MINUTES OF THE WORK SESSION
OF THE BOARD OF DIRECTORS
SCHOOL DISTRICT 4J, LANE COUNTY, OREGON

Date: August 20, 2025

The Board of Directors (BOD) of School District No. 4J, Lane County, Oregon, held a work session at 6:00 p.m. in-person at the Education Center, 200 North Monroe Street in Eugene, Oregon, via live-stream and broadcast on KRVM. Notice of the meeting was emailed to the media and posted on the 4J website on August 15, 2025.

ROLL CALL

BOARD MEMBERS PRESENT:
Tom Di Liberto, Chair (online)
Ericka Thessen, Vice Chair
Judy Newman (online)
Maya Rabasa
Morgan Munro
Rick Hamilton

ABSENT:
Jenny Jonak

STAFF:
Miriam Mickelson, Superintendent
Carmen Xiomara Urbina, Chief of Staff
Matt Brown, Director of Finance
Seth Pfaefflin, Director of Student Services
Christine Nesbit, General Counsel
Casandra Kamens, Curriculum Administrator of Summer Learning
Kat Lange, Executive Director of Youth and Family Support
Brooke Wagner, Assistant Superintendent for Administrative Services
Kate Marrone, Director of Human Services
Larry Williams, Assistant Superintendent of Instruction and Access
Kelly McIver, Director of Communications
Cynthia Calletano, Executive Assistant to the Chief of Staff and Board
Lisa Fjordbeck, Operations Manager for the Superintendent's Office

STUDENT REPRESENTATIVES:
None

EMPLOYEE GROUPS:
Lisa Jenkins-Easton, Oregon School Employees Association (OSEA)

OTHER GUESTS:
None

MEDIA:
KRVM

I. CALL TO ORDER AND ROLL CALL

Vice Chair Thessen called the work session to order at 6:01 p.m. She said the names of the members present.

II. AGENDA APPROVAL

The agenda was approved as presented.

III. INTRODUCTION OF GUESTS AND SUPERINTENDENT'S REPORT

There were none.

IV. COMMENTS BY EMPLOYEE GROUPS

There were none.

V. CONSENT GROUP – ITEMS FOR ACTION

1. APPROVE THE DRAFT MEETING MINUTES FOR: AUGUST 4, 2025 – BOARD RETREAT

2. APPROVE ROUTINE PERSONNEL ACTIONS

MOTION: Ms. Munro moved to approve the consent group. Mr. Hamilton seconded. **The motion passed unanimously, 6:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Newman, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

VI. ITEMS FOR INFORMATION

1. REVIEW OF EUGENE SCHOOL DISTRICT 4J SUMMER PROGRAMS

Curriculum Administrator of Summer Learning Casandra Kamens provided a review of Eugene School District 4J Summer Programs via PowerPoint presentation, including information about the following eight programs:

1. Summer Enrichment and Academic Learning (S.E.A.L)
2. Kids in Transition to School (KITS)
3. Kelly SSA Program
4. Middle School Bridge
5. Extended School Year (ESY)
6. High School Credit Recovery

7. Summer Intensives Program (SIP)
8. High School Bridge

She highlighted the following statistics:

- 66.5% of participating high school students were 9th graders, 10% were 10th graders, 15% were 11th graders, and 5% were 12th graders
- 19% of participating high school students were on a 504, 11.5% were special education (SPED) students, 5% were English language learners (ELL) students, and 37% were students of color
- 47% of participating K5 students were students of color

She highlighted the following for S.E.A.L:

- 290 students
- 1 teacher, 1 EA per classroom
- Music, PE
- 18 days, 6 hours-day
- Community Partners: *Lane Arts Council, SMART Reading, School Garden Project, National Inventors Hall of Fame*

She highlighted the following for KITS:

- 76 students
- 4 classrooms across 2 school sites (Howard and Chavez)
- Each classroom this year:
    - 18-20 students
    - 1 lead educator
    - 3 supporting staff
    - 1 Inclusion EA
    - Focus on school routines, early literacy, and social skills development
    - Weekly parent group

She highlighted the following for ESY:

- 67 students (K – 18+)
- Students received 36 hours of instruction time
- ESY is an opportunity to focus on specific academic skills

She highlighted the following for Kelly Middle School SSA:

- 50 students (incoming 6th and 7th graders)
- Spanish immersion cohort
- Neighborhood cohort

She highlighted the following for Middle School Bridge:

- Students received 12 hours of instruction time

- 15-30 students per middle school
- Focus on students who would benefit the most from transition support
- 7 middle schools
- Introduce students to the school environment
- Build initial comfort and familiarity
- Foster early relationship connection

