



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

DISTRICT GOALS: Improve Student Achievement, K-3 Literacy, On-Time Graduation

MEETING AGENDA

1. WELCOME

- A. Call to Order
- B. Flag Salute

2. PUBLIC COMMENTS

This is a time for citizens to address the Board. Public comments will need to be submitted to ruth.hopkins@lebanon.k12.or.us by 4:00 PM on June 10, 2021.

3. CIA AND SUMMER SCHOOL UPDATE, pg. 3 **Action: Informational**

4. SIA UPDATE, pg. 7 **Action: Informational**

5. END OF THE YEAR UPDATE **Action: Informational**

6. POOL REPAIR UPDATE **Action: Informational**

7. RESOLUTION 2021-4, pg. 10 **Action: Approval Requested**

8. CONSENT AGENDA **Action: Approval Requested**

- A. May 13, 2021 Supplemental Budget Hearing Minutes, pg. 13
- B. May 13, 2021 Meeting Minutes, pg. 16
- C. Hiring:

NAME	POSITION	FTE	START DATE	END DATE
Sara Ainsworth	Language Arts Teacher – Santiam Academy	1.0 FTE	8/30/2021	
Courtney Baeyen	Elementary Teacher	1.0 FTE	8/30/2021	
Janna Beranek	Special Education Teacher – Elementary	1.0 FTE	8/30/2021	
Erica Cook	Special Education Teacher – Elementary	1.0 FTE	8/30/2021	
Teresa Craig	Elementary Teacher – Santiam Academy	1.0 FTE	8/30/2021	
Traci Ford	Elementary Teacher – Santiam Academy	1.0 FTE	8/30/2021	
Isaac Garber	Special Education Teacher – High School	1.0 FTE	8/30/2021	
Michael Gerszewski	Secondary Teacher – SOK	1.0 FTE	8/30/2021	
Andrew McAteer	Elective Teacher – SOK	1.0 FTE	8/30/2021	
Thanh Nguyen	Secondary Teacher – SOK	1.0 FTE	8/30/2021	
Tina Paul	Elementary Teacher	1.0 FTE	8/30/2021	
Jacqueline Walker	Counselor - LHS	1.0 FTE	8/30/2021	

Troy Walker	Dean of Student Success – High School	1.0 FTE	8/30/2021	
Brandon Weist	Director of Alternative Education	1.0 FTE	7/1/2021	
William Wittman	Curriculum/School Improvement Administrator	1.0 FTE	7/1/2021	
Crystal Zeller	Elementary Teacher – Santiam Academy	1.0 FTE	8/30/2021	
Name	Classified Leave of Absence Request			
Vanessa Regalado	Instructional Assistant – KG – Cascades		8/30/2021	6/14/2022

9. DEPARTMENT REPORTS

Action: Informational

- A. Operations
- B. Human Resource
- C. Finance, pg. 23

10. COMMUNICATION

Action: Informational

- A. Board
- B. Superintendent

11. ADJOURNMENT

Upcoming meeting dates:

- June 24, 2021 – Budget Hearing and Special Board Meeting at 6:00 PM
- July 8, 2021 – Regular Meeting at 6:00 PM

Agenda Item 3

CIA and Summer School Update

K - 5 Handwriting	Handwriting Without Tears, this includes cursive handwriting 3rd - 5th grades.	Learning w/out Tears	\$95,332.44
K - 5 COVID Literacy Recovery plan	HD Word for 2nd and 3rd grade students.	Really Great Reading	\$25,867.80

Looking ahead to 21-22:

The elementary and high school ELA and English Language Proficiency curriculum will be going through an adoption process for the 22 - 23 school year.

INSTRUCTION:

- AVID Professional development has gone very well this year. We have AVID leaders that created grade level band partnerships to provide high quality professional development. Special thanks to Tonya Cairo who led our teacher leaders in this process.

ASSESSMENT:

- The students will complete the final Universal screening STAR assessment for grades 2 - 9 by June 4th, 2021.
- We participated in the Oregon State Assessment System-Smarter Balanced.
 - Below is the minimum requirements we are following across the district:

Grade Level	Required Administration (except for students opted-out of ELA and/or Math per ORS 329.479 or exempted from Science per OAR 581-021-009)	Additional Assessment Opportunity *
3	English Language Arts (ELA)	Mathematics
4	Mathematics	ELA
5	Science	ELA & Mathematics
6	ELA	Mathematics
7	ELA & Mathematics	N/A
8	Mathematics & Science	ELA
11	ELA & Mathematics	Science

Summer School 2021:

3 sessions: June 14 - July 1st, July 12 - July 29 and Aug. 2nd - Aug. 19th

325 Students registered with the LCSD program and 90 at the Boys and Girls Club all day program.

Session 1 = 167 students

Session 2 = 125 students

Session 3 = 129 students

96 Staff

The summer school sites are:

- LHS
- Seven Oak
- Cascades including Green Acres students
- Riverview including Pioneer students
- Hamilton Creek including Lacombe students

Enrichment activities:

Afternoons from 1:00 - 2:30pm

Elementary students will have the opportunity to swim at the pool, participate in LEAP activities organized by the Boys and Girls Club and activities organized by the LHS staff and coaches.

Seven Oak students will have all the above options as well as participation in activities coordinated by the OSU Extension and OSU STEM programs.

LHS students will be supporting the coaches and staff at the high school activities as well as supporting the academic activities at each of the elementary schools.

