



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

January 12, 2021

REGULAR SESSION

The January 12, 2021 Linn Benton Lincoln Board of Directors regular Board meeting was held remotely with Vice-Chairperson Irvin calling the meeting to order at 6:03 PM. Introductions were made and Vice-Chairperson Irvin led the Pledge of Allegiance.

Present:

Board Members: David Dunsdon, Heather Search, Terry Deacon, Roger Irvin, Miriam Cummins, Terry Deacon, Frank Bricker 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:

Don Dorman, Program Administrator and Calista Huffman, Occupational Therapist, Cascade Regional Program; Carol Samuels, Managing Director of Public Finance Investment Banking, Piper Sandler

Absent:

N/A

Vice-Chairperson Irvin asked if there were any public comments and there were none. An agenda item was added to the Board section under Reports, item 2. d. Budget Committee.

A. CLERK’S ITEMS OF BUSINESS

1. Consent Agenda

Vice-Chairperson Irvin asked Board Members if there were any items to be removed from the Consent Agenda.

- a. Approval of Regular Board Meeting Minutes from December 15, 2020
- b. Approval of the Personnel Report
- c. Approval of Claims Paid for December, 2020
- d. Approval of Policy *JB, Equal Education Opportunity*
- e. Approval of Policy *JFCM, Threats of Violence***
- f. Rescind Policy *FEB, Selection of Architect*

Frank Bricker moved to approve the Consent Agenda and Terry Deacon seconded the motion. The motion passed unanimously.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

January 12, 2021

B. BOARD

1. Discussion of nomination for the Chair-Elect of the Oregon Association of Education Service Districts (OAESD)

A discussion was held regarding a nomination for the Chair-Elect of Oregon Association of Education Service Districts (OAESD). There were no Board members wishing to run at this time.
2. 2021-2022 and 2022-2023 Work Calendars

Kate Marrone, Chief Human Resource Officer, presented the 2021-2022 and 2022-2023 Work Calendars to the Board.

David Dowrie moved and Heather Search seconded the motion to accept the 2021-2022 and 2022-2023 Work Calendars as presented. The motion passed unanimously.

C. POLICIES

1. Review of Administrative Regulation GCBDA/GDBDA-AR 1, Federal Family and Medical Leave/State Family Medical Leave

A review of Administrative Regulation GCBDA/GDBDA-AR 1, Federal Family and Medical Leave/State Family Medical Leave was held.
2. First Reading of Policy DJC, Bidding Requirements

A first reading of Policy DJC, Bidding Requirements was held.
3. Review of Administrative Regulation DJC-AR, Special Procurements and Exemptions from Competitive Bidding

A review of Administrative Regulation DJC-AR, Special Procurements and Exemptions from Competitive Bidding was held.

D. REPORTS

1. Capital Improvement Plan Update

Jason Hay, Assistant Superintendent provided an update on the Capital Improvement Plan. Mr. Hay informed the Board that two Request for Proposals (RFP's) were received for Project Manager and six proposals were received for Design Services. He provided



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

January 12, 2021

- an outline for the hiring of a Project Manager with interviews starting on Thursday, January 14, 2021. Once the Project Manager is selected, they will join and facilitate the process of searching for a Project Design Service firm.
2. Business Office Matters
 - a. Funding for Capital Improvement Projects

Carol Samuels, Managing Director of Public Finance Investment Banking, Piper Sandler, provided detail regarding financial options for funding the Capital Improvement Project. Detailed questions were asked by the Board to Ms. Samuels. The Board agreed to further discussion and meetings regarding funding for the project.
 - b. Seeking authorization for funding Capital Improvement projects

Decision was made to shelf the action item for seeking authorization to fund the Capital Improvement project and to direct Cabinet to continue researching options.
 - c. December 2020 Financial Statement

Chief Financial Officer (CFO) Jackie Olsen presented the December 2020 financial statements. She noted the additional funds for school districts were coming to the State of Oregon from the Elementary and Secondary School Emergency Relief grant (ESSR) due to the Consolidated Appropriations Act.
 - d. Budget Committee

David Dowrie moved to appoint Jeanne Wooten to the 2021-2023 Budget Committee Zone 1. Heather Search seconded and the motion passed unanimously.
 3. Cascade Regional Program

Don Dorman, Program Administrator introduced Calista Huffman, Occupational Therapist (OT) for the Cascade Regional Program. The Program has been challenged to provide their services virtually due to COVID-19. Ms. Huffman provided information that she and her colleagues are using to help students concurrently maintain attention and body awareness using interoceptions in a virtual environment.
 4. LBL Superintendent Communication Work Group Report

Miriam Cummins, Board Director, reported on the January 5, 2021 meeting of the Superintendent Communication Work Group. The group reviewed the updated talking points using the Equity Lens to aid in sharing information with the legislature and public.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

January 12, 2021

Board Director Dunsdon expressed his desire to join the work group :
was welcomed.

5. Strategic Plan Tasks and Activities Superintendent Everest provided the 2020-2021 Strategic Plan Tasks for December.

6. Superintendent’s Report

a. Board Appreciation Proclamation Superintendent Everest shared a proclamation of appreciation which declared January 2021 as School Board Recognition Month. She expressed appreciation for the Board of Director’s invested commitment and stated she was fortunate to serve them.

b. Leadership Council Superintendent Everest provided a summary of the December Leadership Council meetings.

c. Valley Coast Superintendents Association (VCSA) Superintendent Everest provided the agenda from the December 11, 2020 VCSA meeting and detailed the work the group has been undertaking.

d. Component District opening plans update Superintendent Everest reported on component districts re-opening Plans and reported that there will be significant new guidance released on January 19, 2021.

e. STEM Hub Superintendent Everest provided an informational document outlining work the STEM Hub has been doing.

E. EXECUTIVE SESSION

Vice-Chairperson Irvin recessed regular session and the Board entered into Executive Session at 8:07 PM. Executive session closed at 8:16 PM.

Regular session was commenced at 8:16 PM.

F. FOR INFORMATION ONLY

1. Annual Performance Review Three Year Plan The Annual Performance Review Three Year Plan was provided to the Board.

2. Appreciations A copy of the December Appreciation list was provided to the Board.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

January 12, 2021

3. Legislator email addresses

Copies of the 2020-2021 Legislator names and emails were provided to the Board.

Upcoming pertinent dates were shared with the Board.

G. IMPORTANT DATES N/A

H. FUTURE AGENDA ITEMS N/A

I. FUTURE WORK SESSION TOPICS Facilities Improvement Planning.

J. ADJOURNMENT Vice-Chairperson Irvin adjourned the meeting at 8:17 PM.

DocuSigned by:

Roger Irvin

EE857E4CB9F649C...

Roger Irvin, Board Vice-Chairperson

DocuSigned by:

Tonja Everest

72BB1359A84645C...

Tonja Everest, Superintendent

Recorded by Karen Chandler