



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

May 11, 2021

A. REGULAR SESSION

The May 11, 2021 Linn Benton Lincoln Board of Directors regular Board meeting was held remotely with Vice-Chairperson Irvin calling the meeting to order at 4:44 PM. Introductions were made and Vice-Chairperson Irvin led the Pledge of Allegiance.

Present:

Board Members: David Dunsdon, Roger Irvin, Frank Bricker and David Dowrie. Staff: Tonja Everest, Superintendent; Jason Hay, Assistant Superintendent; Jackie Olsen, Chief Financial Officer; Francisco Zavala, Chief Information & Technology Officer; Kate Marrone, Chief Human Resource Officer; Karen Chandler and Jo Dee Trader, Board Secretaries.

Guests:

Steve Earle, project manager, HMK Company

Absent:

Terry Deacon, Miriam Cummins and Heather Search

Vice-Chairperson Irvin asked if there were any public comments and there were none.

EXECUTIVE SESSION

Vice-Chairperson Irvin recessed regular session and the Board entered into Executive Session at 4:45 PM. Executive session closed at 4:57 PM.

B. REGULAR SESSION

Regular session resumed at 6:00 PM.

C. 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 April 13, 2021
- b. Approval Personnel Report
- c. Adopt Second Reading of Policy GCQB, Research
- d. Approval of Claims Paid for April, 2021

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



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D. BOARD

1. 2021-2022 LBL Board of Directors Meeting Calendar discussion
- Superintendent Everest presented draft versions of 2021-2022 calendars to the Board for review. Discussion was held regarding changing the day of week the Board meets to the third Wednesday of the month.

Frank Bricker moved and David Dowrie seconded to approve The 2021-2022 Board of Directors Meeting Calendar. The Board agreed to move the meeting to the third Wednesday of the month. The motion passed unanimously.

2. 2021-2024 Superintendent Contract
- Frank Bricker moved and David Dowrie seconded to approve Resolution No. 06-2021, Superintendent Contract 2021-2024.***

E. REPORTS

1. Business Office Matters
- a. April 2021 Financial Statement
- Chief Financial Officer (CFO) Jackie Olsen presented the April 2021 financial statements.
- b. Capital Improvement Financing Update
- CFO Olsen provided an update on the planning for the capital improvement financing and announced the closing of the bond on June 1st, 2021. She detailed the rate of interest and terms.
- c. Purchase of Agency Vehicles
- CFO Olsen reported that the agency purchased two additional vehicles for staff to use. It is anticipated the accrument of these vehicles will reduce travel costs to the agency.
2. Capital Improvement Project
- Jason Hay, Assistant Superintendent provided an update on the Capital Improvement Project. He highlighted the Capital Improvement Workgroup participation and the current focus to the project. Work continues on schematic design and floorplans.
- a. Project Manager End of Month Report
- Steve Earle, project manager, HMK Company, presented the Project Manager End of Month Report to the Board.



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3. Superintendent's Report

a. Equity and Inclusion Facilitator Position

Superintendent Everest presented information about the Equity and Inclusion Facilitator Position. Adding this position will create capacity within the agency to build and develop strategies to operationalize equity efforts throughout the organization, assist in leading the implementation of our equity lens and work to develop policy, procedure and best practices related to equity and inclusion. The agency plans to expand the role of the position to provide support and services to component districts.

b. Administrator Handbook Update

Superintendent Everest reported that the overall review of the Administrator Handbook has been moved to a summer project. She brought two changes for the Board to review, with the first being a change of two administrators from a year-to-year contract to a three-year contract, aligning with the rest of the program administrator group and the second being the change of Program Administrator title to Director to better correlate with districts.

c. Component District opening plans update

Superintendent Everest reported component districts are all in-person unless a student selects attending via Comprehensive Distance Learning (CDL).

F. FOR INFORMATION ONLY

1. Appreciations

A copy of the April Appreciation list was provided to the Board.

2. Classified Council Agenda

A copy of the April 23, 2021 Classified Council meeting was provided to the Board.

3. Leadership Council Agenda

A copy of the April Leadership Council meetings agenda was provided to the Board.

4. Valley Coast Superintendent Association (VCSA) Agency

A copy of the April 6, 2021 Valley Coast Superintendent Association (VCSA) agenda was provided to the Board.



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- 5. Labor Management Team Agenda A copy of the April 14, 2021 Labor Management Team Agenda was provided to the Board.
- 6. Board Work Group Minutes A copy of the Capital Improvement Work Group minutes from April 20, 2021 was provided to the Board.
- G. EXECUTIVE SESSION** The Board completed Executive Session Business at the beginning of the regular Board meeting.
- H. IMPORTANT DATES** Upcoming pertinent dates were shared with the Board.
- I. FUTURE AGENDA ITEMS** N/A
- J. FUTURE WORK SESSION TOPICS** N/A
- K. ADJOURNMENT** Vice-Chairperson Irvin adjourned the meeting at 5:44 PM.

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Roger Irvin
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Roger Irvin, Board Vice-Chairperson

DocuSigned by:
Tonja Everest
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Tonja Everest, Superintendent

Recorded by Karen Chandler