Agenda Item 4

SIA Update

Student Success Act
Student Investment Account (SIA)

The stated purpose of the Student Investment Account:

- 1. Meet students' mental or behavioral health needs, and**
- 2. Increase academic achievement for students, including reducing academic disparities for:**
 - Economically disadvantaged students;
 - Students from racial or ethnic groups that have historically experienced academic disparities;
 - Students with disabilities;
 - Students who are English language learners;
 - Students who are foster children;
 - Students who are homeless;
 - Any other student groups that have historically experienced academic disparities, as determined by the State Board of Education

For the 2021-2022 school year, the Student Investment Account funds will be distributed at a reduced rate. The amount Lebanon Community Schools will receive is \$2,744,879.00. This is an increase from our 2020-2021 allocation of \$1, 079,043.64, but still falls short of the full allocation \$ 3,396,030.00.

We prioritized the aspects of our SIA plan based on areas of highest need and greatest possible impact.

Items included in the reduced allocation:

Sandridge allocation
BiLingual Community Liaison
BiLingual Instruction Assistant
Mental Health Therapist (2)
Instructional Assistants to support early literacy (35)
Translation services
Summer school
Pre-K transition program
TOSA behavior/equity (5.5)
CTE Teacher middle school
Assessment coordinator (.5fte)

Items not included in the reduced allocation (will be added back in if/when allocations increase):

Alternative Education counselor
Engagement coordinator
SpEd Teacher
Sped Instructional Assistants
Instruments for music program

The current SIA plan runs through the 2022-2023 school year. Throughout the next two years, we will be expected to re-visit each aspect of our SIA plan and re-engage with stakeholders. We will also be required to submit quarterly progress and financial reports.

Agenda Item 7

Resolution 2021-4

BOARD RESOLUTION



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: William H. Lewis III, Business Director

Date: June 03, 2021

Meeting Date: June 10, 2021

Re: Transfer Budget Appropriation

Background

Oregon Local Budget Law requires districts to appropriate their funds by ODE function code categories.

1000 Instruction

2000 Support Services

3000 Enterprise & Community Services

4000 Facilities Acquisition and Construction

5000 Other Sources

6000 Contingency

If at any point during the year expenditures exceed the budgeted amount in these function code categories, the district is in violation of local budget law. The district is currently projected to exceed the in special revenue accounts 4000 facilities acquisition and construction funds up to \$200,000 by June 30. The district is currently projected to exceed the enterprise fund accounts 4000 facilities acquisition and construction funds by \$200,000 by June 30. The district also wants to transfer \$35,000 from the general fund to the nutrition services fund to pay for an updated food service delivery vehicle. The additional transfer is in the enterprise fund where funds need to be redistributed to the appropriate function code categories.

This transfer resolution is a request to transfer funds and to cover any potential unforeseen adjustments that can come out of the final year end process.

The goal behind this transfer is to make sure we stay in compliance with local budget law.

Recommendation

I recommend the Board adopt the Resolution to transfer appropriations of \$635,000.00 from accounts-

100.2542.0410.000.000.000 \$ 60,000.00

100.2542.0460.000.000.000 \$ 25,000.00

100.2544.0460.000.000.000 \$ 20,000.00
100.2544.0540.000.000.000 \$ 25,000.00
100.2544.0322.000.000.000 \$ 25,000.00
100.2544.0389.000.000.000 \$ 20,000.00
100.2544.0322.616.000.000 \$ 25,000.00
530.1131.0520.616.552.820 \$200,000.00
100.1111.0399.000.000.000 \$125,000.00
100.1131.0399.000.000.000 \$ 75,000.00
100.1121.0399.000.000.000 \$ 35,000.00

To accounts-

272.4150.0530.616.000.000 \$200,000.00
530.2540.0131.616.552.820 \$100,000.00
530.4150.0520.102.000.820 \$100,000.00
530.4150.0520.616.552.820 \$200,000.00
299.3100.0540.000.000.000 \$ 35,000.00

Resolution #2021- 4 Appropriation Transfer

Whereas: ORS 294.463 allows for transfer of appropriations when authorized by board resolution, and;

100.2542.0410.000.000.000 \$ 60,000.00
100.2542.0460.000.000.000 \$ 25,000.00
100.2544.0460.000.000.000 \$ 20,000.00
100.2544.0540.000.000.000 \$ 25,000.00
100.2544.0322.000.000.000 \$ 25,000.00
100.2544.0389.000.000.000 \$ 20,000.00
100.2544.0322.616.000.000 \$ 25,000.00
530.1131.0520.616.552.820 \$200,000.00
100.1111.0399.000.000.000 \$125,000.00
100.1131.0399.000.000.000 \$ 75,000.00
100.1121.0399.000.000.000 \$ 35,000.00

Be It Resolved: it is the desire of the School District to transfer from budget accounts:

To accounts-

272.4150.0530.616.000.000 \$200,000.00
530.2540.0131.616.552.820 \$100,000.00
530.4150.0520.102.000.820 \$100,000.00
530.4150.0520.616.552.820 \$200,000.00
299.3100.0540.000.000.000 \$ 35,000.00

Agenda Item 8

Consent Agenda

May 13, 2021 Supplemental Budget Hearing Minutes



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

SUPPLEMENTAL BUDGET HEARING MINUTES

<p><u>BOARD MEMBERS PRESENT:</u> Mike Martin, Vice Chair Richard Borden Todd Gestrin (via Zoom)</p> <p><u>BUDGET COMMITTEE MEMBERS PRESENT:</u> William Barish (via Zoom)</p> <p><u>Absent:</u> Tom Oliver, Chair Tammy Schilling Terry Deacon Kris Latimer Cory McEldowney</p>	<p><u>EXECUTIVE STAFF PRESENT:</u> Bo Yates, Superintendent Jennifer Meckley, Assistant Superintendent William Lewis, Business Director</p>
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The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

1. WELCOME AND CALL TO ORDER

William Lewis called the meeting to order at 6:01 PM.