She highlighted the following for High School Bridge:

- AM and PM cohorts, 15 hours each
- 598 incoming 9th grade students served
- 299 potential credits earned
- Program is run at all four high schools
- Students are led through a variety of activities designed to build community, familiarize students with the campus and introduce them to key staff and Peer Navigators

She highlighted the following for Online Credit Recovery:

- Online Learning Labs are open for students at all four high schools
- Students access courses at any time online, but must attend in person for all tests
- 226 students participated
- Students can recover up to 10 credits in core subject areas

She highlighted the following for the Summer Intensives Program:

- 470 students enrolled
- 134 credits earned across 20 different classes
- Offers 9th and 10th grade credit recovery
- SIP for 9th – 12th grades

Ms. Kamens read quotes from participants and their parents, underscoring the positive impact of summer programming. She shared a short video on behalf of the S.E.A.L program.

Ms. Newman asked how students get to participate in summer programming (i.e. by recommendation, first come, first serve, etc.).

Ms. Kamens responded that all programs are a little different. She said ESY, S.E.A.L, and Middle School Bridge are invitation-only; KITS, SIP, and High School Bridge are open enrollment; and participants in the High School Credit Recovery program are invited via their school counselor.

Ms. Newman asked if there was any difficulty filling teaching positions.

Ms. Kamens said Middle School Summer Bridge and ESY faced some initial challenges.

Referring to the math component of summer intensives, Ms. Munro asked if the focus is getting students to be able to join 10th grade math with their peers.

Ms. Kamens responded that this summer the focus was to have students access the 9th grade standards, not necessarily to catch them up, but to teach them the algebra standards and recover an algebra credit.

Ms. Munro asked for more information about the summer programming budget.

Ms. Kamens referenced $35 million put aside from the legislature for summer learning (i.e. state summer learning grant) but said 4J has not qualified for the past two years as they have not demonstrated as much need compared with other districts.

2. MONTHLY FINANCE REPORT

Finance Director Matt Brown presented a Monthly Finance Report for July 2025. He highlighted the following graphs via PowerPoint presentation:

- Enrollment Trends revealing a steady decline in enrollment
  - 14,600 students in 2024-25 versus roughly 16,000 students in 2022-23
- General Fund Revenue
- General Fund Expenses
- General Funds – Over/Under Monthly Spend
- All Funds – Financial Summary
  - The estimated beginning General Fund balance is roughly $45 million

Ms. Munro asked for more information about what drives fluctuating enrollment trends.

Mr. Brown said he will contact Director of Research and Planning Oscar Loureiro.

Ms. Newman asked what was originally budgeted for the beginning fund balance.

Mr. Brown responded $46.3 million.

Ms. Munro asked what they predict for the ending fund balance.

Mr. Brown responded they estimate roughly $18 million.

Vice President Thessen added that monthly financial reports will be ongoing.

VII. ITEMS FOR ACTION

1. APPROVE REVISIONS TO POLICIES GBN/JBA – SEXUAL HARASSMENT AND JBA/GBN – SEXUAL HARASSMENT

General Counsel Christine Nesbit recommended approving revisions to Policy GBN/JBA – Sexual Harassment and Policy JBA/GBN – Sexual Harassment. She noted that they updated the policy to reflect that reporting can be made to all staff.

MOTION: Ms. Rabasa moved to approve revisions to Policy GBN/JBA – Sexual Harassment. Ms. Munro seconded. **The motion passed unanimously, 5:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

MOTION: Ms. Rabasa moved to approve revisions to Policy JBA/GBN – Sexual Harassment. Ms. Munro seconded. **The motion passed unanimously, 5:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

2. APPROVE REVISIONS TO POLICY JFE – PREGNANT AND/OR PARENTING STUDENTS

Ms. Nesbit recommended approving revisions to Policy JFE – Pregnant and/or Parenting Students.

MOTION: Ms. Munro moved to approve revisions to Policy JFE as presented. Ms. Rabasa seconded. **The motion passed unanimously, 5:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

3. ADOPT POLICY GCBDF/GDBDF – PAID FAMILY AND MEDICAL LEAVE INSURANCE

Assistant Superintendent for Administrative Services Brooke Wagner and Director of Human Resources Kate Marrone recommended adoption of Policy GCBDF/GDBDF – Paid Family and Medical Leave Insurance.

MOTION: Ms. Rabasa moved to adopt Policy GCBDF/GDBDF – Paid Family and Medical Leave Insurance as presented. Ms. Munro seconded. **The motion passed unanimously, 6:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Newman, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

4. APPROVE REVISIONS TO POLICY GCBDA/GDBDA – FAMILY AND MEDICAL LEAVE

Ms. Wagner and Ms. Marrone recommended approving revisions to policy GCBDA/GDBDA – Family and Medical Leave.

