) PBIS teams/behavior, 3) master schedules, 4) professional development, 5) easy CBM, 6) Oaks scores, and 7) State report card information. They explained that all students are exposed to the instruction and then are supported by instruction for special education, TAG, etc. The schools are looking at engagement strategies.

Mike Martin asked if there is outside support and funding for FOCUS.

Boon Setser explained that there is a two year grant totaling \$80,000 and Title funds that help support the program. Sarah Teicher also works with the district on Common Core.

Tami Volz shared that the staff has done a great job implementing the program.

Russ MuUne asked whether all teachers are involved on a team (as presented in the team structure) and if so, how often they meet.

Boon Setser said that almost all of the teachers serve on a team and they meet a least once a month.

## **FINANCE**

**1. Report:** Financial Update (Enclosure E-1)

Linda Darling reported that the ending fund balance had increased from last month's Board report due to Federal Forest Fees being issued and applying \$170,000 of tuition costs to the ESD Tier II instead of to the General fund. She added that at the OASBO Conference the previous week, information was shared about the new weighted poverty calculation that will be used in the State school funding. Information was released from ODE that reflected the potential impact of the new poverty calculations for our district. These calculations reflected increased revenue of approximately \$300,000. Linda cautioned the Board that these figures were based off of many assumptions that may not be accurate for next year. She added other information shared at the conference regarding the expectation of PERS rates increasing 3-5% for school districts in the next biennium.

The State Revenue Forecast was released that day, which showed an increase to the revenue which may result in the Income Tax Kicker being activated in 2015.

**2. Action:** Budget Calendar (Enclosure E-2)

Mike Martin made a motion to approve the Budget Calendar as presented. Jerry Williams seconded. The motion carried unanimously.

## **GENERAL BUSINESS**

**1. Action:** Approve 1<sup>st</sup> Reading of Policies (Enclosure F-1)

- BBB – Board Elections
- BBFA – Board Member Ethics and Conflict of Interest
- BBFB – Board Member Ethics and Nepotism
- EBBB – Injury/Illness Reports
- EBCB – Emergency Drills
- GBC – Staff Ethics
- GBEDA – Drug and Alcohol Testing – Transportation Personnel
- GCBDC/GDBDC – Domestic Violence/Harassment/Sexual Assault/Stalking Leave
- GCDA/GDDA – Criminal Records Check/Fingerprinting
- GCL/GDL – Staff Development – Licensed
- IGBAJ – Special Education – Free Appropriate Public Education
- IKF – Graduation Requirements
- ING – Animals in ESD Facilities
- JGAB – Restraint and Seclusion
- JHCB – Immunization of Students
- JHCDA – Administering Injectable Medicines to Students
- KBA – Public Records

The Board asked for clarification to the language in policy EBBB as addressed by Bonita Randklev during Audience Comments. Ryan Noss will contact OSBA and bring the information back to the December 5 meeting.

Richard Borden made a motion to approve all of the policies on first reading as presented. Mike Martin seconded. The motion carried unanimously.

**2. Information Only:** Changes to Policy ARs (Enclosure F-2)

- GBC-AR – Staff Ethics
- GBEDA-AR – Drug and Alcohol Testing – Transportation Personnel
- GCBDA/GDBDA-AR (1) – Federal Family and Medical Leave/State Family Medical Leave
- GCBDA/GDBDA-AR (2) – Request for Family and Medical Leave
- GCBDA/GDBDA-AR (4) – FMLA/OFLA Eligibility Notice to Employee
- GCBDA/GDBDA – AR (6) – Designation Notice – FMLA/OFLA
- GCDA/GDDA-AR – Criminal Records Check/Fingerprinting

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- GCL-AR – Staff Development – Licensed
- GCL-AR (2) – Professional Development Plan
- IKF-AR – Graduation Requirements
- ING-AR – Animals in ESD Facilities
- JHCD/JHCDA – AR – Administering Noninjectable/Injectable Medicines to Students
- LBE-AR – Public Charter Schools

Richard Borden asked that the Administration look at the language in policy GBC-AR in Item #1 last paragraph, as he felt that the example of the District's computer was not expanded on enough.