2. SUPPLEMENTAL BUDGET HEARING

Business Director William Lewis presented the 2020-21 Supplemental Budget. He explained what the ESSER funds were that the district has received. The addition of the ESSER funds to the budget created more than a 10% increase to the current budget, therefore requiring the district to pass a supplemental budget. The district has received a total of \$13,582,912 in ESSER funds and the Summer Learning Grant. The original budget amount was \$17,437,871. With the increase, the amended budget amount is \$31,020,783.

The question was asked if there were limitations on what the district could spend the additional funds on. William Lewis responded that it has to be COVID related for the spending of the funds.

An additional question was asked in regards to whether or not the funds could be used to help students adjust. William Lewis responded that there are funds that are dedicated to mental health through the Student Success Act. This school year the district added 1.6 FTE for mental health, and next year there will be an additional 1.0 FTE added for mental health support. Assistant

Superintendent Meckley added that one of the challenges was in getting applicants for the open positions.

Upon motion made by Member Richard Borden, duly seconded by William Barish, the Board voted unanimously to adopt the supplemental budget as presented.

3. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:14 PM.

Mike Martin, Board Vice Chair

Bo Yates, Superintendent

BOARD RESOLUTION



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: William H. Lewis III, Business Director

Date: May 13, 2021

Meeting Date: May 13, 2021

Re: Recommendation to Adopt 2020-21 Supplemental Budget

Explanation of Changes

The District has received a federal Coronavirus Response and Relief Appropriations Act 2021 grant in the amount of **\$3,721,626**. The federal Act and the award of these funds happened after the District created the 2020-21 budget. Under 294.471, to spend a portion of these funds in the current year, the District must prepare a supplemental budget.

Additionally, the District will receive a federal American Rescue Act, Act 2021 grant in the amount of **\$8,358,242**. The award of these funds will happen in late May to early June after the District created the 2020-21 budget. Under 294.471, to spend a portion of these funds in the current year, the District must prepare a supplemental budget.

Additionally, the District will receive Summer Learning Grants based on Oregon House Bill 5042A, which authorized the Oregon Department of Education to fund participating school districts for academic summer school to support K-12 students facing academic credit loss, summer enrichment programs, and wrap-around child care. The 2021 grant has a maximum amount of **\$1,503,044**. The award of these funds will happen in late May to early June after the District created the 2020-21 budget. This is a reimbursement grant based on District expenditures. Under 294.471, to spend a portion of these funds in the current year, the District must prepare a supplemental budget.

Recommendation

We are requesting the Board approve resolution #2021-4

Resolution #2021-3 Adopting A Supplemental Budget for the Fiscal Year 2020-21

WHEREAS: ORS 294.471 provides for making a supplemental budget for an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current fiscal year which requires a change in financial planning; and

WHEREAS: After the adoption of the budget, Lebanon Community School District needs to recognized unanticipated resources totaling \$13,582,912 from Federal Coronavirus Response and Relief Appropriations Act 2021 (ESSER II), Federal American Rescue Act 2021 grant (ESSER III), Summer Learning Grants (HB 5042A) and,

WHEREAS: The Board of Directors of Lebanon Community School District has a need to spend the unanticipated revenue during the fiscal year ending June 30, 2021, in the Special Revenue Funds for the purpose of instruction, support services, enterprise and community services, facilities acquisition and construction.

NOW, THEREFORE, BE IT RESOLVED: By the Board of Directors of Lebanon Community School District:

- The supplemental budget for the fiscal year 2020-21 is hereby adopted, and the amounts appropriated by the Board of Directions under Resolution 2021-3 for the Special Revenue Funds are hereby amended as follows:

<u>Appropriation Category</u>	<u>Original Budget</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
Special Funds: 200			
1000: Instruction	\$ 8,020,608	\$ 1,500,000	\$ 9,520,608
2000: Support Services	\$ 3,234,499	\$ 1,000,000	\$ 4,234,499
3000: Enterprise & Community	\$ 2,613,639	\$ 100,000	\$ 2,713,639
4000: Facility Acquisition	\$ 355,000	\$ 500,000	\$ 855,000
5000: Other Uses	\$ 300,000	\$ 0	\$ 300,000
7000 Unappropriated Ending Fund Balance	\$ 2,914,125	\$10,482,912	\$13,397,037
TOTAL CHANGE	\$17,437,871	\$13,582,912	\$31,020,783

Approved: _____
Date

Signed: _____
Board Chair

**LEBANON COMMUNITY SCHOOL DISTRICT
2020-2021 SUPPLEMENTAL BUDGET 05/13/2021**

SUMMARY OF PROPOSED BUDGET CHANGES
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BE MODIFIED

<u>Resources</u>	<u>Amount</u>	<u>Requirements</u>	<u>Amount</u>
Previously Adopted 20-21 Special Revenue	\$ 17,437,871	Instruction	\$ 9,520,608
Coronavirus Response and Relief Appropriations Act Grant Fund 902	\$ 3,721,626	Support Services	\$ 4,234,499
American Rescue Act Grant fund 903	\$ 8,358,242	Enterprise and Community Services	\$ 2,713,639
Summer Learning Grants Fund 904	\$ 1,503,044	Facilities Acquisition and Construction	\$ 855,000.00
		Other Uses	\$ 300,000.00
		Unappropriated Ending Fund Balance	\$ 13,397,037
Revised Total Fund Resources	\$ 31,020,783	Revised Total Fund Requirements	\$ 31,020,783

Explanation of Changes:

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Additionally, the District will receive a federal American Rescue Act, Act 2021 grant in the amount of **\$8,358,242**. The award of these funds will happen in late May to early June after the District created the

2020-21 budget. Under 294.471, to spend a portion of these funds in the current year, the District must prepare a supplemental budget.

