



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

January 10, 2017

**A. EXECUTIVE SESSION**

The Board entered into Executive Session at 5:50 p.m. per ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Board exited Executive Session at 6:01 p.m.

Present:

Board Members: David Dunsdon, Jan Doerfler, Frank Bricker, Terry Deacon, Heather Search, and Roger Irvin; Mary McKay, LBL Superintendent; Jackie Olsen, LBL Chief Financial Officer (CFO); Don Dorman, Assistant Superintendent; Vicki Harlos, Chief Human Resources Officer (CHRO); Debbie Herndon, Executive Assistant and Board Secretary

Guests:

Diana Allen, Jennifer Orton, Kenny Allen

Absent:

David Dowrie, Board Member

**B. CALL TO ORDER  
REGULAR SESSION**

Vice-Chair Heather Search called the January 10, 2017 meeting of the Linn Benton Lincoln Education Service District Board to order at 6:01 p.m. The Board led the Pledge of Allegiance. There were no public comments.

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

1. Consent Agenda

Vice-Chair Search asked if Board Members would like any item to be removed from the Consent Agenda. No requests were made.

*David Dunsdon moved to approve the Consent Agenda as presented and Frank Bricker seconded the motion. The motion passed unanimously.*

\*Approval of Regular Board Meeting Minutes from December 13, 2016



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- \*Approval of Personnel Report
- \*Adopt Second Reading of Policy GCBDC/GDBDC, Domestic Violence/Harassment/Sexual Assault/Stalking Leave
- \*Adopt Second Reading of Policy BBB, Board Elections
- \*Adopt Second Reading of Policy BBF, Board Member Standards of Conduct and Working Agreements
- \*Adopt Second Reading of Policy CB, Superintendent
- \*Adopt Second Reading of Policy CBA, Qualifications and Duties of Superintendent
- \*Adopt Second Reading of Policy KGB, Public Conduct on ESD Property
- \*December Claims Paid
- \*Adopt Second Reading of Policy KBA, Public Records
- \*Approval of Out-of-State Travel Request for Vickie Jones, Early Intervention/Early Childhood (EI/ECSE) to attend the Brainy Bunch Conference in Napa Valley, CA on January 15- January 18, 2017
- \*Approval of Out-of-State Travel Request for Julia Gardner, Cascade Regional Program to attend the Augmentative or Alternative Communication (AAC) by the Bay 2017 Conference in Hillsborough, CA on March 22 – March 25, 2017
- \*Approval of Out-of-State Travel Request for Skye McCloud, Cascade Regional Program, to attend the 2017 General and Special Education Conference in Seattle, WA on March 8 – 11, 2017

#### D. REPORTS

1. Cascade Regional Program Presentation  
Jennifer Orton, Cascade Regional Program Teacher of the Visually Impaired, reported on ways to help visually impaired students. Board members were invited to wear a pair of low vision goggles or a sleep mask which simulated total blindness. Samples of objects made by the 3D printer were passed around, including tactile dice.
2. Business Office Matters
  - a. Independent Auditor's 2015-2016 Report  
Chief Financial Officer Olsen presented the 2015-2016 Audit Report. Kenny Allen, Certified Public Accountant, Pauly, Rogers and Co., P.C. reviewed the 2015-2016 LBL Audit and accountant's summary letter.



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Chair Terry Deacon arrived at 6:20 p.m.

After a brief discussion and questions:

***David Dunsdon moved and Heather Search seconded the motion to accept the 2015-2016 Independent Audit as presented. The motion passed unanimously.***

- b. December Financial Statements  
Chief Financial Officer Olsen presented financial statements for December 2016. Mid-year budget meetings have been scheduled with LBL program administrators.
  - c. Business Information System History and Financial Plan  
The Business Information System History in the Board packet is the information shared with Superintendents at the Valley Coast Superintendent's Association (VCSA) meeting. The memo provided by Angie Peterman, past LBL CFO, details historical data regarding the Business Information Systems (BIS) financial plan, beginning with 2007-2008 when the initial implementation began, along with details of the agreement with VCSA regarding funding the project.
  - d. Warehouse Update  
Chief Financial Officer Olsen updated the Board on the warehouse, stating the buyer is still interested. LBL expects to have more information by the February 14, 2017 Board meeting.  
  
The Board reconvened Executive Session at 6:42 p.m. and exited at 6:56 p.m. per topics related above.
3. Healthy and Safe Schools Plan  
Chief Human Resources Officer Vicki Harlos presented the Healthy and Safe Schools Plan LBL has implemented according to Oregon Administrative Rules, covering five areas. This plan will be reviewed annually.

## E. POLICIES

- 1. First Reading of Policy BBC, Board Member Resignation  
The first reading of Policy BBC, Board Member Resignation, was held. Language was updated by an Oregon School Boards Association (OSBA) policy rewrite.



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2. First Reading Policy BD/BDA, Board Meetings  
Meetings The first reading of Policy BD/BDA, Board Meetings. was held. Language was updated by an OSBA policy rewrite.
3. Policy KBA, Public Records Policy KBA, Public Records was provided for reference only.
4. Review Administrative Regulation KBA-AR, Public Records  
Public Records Administrative Regulation KBA-AR, Public Records was reviewed by the LBL Board. Chief Financial Officer Olsen described the process she used to write the administrative regulation.

**F. BOARD**

1. Oregon Association of Education Service Districts (OAESD) Supt. McKay attended the OAESD Superintendent meeting on January 5, 2017. Items discussed included the Council on Educator Effectiveness, Chronic Absenteeism and Funding and Legislative Advocacy. Supt. McKay, Asst. Supt. Dorman and Board Member Dunsdon attended the afternoon meeting with a discussion on P20 Network Support concept.
2. Legislative Update The Legislative Session will begin February 1, 2017. The first day bills were introduced was January 9, 2017.

**D. REPORTS CONTINUED**

5. Superintendent's Report
  - a. Board Recognition Supt. McKay expressed sincere appreciation for the Board of Director's commitment, stating LBL is successful because of the Board. Each member was presented with a certificate and a miniature rosebush. The Board was also honored with a dinner provided by LBL Program Administrators before the Board meeting. The conference room walls were decorated with art work samples and pictures from various LBL programs. Cynthia Holbowich, Cascade Regional Education Assistant, decorated the serving tables.
  - b. Strategic Plan Tasks and Activities Supt. McKay reviewed the Strategic Plan tasks and activities for January. Highlights noted were providing effective services to address social-emotional needs and instructional approaches to learning skills for Early Intervention/Early Childhood Special Education; and collecting job description and compensation level



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data from comparable districts regarding classified positions targeted for review this year and making recommendations for adjustments, if needed, to Cabinet.

LBL will use February 20, 2017 as a make-up day for previous inclement weather closures in December 2016.

- c. Leadership Council      The Leadership Council meeting agenda for January 10, 2017 was included in the packet. Highlights of the meeting included Dependent Eligibility verification; and inclement weather days.
- d. Valley Coast Superintendent Association (VCSA)      Supt. McKay reported at the December 14, 2016 VCSA meeting a discussion continued on the Local Service Plan Review Process, noting a survey was sent out last week; and Superintendent Evaluations.
- e. Superintendent Mid-Year Progress Report      Superintendent McKay referred to her Mid-Year Progress report included in the Board packet, stating it is a team effort, not hers alone.

**G. ADJOURNMENT**

Chair Deacon adjourned the meeting at 7:40 p.m.

  
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Terry Deacon, Board Chair

  
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Mary McKay, Superintendent

Recorded by Debbie Herndon, Board Secretary