**3. Action: Set January Meeting Dates**

The Board discussed the need to have two meetings each month. The consensus was to have one regular meeting each month and one meeting that addresses a specific topic. The first meeting of the month will be the business meeting and the second meeting of the month will be to discuss that month's topic. It was decided to have two meetings in January on the 9<sup>th</sup> and the 23<sup>rd</sup>. Applicants for the Budget Committee will be asked to attend on January 23<sup>rd</sup> instead of January 16<sup>th</sup> as advertised. The topic for the December 5 meeting will be "Graduation Rate" and "Superintendent Evaluation" and January 23 will be "Graduation Rate" as well.

Russ McUne suggested inviting a high school student to be a non-voting member of the Board. The consensus of the Board was to have the high school administration look for a student to serve.

**4. Action: Approve Achievement Compact Submission (Enclosure F-4)**

Rob Hess shared that the Achievement Compact Committee met on November 13, 2013. The Committee wrote a summary for the Board with their reasoning to the compact numbers that were submitted to the State.

Jerry Williams made a motion to approve the submission of the Achievement Compact to the State as presented. Russ McUne seconded.

Liz Alperin stated that she wants to see the Achievement Compact come to the Board before submission next year.

Russ called for the vote. Russ McUne, Richard Borden, and Jerry Williams voted yes. Mike Martin and Liz Alperin voted no. The motion passed by majority.

## **HUMAN RESOURCES**

**1. Information: Rob's Evaluation Reflection (Enclosure G-1)**

Rob Hess explained that his Evaluation Reflection is to be used with the previous information that Board received in processing his evaluation. He asked that Board let him know if they have questions or need to meet with him individually. He asked that the Board come to the December 5 meeting with their evaluation information filled out and ready to go. He pointed out that he would like to have a discussion regarding Next Steps for his direction. Rob is requesting an open session for his evaluation.

## **CONSENT AGENDA**

- 1. Action:** Approve November 7, 2013 Board Minutes (Enclosure I-1)
- 2. Action:** Reclassification of Classified Employee, Helen Trask, from School Assistant to Instructional Assistant
- 3. Action:** Approve Resignation of Boon Setser, Principal at Green Acres
- 4. Action:** Approve Hiring Melissa Herring, Language Arts, 1.0 FTE, Seven Oak, TEMP, 2013-14

Rob Hess reported that they will hire a temporary replacement for Boon Setser for the remainder of the school year. He explained that Sarah Teicer will still be working with the Focus school implementation coaching

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and helping with the process through the change in leadership. Next spring the district will open the position and begin looking for a permanent replacement.

Liz Alperin asked for a correction to the minutes on the first page from “She asked if the program could be changed so that all the Beyond LHS students go on to a four year college” to “She asked that the district look at how the program could be changed, to give our kids options”.

Mike Martin made a motion to approve the Consent Agenda with the correction to the minutes. Jerry Williams seconded. The motion carried unanimously.

**BOARD OF EDUCATION TIME/DISCUSSION**

December 5, 2013	6:00 p.m./District Office Board Room	Regular Board Meeting
December 19, 2013	6:00 p.m./District Office Board Room	Regular Board Meeting

**SUPERINTENDENT COMMUNICATION**

Rob Hess reported that the district is applying for a tutoring grant which would allow for a tutoring program at the high school for the AVID program. The grant would also allow AVID training to be done within the district during the summer.

Ryan Noss explained that the district has a two year Mentor Grant. This grant is for new teachers with partnerships with surrounding districts.

**ADJOURN INTO EXECUTIVE SESSION UNDER: ORS 192.660(2) (d)** – *To conduct deliberations with persons designated by the governing body to carry on labor negotiations. Since 1197, labor negotiations between the Board and Union have been held in open session unless both parties agree to executive sessions.*

Russ McUne adjourned the meeting at 8:00 p.m. into Executive Session under ORS 192.660 (2) (d).

(Recorded by Kathy Schurr)

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Rob Hess, Superintendent

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Russ McUne Board Chair