



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

February 9, 2021

A. REGULAR SESSION

The February 9, 2021 Linn Benton Lincoln Board of Directors regular Board meeting was held remotely with Chairperson Dunsdon calling the meeting to order at 6:02 PM. Introductions were made and with Chairperson Dunsdon led the Pledge of Allegiance.

Present:

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

Guests:

David McKay, Steve Earle

Absent:

Heather Search

Chairperson Dunsdon asked if there were any public comments and there were none.

B. OPEN PUBLIC HEARING

Chairperson Dunsdon opened the public hearing for the resolution to authorize the Linn Benton Lincoln Education Service District Board of Directors, sitting at the local contract review Board for the agenda, to authorize an exemption from the competitive bidding requirements of ORS 279C.335(1), pursuant to ORS 279C.335(2), to engage in the Alternative Contracting Method, Construction Manager | General Contractor (CM|GC) form of delivery, for renovations of the administration building.

C. CLERK'S ITEMS OF BUSINESS

1. Consent Agenda

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

- a. Approval of Regular Board Meeting Minutes from January 12, 2021
- b. Approval of Board Work Session Minutes from January 27, 2021
- c. Approval Personnel Report
- d. Approval of Claims Paid for January, 2021



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- e. Approval of Policy *DJC, Bidding Requirements*
- f. Approval of donation from Dulce Lopez-Madriral of a Juvenile stander physical therapy equipment valued at \$6,000 Cascade Regional Program

David Dowrie moved to approve the Consent Agenda and Frank Bricker seconded the motion. The motion passed unanimously.

D. EXECUTIVE SESSION

Chairperson Dunsdon recessed regular session and the Board entered into Executive Session at 6:05 PM. Executive session closed at 6:14 PM.

Regular session commenced at 6:15 PM.

E. BOARD

- 1. Equity Discussion
Facilitation Opportunity

Chairperson Dunsdon opened discussion on an Equity Discussion Facilitation Opportunity by Oregon School Board Association (OSBA). OSBA offers a program on Equity and facilitates training sessions with district Boards. Chair Dunsdon asked if the Board would be interested in obtaining such training. The Board agreed to coordinate training with OSBA for a Board work session.

- 2. Board Meeting Schedule
discussion

The Board held discussion on three topics related to the Board meeting schedule: Executive Session, additional meetings due to the Capital Improvement Project and whether the Board would like to begin meeting in person. After discussion, the Board decided to hold Executive Sessions prior to Board meetings; any needs for additional meetings will be scheduled virtually as needed; and the Board will continue to meet virtually for the next two months and reassess at that time.

- 3. Three Month Leave of
Absence Request

The motion was amended as presented to include the employee name.

Terry Deacon moved to approve the three month leave of absence request for Kylie Brandt. Frank Bricker seconded the motion. The motion passed unanimously.



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F. REPORTS

1. Capital Improvement Project

Jason Hay, Assistant Superintendent, presented the Capital Improvement Project documents, which outlined the process for the project.

a. Capital Improvement Project Manager Services

Frank Bricker moved to approve HMK Company Project Management services contract and Terry Deacon seconded the motion. David Dowrie abstained from the motion.

G. CLOSE PUBLIC HEARING

Chairperson Dunsdon closed the Public Hearing for the resolution to authorize the Linn Benton Lincoln Education Service District Board of Directors, sitting at the local contract review Board for the agenda, to authorize an exemption from the competitive bidding requirements of ORS 279C.335(1), pursuant to ORS 279C.335(2), to engage in the Alternative Contracting Method, Construction Manager | General Contractor (CM|GC) form of delivery, for renovations of the administration building.

b. CM|GC Alternative contract method summary

The Board held a Work Session on January 27, 2021 to review the alternative contract method summary. David McKay, owner of HMK Company, provided an updated summary of the alternative contract method and the Proposed findings for alternative contracting method (CM|GC) and was present for any question posed by the Board.

c. Proposed findings for alternative contracting method (CM|GC)

Frank Bricker moved to approve Resolution 03-2021, Proposed Findings for CM|GC Alternative contracting method and utilize the CM|CG contractor method as the alternative contract method. Terry Deacon seconded the motion. The motion passed unanimously

H. REPORTS – CONTINUED

d. Project Manager End of Month Report Sample

Jason Hay, Assistant Superintendent, provided a sample End of Month report to familiarize the Board with the format. The Board will be provided such monthly reports for the duration of the Capital Improvement Project. Discussion was held and Steve Earle, project manager, HMK Company, further explained the structure of the report and responded to questions and suggestions for customizing the report to the requests of the Board.



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2. Business Office Matters
 - a. Discuss authorization of funding for Capital Improvement

Jackie Olsen, Chief Financial Officer (CFO) described funding options and opened discussion for the Capital Improvement Project Resolution.

