



**LEBANON COMMUNITY SCHOOL DISTRICT  
SCHOOL BOARD MEETING  
JANUARY 11, 2024, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

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**MEETING MINUTES**

<b>BOARD MEMBERS PRESENT:</b> Tom Oliver, Chair, via Zoom Clyde Rood, Member Melissa Baurer, Member Nichole Piland, Member	<b>EXECUTIVE STAFF PRESENT:</b> Jennifer Meckley, Superintendent Kim Grousbeck, Human Resources Director Steven Prosocki, Business Director William Lewis, Chief Operations Officer
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The meeting minutes were recorded by Executive Secretary Jessica Woody.

**1. WELCOME AND CALL TO ORDER**

Board Chair Tom Oliver called the meeting to order at 6:01 PM and led the flag salute.

**2. PUBLIC COMMENTS**

No public comments were made.

**3. EARLY LITERACY GRANT APPROVAL**

Superintendent Meckley speaks to the board regarding the Early Literacy Grant, referring to the slides. She explains that this is a non-competitive grant, with a very short turnaround time, and notes that the district received the application mid-December, and it is due January 8<sup>th</sup>, and was submitted that day as well. She notes the House Bill 3198 where this originated, and she states that part of the legislation is that the board must approve the grant application.

Jennifer notes that the grant covers the initial 2023-25 biennium, and funding for 2023-24 would be \$272,011.82, and for 2024-25 would be \$283,114.34. She explains that the funding can be used for professional development and coaching, extended learning programs, high-dosage tutoring, research-aligned curriculum, and student growth assessment.

Jennifer also explains that an extensive review of the current literacy program took place, meeting with staff and gaining input from stakeholders, and she notes the strengths and areas of growth – the biggest task being, to articulate current programs. Referring to the slides in the packet, she explains the summary of activities with the funds and what the district plans to do in each area. 40% was allocated to schools based on their enrollment and schools were asked for their input. Jennifer also references the inventory and budget spreadsheet as well. She notes that some things may be put into effect right away if staff and materials are available.

A main area of growth that is also noted is EL, English Language Learners, more support for staff and students. State data regarding EL is also referenced.

Jennifer also explains that one of the best things she believes could be done with these funds is preschool, however when she inquired about this, she was told that it does not fall under the allowable expenses.

Jennifer has met with the State Senator, and surrounding Superintendents regarding this grant, as well.

Clyde motions to approve the grant, and Nichole seconds the motion. All in favor with a unanimous vote, the Early Literacy Grant is approved. No further discussion takes place.

#### **4. SUPERINTENDENT EVALUATION PROCESS**

Board Chair, Tom Oliver, explains to the board that this is the time of year where an evaluation takes place, over the course of several months in bits and pieces. He would like to talk through the process and ensure that the board is in alignment. He notes that typically the board would use the OSBA components consisting of goals, and providing evaluation and direction. He reiterates that it would not be evaluation based on whether the district has accomplished those goals, but whether we are taking the necessary steps to get there.

Tom notes the series of standards consisting of visionary district leadership, ethics and professional norms, inclusive district culture, culturally responsive instructional leadership and improvement, communication and community relations, effective organizational management, effective financial management, and policy, governance and advocacy. Tom also notes the Self Evaluation that Jennifer will provide, as well as the targeted feedback survey to provide additional perspective.

Melissa feels that it is a straight forward process and does not have any questions.

Tom adds that if there is no further discussion, the board may use the goals and framework to work individually and then discuss as a group in February. Jennifer adds that she plans to have her self-evaluation ready before the February Board Meeting, and hope to see survey results by then as well.

Nichole inquires who the survey goes to, Jennifer explains that it goes to some staff, stakeholders, as well as a randomly selected group. A public survey is discussed and Tom notes typically you would shy away from a public survey in this kind of evaluation, but this could be something to consider when the board focuses on the board self-assessment that Melissa has brought to the board's attention in a previous meeting.

There is no further discussion.

#### **5. CONSENT AGENDA**

Nichole motions to approve and Melissa seconds the motion. All in favor with a unanimous vote, the consent agenda made up of the December 7, 2023 Board Meeting Minutes, Second Reading Policy Updates EFA, BCBA, and BCBA-AR, and New Hires Krysta Dmochowsky and Joseph Leykam is approved in its entirety.

## **6. DEPARTMENT REPORTS**

### **A. Operations**

William provides a brief update to the board regarding the Seven Oak project, the Lacombe roof, and the LHS cafeteria project. He shares that the board will look more at these projects next week.

### **B. Human Resources**

Nothing to report.

