



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES  
June 13, 2017

**A. EXECUTIVE SESSION**

At 5:30 p.m. the Board entered into Executive Session per ORS 192.660(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; (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations; (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions; and (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.

Chair Deacon closed the Executive Session at 6:00 p.m.

**B. REGULAR SESSION**

Chair Terry Deacon called the June 13, 2017 Regular Board meeting of the Linn Benton Lincoln Education Service District to order at 6:00 p.m.

Present:

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

Absent:

Board Members Frank Bricker and Roger Irvin.

Guests:

Autumn Belloni, Program Administrator, Early Intervention/Early Childhood Special Education (EI/ECSE), and Marian Aiken, Early Intervention/Early Childhood Special Education Specialist.

The Board led the Pledge of Allegiance. Chair Deacon asked for Comments from the Public. There were none.

**C. OPEN PUBLIC HEARING**

Superintendent McKay presented an engraved clock to Board Chair Deacon and thanked him for his year of service as the 2016-2017 LBL Board Chair.



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**ON 2017-2018 BUDGET**

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

1. Consent Agenda

Chair Deacon opened the floor for oral and/or written testimony regarding the 2017-2018 Budget.

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

- a. Approval of Regular Board Meeting Minutes from May 9, 2017
- b. Approval of May Personnel Report
- c. Approval of May Claims Paid
- d. Approval of Out-of-State Travel Request for Karen Cunningham, Occupational Therapist, Cascade Regional Program, to attend Beckman Oral Motor (feeding disorders) Assessment and Treatment at Kadlec Healthplex in Richland, WA on November 4-5, 2017
- e. Approval of Out-of-State Travel Request for Mary Austin, Occupational Therapist, Cascade Regional Program, to attend Intensive Mentorship Program with Star Institute for Sensory Processing Disorder at the STAR Institute in Greenwood Village, CO on August 6 - 12, 2017
- f. Approval of Out-of-State Travel Request for Jackie Olsen, Chief Financial Officer, LBL ESD, to attend Association of School Business Officials International Conference in Denver, CO on September 21 – 25, 2017
- g. Approval of Out-of-State Travel Request for Leslie Looney, Occupational Therapist, Cascade Regional Program, to attend Strengthen Students; Functional Vision and Visual Perceptual Skills to Increase Student Learning presented by the Bureau of Education & Research in Bellevue, WA on July 6 – 7, 2017
- h. Approval of donation of the City of Newport Public Works valued at \$1,000 to Student and Family Support Program for the Waldport School Food Pantry.

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

**E. REPORTS**



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1. Early Intervention/Early  
Childhood Special  
Education (EI/ECSE)

Marian Aiken, Early Intervention/Early Childhood Special Education Specialist provided a presentation to the Board on Positive Behavior Interventions and Support. These strategies are used to teach children behaviors that we want them to do rather than focus on behaviors that we do not want the children to do. Ms. Aiken shared a variety of classroom and individual strategies that assist children in learning to interact with others and participate positively in classroom activities.

2. 2016-2017 Annual  
Performance Review  
Consultant Report

Susan Waddell, Consultant, participated by phone. She reviewed the Linn Benton Lincoln Annual Performance Review Report for 2016-2017. Local Service Plan survey results indicated overall customer satisfaction is high. Ms. Waddell noted that it was significant that most ratings were above seven, indicating a high level of satisfaction with the ESD services. The Board Performance Review survey reflected overall performance as excellent. Survey comments were shared and provided possible ideas for future Board discussion.

3. 2016-2017  
Superintendent  
Evaluation

Ms. Waddell reviewed the Superintendent Evaluation for 2016-2017, noting that the ratings indicate that Ms. McKay is performing above excellent and almost outstanding in six of seven standards. Consultant Waddell commended the Board on their very significant and good comments. She mentioned that Supt. McKay's performance for the 2016-2017 school year remains focused on providing high quality, relevant services to the LBL districts.

4. Business Office Matters

Chief Financial Officer Olsen reported on the May 2017 Revenue Forecast. The Oregon personal and corporate kickers may 'kick.' If triggered, the personal kicker would return an estimated \$407 million back to taxpayers. The corporate kicker, approximately \$75.5 million, is required to be spent on K-12 education.

Chief Financial Officer Olsen presented the May 2017 Financial Statements.

**F. BOARD**

1. May 2017 Special Election



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Results

Supt. McKay announced the May 2017 Special Election results to the Board. All four Board Members ran unopposed.

- 2. Board of Director Oath of Office  
**ACTION: Board Member Doerfler motioned to accept the May 2017 Special Election results and Board Member Dowrie seconded. The motion was carried unanimously.**

- 3. Board Leadership Succession  
Superintendent McKay presented the Oath of Office documents to Board Members Dowrie and Search. Both took the Oath of Office and were duly sworn to service.

- 4. Recruitment of Superintendent  
Ms. McKay reminded the Board that the Board will elect a chair and vice-chair at the July Board Meeting. The Board reviewed the Board Leadership Succession Guidelines.

Supt. McKay reviewed LBL Policy CBB, Recruitment and Appointment of the Superintendent. Discussion was held regarding moving forward with hiring a consultant versus keeping the search internally led by LBL ESD Human Resources. The Board determined to begin the process of selecting a search consultant. Supt. McKay and CHRO Harlos, will provide a draft timeline and draft search consultant criteria at the Board meeting July, 2017.