Additionally, the District will receive Summer Learning Grants based on Oregon House Bill 5042A, which authorized the Oregon Department of Education to fund participating school districts for academic summer school to support K-12 students facing academic credit loss, summer enrichment programs, and wrap-around child care. The 2021 grant has a maximum amount of **\$1,503,044**. The award of these funds will happen in late May to early June after the District created the 2020-21 budget. This is a reimbursement grant based on District expenditures. Under 294.471, to spend a portion of these funds in the current year, the District must prepare a supplemental budget.

Agenda Item 8

Consent Agenda

May 13, 2021 Meeting Minutes



Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

<u>BOARD MEMBERS PRESENT:</u> Tom Oliver, Chair (via Zoom) Mike Martin, Vice Chair Richard Borden Todd Gestrin (via Zoom) Tammy Schilling (via Zoom)	<u>EXECUTIVE STAFF PRESENT:</u> Bo Yates, Superintendent Jennifer Meckley, Assistant Superintendent William Lewis, Business Director Tami Volz, Curriculum and School Improvement Director
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The meeting minutes were recorded by Executive Secretary Ruth Hopkins.

1. WELCOME AND CALL TO ORDER

Board Vice Chair Mike Martin called the meeting to order at 6:17 PM and led the Pledge of Allegiance.

2. PUBLIC COMMENTS

There was one public comment submitted regarding Classified Employee Appreciation Week. That comment is attached to these minutes.

3. COVID-19 UPDATE

Superintendent Yates provided the COVID-19 update and shared current enrollment numbers and attendance. There have been discrepancies with Linn County Health and the protocols they issue to us, sometimes asking for a whole class to be quarantined because of COVID-19, and sometimes just affecting a single student.

The district is focused on what school will look like moving forward. Where we are at and where we need to be has not changed because of COVID. We are still trying to address student needs, getting them to graduate and micromanaging their education.

Transportation continues to be a challenge with the COVID requirements, but the transportation department has made it work. Sometimes the mechanics, transportation director and assistant all have to drive busses. It is a struggle to provide bussing, but they are trying to be creative and making it work, like running duplicate routes and staggering start times.

4. SUMMER SCHOOL UPDATE

Tami Volz provided an informal summer school presentation. She shared that Principal Angela Landy is overseeing the program this year, as well as Lisa Jordan-Zornow, Ryan King and Erica Cooper. Misty McDowell will be the special education support. There are 51 certified and 45 classified staff who have applied for the summer school positions.

Currently, 377 students that are grades K-12 are registered to participate. The high school has 70 students who are working on credit recovery.

The schedule for this year will be academic activities in the morning, and in the afternoon the district is working with the Boys and Girls Club to provide enrichment activities. There are a few transportation issues to be solved first for the enrichment part of the day in regards to transporting the students to the different enrichment sites. There will be three two-week sessions this summer, taking the week of July 4th off. The scheduled times are staggered for transportation reasons, but primarily will be 8:00am to 3:00pm.

5. LEBANON AQUATIC BOARD PRESENTATION

Lorlee Engler, Director of the Lebanon Aquatic Board (LAB), and Douglas Ducharme of BLRB Architects presented information on the pool repair project. The Lebanon Community Pool is currently 54 years old, so the main issue is that it is coming to the end of its useful life. There are several current issues with the pool, such as the gutter system around the pool currently only skims about 1/3 of the water, instead of 100%. There is cast iron piping under the pool that is decaying. The Lebanon Aquatic Board has a report from WTI listing repairs that need to be completed, but that will not solve all of the issues and the LAB is now looking at replacing the pool. For the 2019-20 year, the average number of patrons that used the pool was 5,400, not counting spectators. So, it is a definite asset in the community. Currently, there are program limitations because of COVID, where only 50 people are allowed in the building at one time.

Doug Ducharme then shared that he has 30 years of experience working with pools. His company was asked to look at alternatives for pool repairs/replacement. They looked at total repairs, a new facility at the current site, as well as looking at building another aquatic center at a bigger site. They also looked at retaining as much of the building as feasible. His proposal will enlarge the large pool from six lanes to eight lanes. It will also increase the size of the warm water pool. What is being proposed is an expansion of about 35 feet to allow room for a bigger pool, more spectators and another entryway. There is a possibility of another community room/multipurpose room for parties, classes, et cetera. There would also be more storage space available for use.

The cost of the proposal is \$9.5 million, which includes the cost of construction, permits, hazardous materials removal, contingencies, design fees and upgrading the infrastructure.

Lorlee Engler added that if we had an eight-lane pool, then the pool could be used for championship courses.

There was an extensive discussion regarding different scenarios for the design options and options for the warm pool size and large pool size.

Vice Chair Mike Martin indicated that the Board would come up with some ideas at the next Board meeting and send a Board representative to the next Lebanon Aquatic Board meeting to discuss options.