David Dowrie moved and Miriam Cummins seconded to approve resolution 03-2021 To Approve resolution authorizing the execution delivery of a full faith and credit financing agreement and escrow agreement for the purpose of financing real and personal property in amount not to exceed \$7,000,000; designating an authorized representative and special counsel; and related matters. The motion passed unanimously.
 - b. January 2021 Financial Statement

Chief Financial Officer (CFO) Jackie Olsen presented the January 2021 financial statements.
3. Superintendent Financial Work Group Report

David Dunsdon, David Dowrie and Roger Irvin, Board Directors updated the Board on the Superintendent Financial Work Group, who met immediately prior to the Board meeting.
4. Superintendent Annual Performance Review Work Group Report

Superintendent Everest updated the Board on an upcoming customer satisfaction survey that the work group has been working on. Board Directors. The agenda from the Superintendent Annual Performance Review Work Group, which met on January 12, 2021 was provided to the Board.
5. Strategic Plan Tasks and Activities

Superintendent Everest provided the 2020-2021 Strategic Plan Tasks for January.
6. Superintendent's Report
 - a. Classified Council

Superintendent Everest provided the agenda from the January 15, 2021 Classified Council meeting.
 - b. Labor Management Team

Superintendent Everest provided the agenda from the January 13, 2021 Labor Management Team (LMT) meeting.
 - c. Leadership Council

Superintendent Everest provided a summary of the January Leadership Council meetings.



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- d. Valley Coast Superintendent’s Association (VCSA) Superintendent Everest provided the agenda from the January VCSA Meetings and detailed the work the group has been undertaking.
- e. Component District opening plans update Superintendent Everest reported updates on component districts re-opening plans.

I. FOR INFORMATION ONLY

- 1. Appreciations A copy of the January Appreciation list was provided to the Board.
- 2. Legislative Contacts, Updated An updated list of Legislative contacts was provided to the Board.
- 3. 2020-2021 Board of Directors Work Groups, Updated An updated copy of the 2020-2021 Board of Directors Work Groups provided to the Board.
- 4. Talking Points, Cascade Regional Inclusive Program 2020-2021 A list of Talking Points from the Cascade Regional Inclusive Program was provided to the Board.

J. IMPORTANT DATES Upcoming pertinent dates were shared with the Board. David Dowrie reminded the Board of the OAESD Governance Council meeting on February 11, 2021 and every two weeks on Tuesdays thereafter.

K. FUTURE AGENDA ITEMS N/A

L. FUTURE WORK SESSION TOPICS Equity training with OSBA.

M. ADJOURNMENT Chairperson Dunsdon adjourned the meeting at 7:44 PM.

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David Dunsdon
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David Dunsdon, Board Chairperson

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Tonja Everest
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Tonja Everest, Superintendent

Recorded by Karen Chandler

***LBL ESD Superintendent Evaluation
 LBL Board of Directors for Superintendent Tonja Everest
 February 1, 2021***

Seven Board members completed the performance evaluation of Superintendent Tonja Everest. This final report is informed by personal observation, Strategic Plan Task Accomplishments, 2020-21 and Superintendent Everest's Self-Evaluation.

The Board evaluated Superintendent Everest's performance for the 2020-2021 school year on seven standards. Each standard was rated on a five-point scale with Outstanding being a 5 and Unsatisfactory being a 1. The ratings and comments on this year's evaluation indicate that there are no areas that need improvement. All standards were rated Satisfactory, Excellent or Outstanding. Below is the average rating for each standard over the past year.

Standard	Average on a Scale of 1 (Unacceptable) to 5 (Outstanding)
	2021
Leadership	5
Policy and Governance	4.3
Communications and Community Relations	4.6
Organizational Management	4.9
Human Resource Management	4.3
Labor Relations	4.7
Values and Ethics	4.7

Comments from Board members that reflect the performance of Superintendent include:

- Tonja has a collaborative style that allows an excellent management team to excel. The board receives monthly updates on strategic activities as well as informative presentations on district programs. Although plans are ambitious, timelines are generally met.
- I have been very impressed with the entire team. As an example, the prep work for the capital improvement project is outstanding.
- Tonja has made significant progress with creating and evolving a management team that reflects the challenges that we face with our constituent school districts. Resources and administrators have been put into place as needs and opportunities arise. Example of this is the ESD capability to help coordinate the constituent district responses to the ODE requirements for reopening the schools with the pandemic. Tonja was able to facilitate the location of the OAESD offices at our ESD. This is very significant to the exposure and status that is received by having the OAESD Executive Director and staff housed in our facilities. Tonja has facilitated the financial services area where it is second to none among ESDs statewide. Also, technology and networking areas have progressed significantly to meet the needs of our customer school districts.

- Tonja continues to demonstrate excellent judgment in providing staff the necessary tools to do a superior job and making superior decisions in the selection of personnel for administrative and staff positions.
- Tonja has displayed the highest standard for ethics in her work and decisions. She has adhered to the ongoing values of our agency in providing quality services to all the students and staffs as called for in our Local Service Plan.

Closing Comments:


Let me state that working in our roles as Chair and Superintendent, Tonja continues to be of the highest professional quality and standards.

Tonja's management style of transparency and openness leads to inclusion of all those she interacts with.

An example of her ability is in the area of equity, which is not an easy topic! She tackled it head on by identifying the historical background, issues, the most recent research, best practices and models, identifying individuals with expertise and developing a plan of action. She continues to develop and grow, bringing those of us who interact with her along with her. She models and practices and shares! Tonja is a skilled leader!

Personally she is a pleasure to work with.

Let wisdom and knowledge rule the day.

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David Dunsdon, LBL Board Chairperson

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Tonja Everest, LBL Superintendent