



December 15, 2020

**A. REGULAR SESSION**

The December 15, 2020 Linn Benton Lincoln Board of Directors regular Board meeting was held remotely with Chairperson Dunsdon calling the meeting to order at 6:00 PM. Chairperson Dunsdon led the Pledge of Allegiance.

Present:

Board Members: David Dunsdon, Heather Search, Terry Deacon, Roger Irvin, Miriam Cummins and David Dowrie. Staff: Tonja Everest, Superintendent; Jason Hay, Assistant Superintendent; Jackie Olsen, Chief Financial Officer; Kate Marrone, Chief Human Resource Officer; Francisco Zavala, Chief Information & Technology Officer and Karen Chandler, Board Secretary.

Guests:

Kenny Allen, Certified Public Accountant, Pauly, Rogers, and Co. P.C.

Absent:

Frank Bricker

Chairperson Dunsdon asked if there were any public comments and there were none. An agenda item was added to the Reports section F, number 6 (e).

**B. CLERK'S ITEMS OF BUSINESS**

1. Consent Agenda

Chairperson Dunsdon asked Board Members if there were any items they would like to remove from the Consent Agenda.

- a. Approval of Regular Board Meeting Minutes from November 17, 2020
- b. Approval of the Personnel Report
- c. Approval of Claims Paid for November, 2020
- d. Approval of Policy ACB, All Students Belong

*David Dowrie moved to approve the Consent Agenda and Heather Search seconded the motion. The motion passed unanimously.*

**C. EXECUTIVE SESSION**

Chairperson Dunsdon recessed regular session and the Board entered into Executive Session at 6:05 PM. Executive session closed at 6:08 PM.

Regular session commenced at 6:09 PM.



**D. BOARD**

- 1. Ratification of the Linn Benton Lincoln Education Association /Linn Benton Lincoln ESD Memorandum of Understanding (MOU): COVID-19 Hybrid Reopening *David Dowrie moved to Ratify the Linn Benton Lincoln Education Association/Linn Benton Lincoln ESD Memorandum of Understanding (MOU): COVID-19 Hybrid Reopening. Roger Irvin seconded. The motion passed unanimously.*
- 2. 2021-2023 Local Service Plan Approval *David Dowrie moved to Approve 2021-2023 Local Service Plan. Heather Search seconded. The motion passed unanimously.*
- 3. Discussion of nomination for the Chair-Elect of the Oregon Association of Education Service Districts (OAESD). Superintendent Everest led a discussion of the upcoming nomination for the Chair-Elect of the Oregon Association of Education Service Districts (OAESD). Further discussion will continue at the January Board meeting.

**E. POLICIES**

- 1. First Reading of Policy *JB, Equal Education Opportunity* The first reading of Policy *JB, Equal Education Opportunity* was held.
- 2. First Reading of Policy *JFCM, Threats of Violence\*\** The first reading of Policy *JFCM, Threats of Violence\*\** was held.
- 3. Rescind Policy *FEB, Selection of Architect* Jason Hay explained that Policy *FEB, Selection of Architect* has been archived by OSBA and recommends rescinding the policy at the next meeting.

**F. REPORTS**

- 1. Business Office Matters
  - a. Independent Auditor’s 2019-2020 Report Chief Financial Officer Olsen introduced Kenny Allen, Certified Public Accountant, Pauly, Rogers, and Co. P.C., who presented the 2019-2020 Audit Report. Mr. Allen reviewed the 2019-2020 LBL Audit and accountant's summary letter. A revised letter will be issued. A clean opinion with no reservations or findings was issued.



***David Dowrie moved and Terry Deacon seconded the motion to accept the 2019-2020 Independent Audit as presented. The motion passed unanimously.***

- b. November 2020 Financial Statement Chief Financial Officer (CFO) Jackie Olsen presented the November financial statements.
  - c. Early Retirement Report CFO Olsen provided the Early Retirement Fund report to the Board.
  - d. Financial Plan – Erate CFO Olsen presented the Financial Plan-Erate. She reported that no new customers were added this year. Discussion was held regarding the new formatting of the report and agreement was made to add a field for fund balance.
  - e. Budget Committee Position, Zone 7 ***Terry Deacon moved and Roger Irvin seconded to appoint Ron Beck to the 2021-2023 Budget Committee Zone 7. The motion passed unanimously.***
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- 2. OAESD Governance Council Meeting Report David Dowrie reported that the OAESD Governance Council Meeting report will be provided at the January Board meeting. Mr. Dowrie provided a report of the December 10, 2020 OAESD Legislative Committee meeting. Chair Dunsdon requested that Legislator email addresses be provided to the Board.
  - 3. OSBA Virtual Fall Conference Report Miriam Cummins reported on her attendance at the OSBA Virtual Fall conference. She and Superintendent Everest attended the meeting in November which provided many good sessions with a focus on providing information regarding the equity lens.
  - 4. OSBA Webinar: Dealing with Conflict on the Board David Dowrie reported on the OSBA virtual webinar attended by Directors Dowrie, Bricker and Superintendent Everest titled Dealing with Conflict on the Board. He provided a checklist for review that will be discussed at the annual Board work session.
  - 5. Strategic Plan Tasks and Activities Superintendent Everest reviewed the 2020-2021 Strategic Plan Tasks for November.



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6. Superintendent's  
Report - Tonja Everest,  
Superintendent

- a. Legal Representation discussion and information Superintendent Everest provided information she gathered from Jim Green, Executive Director of the Oregon School Board Association regarding legal representation for the ESD.
- b. Classified Council Superintendent Everest provided the agenda from the November 19, 2020 meeting of the Classified Council.
- c. Leadership Council Superintendent Everest provided a summary of the November Leadership Council meetings
- d. Valley Coast Superintendents Association (VCSA) Superintendent Everest presented the agenda from the November 20 Valley Coast Superintendents Association meeting.
- e. Component District Reopening Update Superintendent Everest shared tentative plans of the component districts for the week of January 4, 2020. Assistant Superintendent Hay explained 'Safe Harbor'.

**G. EXECUTIVE SESSION** Session occurred earlier in the meeting.

**H. FOR INFORMATION ONLY**

- 1. Appreciations A copy of the November Appreciation list was provided to the Board.
- 2. Winter Inservice The Board was provided the December Winter Inservice program plans and training locations.

**I. IMPORTANT DATES** Upcoming pertinent dates were shared with the Board.

**J. FUTURE AGENDA ITEMS** N/A

**K. WORK SESSION TOPICS** Ideas brought forth were resolving conflict protocols/operating agreements and economy of scale.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

December 15, 2020

**ADJOURNMENT**

Chairperson Dunsdon adjourned the meeting at 7:46 PM.

DocuSigned by:

*David Dunsdon*

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David Dunsdon, Board Chairperson

DocuSigned by:

*Tonja Everest*

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Tonja Everest, Superintendent

Recorded by Karen Chandler