### **C. Finance**

Steven speaks to the board noting that the 2022-23 audit has not yet been completed and he is in the process of requesting a concrete date. He explains that if the audit is not completed, the state will hold the state school funding in January. Steven explains that he plans to ask for 5%, approximately \$12,000, for the interest loss from the state school fund being withheld in January. He also has investigated other auditor options for the future, finding that there is a very small number of auditors available or willing, aside from who the district is already contracted with. He expresses his frustrations, and explains it would take legislative action to make something happen at this point, and Tom agrees with him. He notes that he will continue to have everything ready on the district's side. It is asked whether the audit will be sent to the state before it goes before the board for approval and William explains that traditionally the audit does go to the state before going before the board. Discussion takes place whether board members have received the internal controls email yet, or not. Clyde asks whether there is a way of putting teeth into this in the future, and Steven explains that there were new audit members this year that appeared to look for different things, and he does not know the exact answer to Clyde's question, but he will be looking for things to help moving forward.

Steven also notes that the contract was settled, and in exciting news, they were able to creatively shift staffing into SIA this year to cover and avoid any cuts.

Melissa asks a question, directed to William, whether there are any grants available that would cover a roof. William explains that generally deferred maintenance is not covered under grant dollars. He explains that they are actively looking for grants relating to facilities and maintenance. He explains that the district did apply for the COPS grant, which will fund updated building security, as well as the district is in the process of applying for a cyber security grant. Melissa also references the social media posts regarding summer school meal program grants and William notes that the district is very active in that process, he refers to Angie Gorman-- Nutrition Director, who is excellent and thoroughly explores those grants, and also refers to options for CEP that will improve the program even more.

## **7. COMMUNICATION**

### **A. Board**

Nichole and Melissa both note their participation in the mock interviews with the seniors, and expressed how great it was to hear their goals and all of their great questions. Melissa specifically notes that quite a few students were going on to the cosmetology field and offered feedback regarding the community college offering a class for the high school in the future.

Melissa also acknowledges the community event, "Soup with Sup", that was put on at Cascades, where Superintendent Meckley joined, and she felt it was a clever way to interact with the community. Jennifer notes that she enjoyed it very much.

Clyde announced to the board members that he has been appointed to the Region 10 OSBA Board of Directors, and Superintendent Meckley congratulated him.

### **A. Superintendent**

Jennifer provides her Jen's Zens to the board, starting with recognition of the Welcome Center. The Welcome Center provides basic needs to hundreds of families, a caseload that is constantly growing, and by doing so, their students can often attend school with dignity and fewer barriers. The work that they do would not be possible without the overwhelming generosity of individuals, businesses, and organizations, throughout the community. Jennifer shares that the team organized sponsors for 106 students of all ages, ensuring that they had gifts to open for the holidays, as well as countless meal deliveries.

Jennifer also highlights the work of the Nutrition team led by Nutrition Director, Angie Gorman, who with her team works tirelessly to ensure that even when schools closes for a break of any length, students still have access to free breakfast and lunch during those times. Over winter break this year, Jennifer shares that the team served 71 meals, and though Director Gorman wishes those numbers were larger, hearing a family of 6 children whose mother says that these meals are a must, makes it all worthwhile. Federal rules require that meals be eaten on site, so the Nutrition department provides puzzles, coloring pages, and a daily craft to keep siblings busy while they finish eating.

Ms. Meckley also shares that the district received a \$500,000 federal grant through the Department of Justice to help fund safety and security infrastructure improvements. While this is a large amount of money, it is not sufficient to cover the improvements needed, however it does allow the district to chip away at the most urgent needs, with intention to reapply for the grant annually. Jennifer thanks the team who worked on this effort and to the COPS School Violence Prevention Program for recognizing the funding deficits and extreme needs, as well as the strong partnerships and organizations and agencies who share the commitment to safe schools.

Last but definitely not least, Jennifer announces that it is School Board Appreciation Month! Jennifer thanks the school board members for their curiosity and learner's mindset, honesty and transparency, and commitment to help create the best opportunities for students. She explains that to show the district's appreciation, Jessica Woody thoughtfully assembled canvas gift bags for each member, consisting of a sleek name tag to wear when in buildings, sweet cards made by Seven Oak Middle School leadership students, Crumbl cookies, a copy of Robert's Rules of Order Revised, and a QR code which will provide information on choosing some really nice outerwear with LCSD logos.

### **8. PUBLIC COMMENTS**

No public comments were made.

### **9. ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 6:45 PM.



Tom Oliver, Board Chair

*Jennifer Meckley*  
Jennifer Meckley, Superintendent

# Jen's Zens

A Few Happy Stories from LCSD



# The Welcome Center: Making the Season Bright



# The Nutrition Team: Nurturing Year-round





# LCSD Moves to Improve with \$500,000 Grant



**COPS**

*Community Oriented Policing Services  
U.S. Department of Justice*

# January is School Board Appreciation Month



Thank you.