- 5. Legislative Update  
**ACTION: Board Member Search made the motion to use an outside consultant for the Superintendent search. The motion was seconded by Board Member Dunsdon. The motion was carried unanimously.**

- 6. OAESD Governance Council Meeting and Conference Debrief  
Superintendent McKay provided an update on the current Legislative session.

- 7. 2017-2018 LBL Board of Directors Meeting Schedule  
Ms. McKay reviewed the Oregon Association of Education Service Districts (OAESD) Conference which was held at Eagle Crest Resort on May 18, 2017. She announced that Diana Allen, Program Administrator in Cascade Regional Program received an OAESD Innovation Award. Ms. Allen presented at the conference.

The calendar for the 2017-2018 Board of Directors meeting was



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presented to the Board for adoption with a request to change the May 8, 2018 meeting to May 15, 2018.

**ACTION: Board Member Dowrie motioned to adopt the 2017-2018 Board of Directors Meeting schedule with amendment. Board Member Doerfler seconded the motion. The motion passed unanimously.**

- 8. Board Retreat/Work Session Topics

Ms. McKay announced August 26, 2017 is set for the work session at OSU Credit Union. Supt. McKay discussed possible topics for the Board to address. She will send out a poll for the Board to provide topics of interest. Responses are requested by July 15, 2017.

**G. CLOSE PUBLIC HEARING ON 2017-2018 BUDGET**

Chair Deacon closed the public hearing on the 2017-2018 LBL approved budget.

**F. BOARD CONTINUED ...**

- 9. Resolution No. 5-1617, Adopting the Budget and Making Appropriations for Fiscal Year 2017-2018

BE IT RESOLVED that the Board of Directors of the Linn Benton Lincoln Education Service District hereby adopts the budget for the fiscal year 2017-2018 Fiscal Year in the total of \$59,963,337 now on file at the Business Service office of LBL ESD, 905 4th Ave. SE, Albany, Oregon 97321.

**ACTION: David Dunson moved and David Dowrie seconded the motion to adopt Resolution No. 5-1617. The motion passed unanimously.**

- 10. Resolution No. 6-1617, Imposing the Rate and Categorizing Taxes for Fiscal Year 2017-2018

BE IT RESOLVED that the Board of Directors of Linn Benton Lincoln Education Service District hereby imposes the taxes provided for in the recommended budget:

At the rate per \$1,000 of assessed value of \$0.3049 for operations;

And that these taxes are hereby imposed and categorized for tax year 2017-2018 upon the assessed value of all taxable property within the district as follows:

General Fund . . . . . \$0.3049 / \$1,000

**ACTION: Board Member Search motioned to adopt Resolution No. 6-1617. Board Member Jan Doerfler seconded.**



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**The motion passed unanimously.**

11. Resolution No. 7-1617,  
Designate Certain Fund  
Balances in Accordance  
with GASB 54  
Requirements

BE IT RESOLVED that the Board of Directors of the Linn Benton Lincoln Education Service District hereby adopts Resolution No. 7-1617, Designate Balances in Accordance with GASB 54 Requirements as listed in Resolution No. 7-1617.

**ACTION: David Dowrie motioned to adopt Resolution No. 7-1617, Heather Search seconded. The motion passed unanimously.**

**E. REPORTS CONTINUED ...**

- a. Strategic Plan Tasks and  
Activities

Supt. McKay provided a written report on twenty-seven tasks and highlighted some for the Board. The ESD provided more opportunities for professional development to school districts. She reported that Equity, Diversity and Inclusion Leadership Committee completed several activities over the year. A full report will be provided in August, 2017. Ms. McKay reported that the Business Office worked this year to help users identify elements available within the iVisions application so that our districts may utilize the system more effectively.

- b. Dixie School Update

Supt. McKay informed the Board that the Corvallis School District will assist in the cost of facility work at Dixie School, with a goal of completion by the end of summer.

- c. LBL Spring In-Service  
Agenda

The agenda for the June 16, 2017 Spring In-Service was included in the Board packet. Superintendent McKay invited all Board members to attend.

- d. Leadership Council

Supt. McKay gave a report on the Leadership Council meeting.



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- e. Valley Coast Superintendents Association

The Valley Coast Superintendents Association (VCSA) Agenda from May 17, 2017 was included in the packet. Superintendent McKay reported the following: Rob Hess, Superintendent at Lebanon, will be the Association Chair for the upcoming year and Melissa Goff, Superintendent at Philomath, will be Vice-Chair; per questions from the VCSA retreat regarding Tier One and Tier Two services, data was provided from the Business Office and the group responded favorably to the ESD's offered services expressing confidence in those services.

**ADJOURNMENT**

Chair Deacon adjourned the meeting at 8:00 p.m.

A handwritten signature in blue ink that reads "Terry Deacon". The signature is written in a cursive style and is positioned above a horizontal line.

Terry Deacon,  
2016-17 Board Chair

A handwritten signature in blue ink that reads "Mary McKay". The signature is written in a cursive style and is positioned above a horizontal line.

Mary McKay, Superintendent

Recorded by Karen Chandler