6. SIA UPDATE

Assistant Superintendent Jennifer Meckley provided the SIA update. Accomplishments for this year were adding kindergarten assistants to every kindergarten classroom, the addition of two mental health workers, added translation services and bilingual services. Next year the funding is going up to \$2.7 million. With that we will be able to increase mental health staff by one, and increase the number of instructional assistants to help with grades K-3 literacy. The plan is also adding deans of student success, so each of the K-5, K-6 and K-8 schools will be able to have a dean. This will elevate what is done in the schools to provide behavior support and improving the culture of the schools, which improves academic achievement. There will also be a middle school CTE teacher and an English Language teacher that will be added. She will provide an official end of the year report to the Board.

7. SRGP CONTRACT

William Lewis presented the Seismic Rehabilitation Project Guaranteed Maximum Price contract. He is asking for the approval for the guaranteed maximum price (GMP) contract. This guarantees the maximum price that can be charged for the LHS Seismic Rehabilitation Project. They are still negotiating on the roof piece of the contract. He said this contract brings us right in on the budgeted amount.

Upon motion made by Member Richard Borden, and duly seconded by Chair Tom Oliver, the Board voted unanimously to approve the SRGP contract as presented.

8. CONSENT AGENDA

Upon motion made by Member Richard Borden, and duly seconded by Todd Gestrin, the Board voted unanimously to approve the April 8, 2021 Board meeting minutes and the hiring as presented in the consent agenda as a whole.

9. DEPARTMENT REPORTS

A. Operations

There was nothing to present for an Operations Department report.

B. Human Resources

There was nothing to present for a Human Resources Department report.

C. Finance

William Lewis provided information on the policies and procedures for internal controls against fraudulent activities. PACE is working with the Business Department regarding

cybersecurity risks. He indicated that the processes were set up as two-person control for integrity.

There was a question regarding what type of credit cards the district was using. It was answered that the district uses PCards. District credit cards are no longer used.

10. COMMUNICATION

A. Board

Vice Chair Mike Martin reiterated the superintendent evaluation procedure. Chair Tom Oliver sent an email to the Board members to have them look at the nine standards in the evaluation and make comments on the standards, as well as Superintendent Yates' self-evaluation. Those need to be returned to Chair Oliver by June 1, 2021. At that point the Board will go over the information and finish the superintendent evaluation.

B. Superintendent

Superintendent Yates shared that this was National Police Week. He mentioned that Frank Stevenson at the Lebanon Police Department has been great to work with. Dala Johnson with the LPD does a lot of things with our students and community and SRO Stephen Fountain also does great work in our school district. He expressed thanks to the police chief and all of the officers that we work with.

11. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 7:46 PM.

Tom Oliver, Chair

Bo Yates, Superintendent



485 S. Fifth Street, Lebanon, Oregon 97355 • Phone: (541) 451-8511 • Fax: (541) 259-6857

DATE: May 13, 2021

TO: Board of Directors

FROM: Bonita Randklev

RE: Public Comment to the Board

Members of the Board:

Next week our District is honoring our classified employees. This year, more than any other, they have gone above and beyond for the students in Lebanon Community Schools. Our ESPs are the best- from food service, to transportation, to those who work in our classrooms, to custodians and facilities, to office staff- they have done amazing work this year.

I do not think we could have been half as successful in attempting to overcome the hurdles we have faced without their dedication, leadership, and perseverance.

Please join our certified staff in thanking them for all of their work this coming week.

Thank you for your time,
Bonita Randklev



May 12, 2021

William Lewis, Business Director
Lebanon Community Schools
485 South 5th Street
Lebanon, Oregon 97355

RE: Lebanon Community School
Construction Manager | General Contractor (CM|GC)
GMP - Amendment 1 for the
Lebanon High School Gymnasiums Seismic Rehabilitation Projects

Dear Will,

After careful review and consideration, HMK Company recommends that you approve a Guaranteed Maximum Price (GMP) for the Lebanon High School Gymnasiums Seismic Rehabilitation Projects up to the Maximum Allowable Construction Cost (MACC) of \$1,842,249.00 with a lesser number possibly determined based on a new roofing sub-contractor bid just received.

We are asking that the District Board take action to approve a maximum GMP for the Lebanon High School Gymnasiums Seismic Rehabilitation Projects for the Not to Exceed sum of \$1,842,249.00 at the May 13, 2021 Board Meeting.

If you have any questions, please do not hesitate to contact me to discuss.

Kind Regards,

A handwritten signature in blue ink that reads 'David McKay'.

David McKay
Principal in Charge

Agenda Item 9

Financial Reports

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: William H. Lewis III, Business Director

Date: June 3, 2021 **Meeting Date:** June 10, 2021

Re: Financial Report and Fiscal Updates

Financial Report

The 2020-2021 Financial Board Report included in this packet reflects all revenues and expenditures for 2015-2019 and the budgeted YTD expenditures, plus encumbered amounts for 2020-2021 as of 6/03/21.

SRGP Construction Update-The district finalized the roofing amendments to the construction contract. Site prep and construction are proceeding within the established timelines.

2020-21 Budget Update- Administration has a budget resolution on the agenda tonight. The requested changes are the normal budget adjustments needed to stay in compliance with Oregon Local Budget Law.

