



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

April 11, 2017

**A. EXECUTIVE SESSION**

At 5:20 p.m. the Board entered into Executive Session per ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent; (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and (2)(i) to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing. Executive Session concluded at 6:04 p.m.

Present:

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

Absent:

Board Member Jan Doerfler

**B. CALL TO ORDER  
REGULAR SESSION**

Chair Terry Deacon called the April 11, 2017 Regular Board meeting of the Linn Benton Lincoln Education Service District to order at 6:05 p.m. The Board led the Pledge of Allegiance. Chair Deacon asked if there were any public comments and there were none.

Added Agenda Item:

Superintendent McKay requested that an item be added to the Board section of the agenda: Oregon Association of Education Service District (OAESD) Officer Council Board Member Election.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

April 11, 2017

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

1. Consent Agenda

Chair Deacon asked if Board Members would like any item to be removed from the Consent Agenda. No request was made to remove any items from the consent agenda.

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

\* Approval of Regular Board Meeting Minutes from March 14, 2017

\* Approval of March 2017 Personnel Report

\*Approval of March 2017 Claims Paid

\*Approval of Second Reading of Policy GBA, Equal Employment Opportunity

\*Approval of Second Reading of Policy EBAC, Safety Committee

**D. REPORTS**

1. Early Intervention/Early Childhood Special Education Program

This report was rescheduled for June 2017.

2. LBL Notice of Reduction in Force

Ms. Harlos reviewed LBL's process for notice regarding an LBL Reduction in Force.

**David Dowrie moved to initiate a Reduction in Force for LBL employees and to direct the LBL administration to move forward as needed in order to meet budget reductions as they occur for the 2017-2018 fiscal year, with the understanding that the Board will receive regular reports of actions. The motion was seconded by Heather Search. The motion passed unanimously.**



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES  
April 11, 2017

3. Radon Testing Results Ms. Harlos reported radon testing was done at the LBL campus and Farm Home on March 6, 2017. No radon was detected at either location. Oregon Revised Statute requires testing every ten years.
  
4. TIENET Special Education Records Financial Plan Jackie Olsen, Chief Financial Officer and Martha Kroessin, Information System Program Administrator provided and reviewed an updated TIENET Special Education Records Financial Plan. TIENET is a special education software used by both component and non-component districts. Ms. Olsen reported that the anticipated revenue supports the program costs.
  
5. Business Office Matters
  - a. Financial Statements Chief Financial Officer Olsen presented the March 2017 financial statements.
  
  - b. Estimates for 2017-2018 Tier 2 Costs The estimates for Tier 2 service costs for 2017-18 were shared and discussed.

**E. POLICIES**

1. First Reading of Policy *IIBGA, Electronic Communications System* The first reading of Policy *IIBGA, Electronic Communications System* was held.
  
2. Review of Policy *IIBGA-AR, Electronic Communications System* A review of Administrative Regulation *IIBGA-AR Electronic Communications System* was held.
  
3. First Reading of Policy *GCAB, Personal Communication Devices and Social Media* The first reading of Policy *GCAB, Personal Communication Devices and Social Media*, was held.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

April 11, 2017

**F. BUSINESS ITEMS**

1. Review Superintendent and Assistant Superintendent Contracts  
**David Dunsdon moved and David Dowrie seconded the motion to approve Resolution No. 03-1617, Superintendent Contract and Resolution No. 04-1617, Assistant Superintendent Contract as presented. The motion passed unanimously.**

**G. BOARD OF DIRECTORS**

1. Legislative Update
  - a. OSBA Legislative Policy Committee  
Board Member Dowrie attended the Oregon School Board Association (OSBA) Legislative Policy Committee meeting held on March 18, 2017. Mr. Dowrie reviewed topics covered. They included an OSBA perception survey and a presentation by the Oregon Legislative Fiscal Office on Business Taxation. Superintendent McKay reported on the Benton County Legislative breakfast meeting that Board Member Dowrie and she attended on April 8, 2017.
2. Oregon Association of Education Service Districts (OAESD)
  - a. Governance Council Meeting  
Supt. McKay and Board Member Dunsdon will attend a meeting where Operating Agreements will be developed for the P-20 Network. An update will be provided at the June 2017 Board meeting.  
  
An OAESD Governance Council Meeting was held on April 6, 2017. A legislative update was provided along with discussion about 2017-2018 leadership changes.
  - b. OAESD Officer Council Board Member Election  
OAESD Officer Council Board Member candidate information was shared with the board.  
  
**A motion was made by Board Member Dowrie to elect Mr. Paul Zastrow as chair and David Dunsdon as co-chair. The motion was seconded by Board President Terry Deacon. The motion passed unanimously**
3. Board Work Session  
The Board selected August 26, 2017 as the date to hold a work session. Karen will contact Oregon State Credit Union for availability and information.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

April 11, 2017

4. OSBA Summer Board Conference Superintendent McKay asked if any Board Members would like to attend. At this time, no one is planning to attend this conference.

**D. REPORTS Cont.**

6. Superintendent's Report
- a. Strategic Plan Tasks and Activities Supt. McKay reviewed the Strategic Plan tasks and activities for April 2017.
  - b. Superintendent Communication Outreach Work Group The Superintendent Communication Outreach Work Group met on March 14, 2017. Board Members Deacon and Dowrie attended. Ms. McKay shared that as LBL becomes more involved with mental health services, additional documents may be created.
  - c. Valley Coast Superintendent Association (VCSA) Superintendent McKay reported that the group met on March 15, 2017. In reviewing follow up to the Local Service Plan discussion than was held in February 2017, the group agreed that further research about the LBL Student Information System was not needed at this time.  
  
The VCSA group discussed the Confederation of School Administrators (COSA) restructure process. Linn, Benton, and Lincoln counties will be one region. Rob Hess, Lebanon School District Superintendent, will represent the region on the COSA Education Leadership Coalition.
  - d. Leadership Council Ms. McKay reported that the Leadership Council met April 4, 2017 and an agenda was included in the Board packet. Agenda items included updates on Board meetings, policy review, Inservice, summer facility projects, and Reduction of Force process.
  - e. Email Message Change Supt. McKay provided information about the new narrative that needs to be included in email signatures per policy *BD/BDA Board Meetings*, which was adopted in February 2017. An informational handout was provided.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES  
April 11, 2017


**H. IMPORTANT DATES**

1. Tuesday, May 2, 2017, Leadership Council Meeting, 9:00 am – 12:00 pm
2. Tuesday, May 9, 2017, Board Meeting, 5:00 pm followed by Budget Committee Meeting at 6:00 pm
3. Thursday – Saturday, May 18-20, 2017, OAESD Conference
4. Tuesday, May 23, 2017, Budget Committee Meeting, 6:00 pm (if needed)
5. Tuesday, June 13, 2017, Board Meeting, 6:00 pm
6. Thursday, June 15, 2017, Spring Inservice, 9:00 am – 11:30 am
7. Saturday, August 26, 2017, Board Retreat/Work Session

**I. ADJOURNMENT**

Chair Deacon adjourned the meeting at 7:20 p.m.

  
Terry Deacon, Board Chair

  
Mary McKay, Superintendent

Recorded by Karen Chandler