MOTION: Ms. Munro moved to approve revisions to Policy GCBDA/GDBDA – Family and Medical Leave. Ms. Newman seconded. **The motion passed unanimously, 6:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Newman, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

5. APPROVE REVISIONS TO POLICY GCBDC/GDBDC – DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT, BIAS, OR STALKING LEAVE AND SAFETY ACCOMMODATION

Ms. Wagner and Ms. Marrone recommended approving revisions to Policy GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave and Safety Accommodation.

> **MOTION:** Ms. Munro moved to approve revisions to Policy GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave and Safety Accommodation. Seconded by Mr. Hamilton. **The motion passed unanimously, 6:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Newman, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

6. APPROVE REVISIONS TO POLICY IICA – FIELD TRIPS AND DISTRICT-REPRESENTED GROUP TRAVEL

Chief of Staff Carmen Xiomara Urbina recommended approving revisions to policy IICA – Field Trips and District-Represented Group Travel.

> **MOTION:** Ms. Rabasa moved to delete Policy IICA and adopt the newly written Policy IICA – Field Trips and District-Represented Group Travel. Ms. Munro seconded. **The motion carried unanimously, 6:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Newman, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

7. APPROVE RESOLUTION NO. 2025-26-04 – ESTABLISHING BOARD COMMITTEES FOR THE 2025-26 SCHOOL YEAR

Ms. Nesbit recommended approval of Resolution No. 2025-26-04 – Establishing Board Committees for the 2025-26 School Year.

Ms. Newman asked if a resolution would need to be passed if a new committee forms during the school year.

Ms. Nesbit responded that a resolution would not be required, but the committee would need to be formally adopted by the BOD.

> **MOTION:** Ms. Munro moved to approve Resolution No. 2025-26-04 – Establishing Board Committees for the 2025-26 School Year. Mr. Hamilton seconded. **The motion passed unanimously, 6:0:0; Chair Di Liberto, Vice Chair Thessen, Ms. Newman, Ms. Rabasa, Ms. Munro, and Mr. Hamilton all voting in favor.**

VIII. ITEMS FOR ACTION AT A FUTURE MEETING

1. CONSIDER FOR APPROVAL REVISIONS TO POLICY CCG – EVALUATION OF ADMINISTRATORS

Assistant Superintendent for Instruction and Access Larry Williams and Ms. Marrone recommended future approval of revisions to Policy CCG – Evaluation of Administrators. Mr. Williams explained that the policy has been approved by the policy workgroup and

the Human Resources Director. The policy states that district administrators will be formally evaluated on their job performance at least once per year. The purpose is to assess administrators and assist them with developing and strengthening their professional abilities and improve the instructional programs and management of district schools and departments.

Mr. Williams and Ms. Marrone briefly responded to questions from the BOD. They clarified that the policy is for all administrators and that evaluations are conducted by licensed staff based on hierarchy (for example, directors oversee the evaluations of principals).

2. CONSIDER FOR APPROVAL REVISIONS TO POLICY JCCF – PEDICULOSIS (HEAD LICE)

Director of Student Services Seth Pfaefflin recommended the future of approval of revisions to Policy JCCF – Pediculosis (Head Lice). He explained that the policy is to align with the district's non-exclusionary practices which have been in place since 2017.

3. EUGENE SCHOOL DISTRICT 4J ORGANIZATIONAL CHART

Dr. Mickelson presented a first read of the Eugene School District 4J Organizational Chart for the 2025-26 school year. She said the document guides district operations. It follows the same format as last year with a few minor adjustments, including the addition of the Finance Director to the Executive Leadership Team.

IX. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Ms. Munro stated that the Board is excited and hopeful for this coming school year and they appreciate all the work everyone is doing getting ready for it.

Vice Chair Thessen reported an upcoming change. The Comments by Individual Board Members section of the agenda will be used to summarize Committee Reports.

X. SUGGESTIONS BY THE BOARD FOR CONSIDERATION OF ITEMS AT A FUTURE MEETING

Mr. Hamilton suggested a briefing on school safety.

Superintendent Mickelson responded that School Safety Director Jennifer Bills will be presenting on the topic soon.

XI. ADJOURNMENT

Vice Chair Thessen adjourned the work session at 7:35 p.m.

Recorded by Terah Van Dusen, LCOG

Dr. Miriam Mickelson
District Clerk

Tom Di Liberto
Board Chair