2020-2021 General Fund Summary Report

	13/14 Actual	16/17 Actual	17/18 Actual	18/19 Budget	19/20 Budget	20-21 Budget	6-03-21 YTD & Enc	6-03-21 Balance
General Fund - Revenue								
SSF Formula		37,131,855	40,190,370	39,633,000	39,705,718	43,560,057	43,711,143	(151,086)
SSF Adjustment		390,697	280,233	-	250,598	-	-	-
State Fiscal Stabilization Fu					-	-	-	-
Federal Ed Jobs					-	-	-	-
School Year SubAccount					-	-	-	-
Loan Receipts					-	-	-	-
Interest		156,492	267,981	100,000	322,591	250,000	110,752	139,248
Third Party Billing		102,447	72,379	80,000	-	-	-	-
TMR		208,252	210,894	175,000	180,556	210,000	103,846	106,154
JROTC		73,726	69,777	65,000	35,236	65,000	48,075	16,925
Other		299,398	360,539	420,000	361,770	387,500	183,663	203,837
Interfund Transfer		60,000	82,657	70,000	8,029	-	-	-
BFB		3,024,733	3,310,041	5,075,000	5,263,314	3,784,307	4,063,208	(278,901)
Total		41,447,600	44,844,870	45,618,000	46,127,812	48,256,864	48,220,687	36,177
	=====	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses								
Salaries		18,826,313	19,506,444	21,146,522	1,626,358	21,680,883	20,592,431	1,088,452
Benefits		10,952,659	12,144,929	13,883,105	1,075,711	15,086,873	13,599,328	1,487,545
P. Services		4,332,849	4,321,151	4,804,971	1,173,868	5,299,827	4,134,974	1,164,854
Supplies		1,337,164	1,742,328	1,670,267	(293,397)	1,530,133	1,459,864	70,269
Capital Outlay		65,034	195,888	54,500	(141,973)	90,000	41,767	48,233
Other Objects		442,882	335,817	437,635	18,724	469,147	384,566	84,581
Transfers		2,180,656	1,335,000	2,621,000	1,286,000	2,100,000	2,100,000	-
Contingency		-	-	1,000,000	-	2,000,000	-	2,000,000
Total		38,137,559	39,581,557	45,618,000	4,745,292	48,256,864	42,312,931	5,943,933
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2020-2021 General Fund Expenditure Report

Obj	Description	16/17 Actual	17/18 Actual	18/19 Project	19/20 Budget	20/21 Budget	6-03-21 YTD	6-03-21 Encumb	6-03-21 Balance
111	Certified salaries	10,161,648	10,831,007	12,299,845	12,665,056	12,540,564	8,937,059	3,001,585	601,920
112	Classified salaries	4,545,055	4,757,666	5,617,686	6,227,931	6,008,791	4,550,734	1,087,928	370,130
113	Administrative salaries	1,648,330	1,614,127	1,782,092	1,873,807	1,863,955	1,760,366	182,064	(78,475)
114	Managerial - classified	178,755	187,797	249,120	154,577	289,051	262,873	24,590	1,588
116	Retirement stipends	51,134	35,621	19,904	91,904	133,413	91,275	30,000	12,138
119	Confidential salaries	84,504	131,698	159,789	162,808	284,898	258,516	24,642	1,740
121	Certified subs	432,293	446,157	43,660	2,000	0	0	0	0
122	Classified subs	155,004	150,074	42,523	1,500	23,975	0	0	23,975
123	Temp certified	73,949	133,971	162,287	82,264	45,425	60	0	45,365
124	Temp classified	0	0	23,111	8,000	21,658	5,868	0	15,790
127	Student helpers salaries	7,895	6,544	4,413	21,000	16,654	11,099	0	5,555
132	Compensation time	25,767	37,764	77,738	52,300	44,207	54,682	0	(10,475)
133	Extra duty	324,897	286,017	350,933	279,579	128,295	102,354	0	25,941
134	Classified extra hrs	185,048	192,566	200,393	208,000	0	0	0	0
135	Vacation Payoff	6,938	12,246	14,017	29,817	24,292	326	0	23,967
136	Mentor teacher pay	609	0	0	0	0	0	0	0
137	Personal Leave Payout	0	0	0	0	0	0	0	0
138	Department Head Extra Duty	1,613	1,556	788	6,000	30,000	0	0	30,000
142	Taxable Meal Reimbursement	903	1,503	2,073	0	809	156	0	654
143	Cell Phone Stipend				0	1,080	990	90	0
145	Travel Stipend				0	11,400	0	0	11,400
150	Club Advisor			34,950	29,650	120,904	130,042	50,809	(59,948)
	Total Salaries	17,884,343	18,826,313	21,136,091	21,896,193	21,680,883	16,190,723	4,401,708	1,088,452
210	PERS	4,187,401	4,442,519	5,780,868	7,398,130	7,286,664	5,330,199	1,458,719	497,745
220	Social Security	1,328,140	1,385,595	1,550,125	1,655,388	1,642,024	1,173,115	318,804	150,104
231	Worker's Comp	173,370	196,943	238,867	293,025	275,747	105,190	22,183	148,374
241	Employee Ins - Admin	212,862	208,912	239,427	215,642	275,263	240,770	23,593	10,901
242	Employee Ins - Certified	2,328,554	2,370,817	2,831,052	2,449,421	2,756,998	1,898,652	615,892	242,455
243	Employee Ins - Classified	2,137,321	2,102,847	2,408,513	2,327,520	2,596,579	1,791,539	468,465	336,575
244	Employee Ins - Other	7,731	27,124	36,487	33,429	65,298	62,040	6,073	(2,814)
245	Employee Ins - Retired	228,774	195,821	122,925	83,600	52,700	36,652	0	16,048
247	TSA	40,991	22,082	24,336	25,200	45,600	41,800	3,800	0
	Total Benefits	10,645,144	10,952,659	13,232,600	14,481,355	15,086,873	10,681,799	2,917,529	1,487,545
311	Instructional Services	157,581	110,051	121,558	103,800	76,375	48,828	6,667	20,880
312	Instr Prog Improve Service	36,748	39,424	33,042	53,000	67,750	20,351	0	47,400
319	Other Instr-Prof-Tech SVCS	9,745	23,110	11,205	20,000	10,000	3,661	0	6,339
322	Repairs & Maintenance	168,482	173,295	254,579	190,300	227,612	156,031	4,177	67,403
323	Radio Service	7,767	38,310	12,455	11,100	11,100	10,206	1,141	(248)
324	Rentals	104,777	102,560	121,067	129,400	88,286	54,989	4,814	28,483
325	Electricity	473,758	466,093	453,206	502,620	465,700	306,417	91,312	67,972

2020-2021 General Fund Expenditure Report

Obj	Description	16/17 Actual	17/18 Actual	18/19 Project	19/20 Budget	20/21 Budget	6-03-21 YTD	6-03-21 Encumb	6-03-21 Balance
326	Fuel	187,899	223,740	181,534	223,135	217,800	161,101	21,916	34,782
327	Water & Sewer	121,239	150,725	138,029	153,520	142,500	103,575	0	38,925
328	Garbage	96,811	95,095	112,864	102,400	87,000	79,015	859	7,126
329	Other Property Services	19,246	34,726	10,550	20,000	0	0	0	0
330	Reimb. Student Transportation	0	1,589	(64,563)	10,200	29,900	14,061	0	15,839
340	Travel	140,225	178,985	149,454	158,263	150,513	20,639	187	129,687
343	Travel - Student - Out of Dist.	0	2,916	1,140	5,300	4,500	0	0	4,500
346	Meals/Transportation	48	99	153	200	350	0	0	350
348	Staff Tuition	44,768	71,830	92,746	47,000	2,000	56,840	0	(54,840)
351	Telephone	70,529	39,486	44,987	73,165	65,100	46,353	2,185	16,561
353	Postage	21,909	14,712	24,224	26,074	28,900	21,235	3,910	3,754
354	Advertising	3,551	1,087	2,761	4,300	2,650	465	0	2,185
355	Printing & Binding	48,223	51,996	13,712	29,400	30,950	17,813	0	13,137
360	Charter School Payments	1,961,788	1,866,943	2,159,564	2,195,000	2,300,000	2,462,056	0	(162,056)
371	Tuitions Payments to Other Dist.	29,701	29,536	0	0	0	0	0	0
373	Tuition Pay Private School	0	0	0	5,000	0	0	0	0
374	Other Tuition	625,503	162,192	240,090	92,500	90,000	29,665	0	60,335
381	Audit Services	25,150	27,700	29,150	30,000	39,000	35,400	0	3,600
382	Legal Services	5,288	11,261	33,971	35,000	35,000	23,259	0	11,741
384	Negotiation Services	13,784	8,590	0	10,000	5,000	0	0	5,000
386	Data Processing SVCS	76,794	75,380	65,278	89,600	65,000	41,214	0	23,786
388	Election Services	0	1,573	4,623	5,000	5,000	0	0	5,000
389	Other Non_instr Pro/Tech	539,114	292,488	451,897	363,700	351,450	199,140	1,356	150,954
391	Physical Exams - Drivers	3,168	4,193	4,072	4,400	5,750	5,230	625	(105)
392	Drug Tests Drivers	635	1,255	1,670	3,000	2,250	1,130	870	250
393	Child Care Services	22,000	22,000	0	15,000	0	0	0	0
394	Sub calling service	7,489	6,464	14,113	15,000	12,000	0	0	12,000
395	Classified subs	0	0	226,030	194,000	228,600	26,005	0	202,595
396	Criminal History checks	2,928	3,179	4,066	3,200	3,500	90	0	3,410
398	Fingerprinting	462	266	38	1,000	2,500	295	0	2,205
399	Classified subs	0	0	499,109	425,000	445,791	32,595	0	413,196
	Total P. Services	5,027,111	4,332,849	5,448,375	5,349,577	5,299,827	3,984,718	150,255	1,164,854
406	Gas Oil & Lubricants	103,868	115,426	190,500	190,500	189,100	68,582	216,190	(95,672)
410	Supplies & Materials	419,096	486,014	452,860	648,024	651,837	410,090	10,168	231,579
413	Vehicle repair parts	48,980	44,746	27,649	52,800	50,500	20,347	20,063	10,090
414	Transportation operations	6,060	8,776	30,655	15,000	25,000	9,938	349	14,713
420	Textbooks	131,379	83,687	68,642	28,033	9,933	7,975	0	1,958
430	Library Books	8,588	5,880	5,914	15,694	8,200	3,821	0	4,379
440	Periodicals	1,937	5,354	6,511	6,000	10,800	10,538	9,911	(9,649)
460	Equipment under 5K	212,514	184,119	162,389	178,842	146,100	18,873	5,968	121,259
470	Computer software	195,888	181,289	184,472	264,360	257,398	326,184	200	(68,986)

2020-2021 General Fund Expenditure Report

Obj	Description	16/17 Actual	17/18 Actual	18/19 Project	19/20 Budget	20/21 Budget	6-03-21 YTD	6-03-21 Encumb	6-03-21 Balance
480	Computer hardware	252,444	221,873	146,797	170,593	181,265	68,664	252,004	(139,403)
	Total Supplies & Materials	1,380,753	1,337,164	1,276,389	1,569,846	1,530,133	945,011	514,853	70,269
520	Buildings Acquisition				0	0	7,990	0	(7,990)
540	Equipment	20,047	65,034	39,805	54,500	25,000	21,165	8,147	(4,312)
564	Bus Replacement	0		258	0	0	0	0	0
	Total Capital Outlay	20,047	65,034	47,641	54,500	90,000	33,620	8,147	48,233
621	Regular Interest	0	0	0	500	0	0	0	0
640	Dues & Fees	67,655	178,632	101,706	175,180	159,726	73,911	0	85,815
650	Insurance & Judgments	218,639	230,250	245,279	265,588	306,221	0	0	306,221
652	Fidelity Bond Premiums	0	0		0	0	660	0	(660)
653	Property Insurance Premium	0	0		0	0	309,014	0	(309,014)
654		0	0		0	0	0	0	0
655	Judgments & Settlements	0	0		0	2,500	0	0	2,500
659	Settlements	0	34,000		0	0	0	0	0
670	Taxes & Licenses	0	0	0	200	700	0	0	700
	Total Other Objects	286,294	442,882	346,985	441,468	469,147	384,566	0	84,581
707	Transfer - Vocational House Fun	0	0	40,000	0	70,000	70,000	0	0
710	Transfer - Technology	200,000	225,000	100,000	0	80,000	80,000	0	0
711	Transfer - Classroom Furniture	50,000	25,000	50,000	0	10,000	10,000	0	0
712	Transfer - Textbook Adoption	350,000	300,000	400,000	400,000	200,000	200,000	0	0
713	Transfer - Capital Improvement	250,000	250,000	400,000		200,000	200,000	0	0
714	Transfer - Track and Turf Fund	110,000	10,000	85,000	10,000	0	0	0	0
715	Transfer - Athletic Fund	365,000	405,000	446,000	450,000	475,000	475,000	0	0
716	Transfer - Bus Replacement	250,000	250,000	300,000	150,000	225,000	225,000	0	0
717	Transfer - Unemploy Ins	15,000	25,000	25,000	25,000	250,000	250,000	0	0
	Transfer - OHC Fund	0	0	0				0	0
718	PERS Reserve	500,000	500,000	525,000	0	450,000	450,000	0	0
719	Transfer - Food Service	65,225	90,656	100,000	100,000	120,000	120,000	0	0
720	Transfer - Music/Band Replaceme	0	0	0	0	20,000	20,000	0	0
730	Transfer - Debt Service	0	100,000	150,000	50,000	0	0	0	0
731	Transfer - Academic Achievemen	0	0	0	0	0	0	0	0
	Total Transfers	2,155,225	2,180,656	2,621,000	1,185,000	2,100,000	2,100,000	0	0
810	Reserve/Contingency	0	0	0	1,750,000	2,000,000	0	0	2,000,000
	Grand Total	37,398,917	38,137,559	44,109,082	46,727,940	48,256,864	34,336,435	7,992,493	5,943,933

2020-2021 General Fund Revenue Report

		15/16	16/17	17/18	18/19	19/20	20-21	6-03-21	6-03-21
		Actual	Actual	Actual	Project	Budget	Budget	YTD	Balance
SSF Formula									
1111,	Taxes	8,533,160	9,048,901	10,057,517	10,136,079	10,938,094	10,938,094	10,904,823	33,271
4801,4899	Federal Forest Fees	205,708	23,160	142,770	179,478	130,000	130,000	131,726	(1,726)
3103	Common School	492,013	502,314	410,848	437,082	405,245	400,000	407,425	(7,425)
2101	County School	-				-	200,000	24,611	175,389
3104	State Timber	181,382	137,286	167,068	167,048	160,000	100,000	162,687	(62,687)
3101/3199	School Support Fund	26,623,971	27,420,195	29,412,167	29,101,930	31,264,455	31,791,963	32,079,871	(287,908)
Adjustments to SSF Payments									-
	Adj for Prior Year payments	(330,463)	261,223	250,598	(755,646)				-
	Adj for HC Disability Grant	76,394	129,474	29,635	439,748	-	-	-	-
	Total SSF Formula	35,782,164	37,522,552	40,470,603	39,705,718	42,897,794	43,560,057	43,711,143	(151,086)
1510	Interest on Investments	91,245	156,492	267,981	322,591	300,000	250,000	110,752	139,248
4200	Third Party billing	45,178	102,447	72,379	72,372	-	-	-	-
2210	TMR	149,514	208,252	210,894	180,556	150,000	210,000	103,846	106,154
4300	JROTC reimbursement	66,034	73,726	69,777	35,236	65,000	65,000	48,075	16,925
Other									-
1910	Rental Fees	10,474	9,114	7,731	3,626	10,000	7,500	-	7,500
1980	Fees Charged to Grants	800	-	-	-	100,000	50,000	-	50,000
1312, 1960, 1990,									
5300	Miscellaneous	202,944	213,437	284,801	358,144	300,000	250,000	148,431	101,569
1994	E-Rate reimbursement	82,910	76,847	68,007	-	80,000	80,000	35,232	44,768
5200	Interfund Transfer - Athletics	60,000	60,000	82,657	8,029	850,000	-	-	-
5400	Beginning Fund Balance	3,932,387	3,024,733	3,310,041	5,263,314	2,280,000	3,784,307	4,063,208	(278,901)
	Total	40,423,650	41,447,600	44,844,870	45,949,586	47,032,794	48,256,864	48,220,687	36,177