



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
September 12, 2017

**A. CALL TO ORDER
REGULAR SESSION**

Chairperson Heather Search called the September 12, 2017 meeting of the Linn Benton Lincoln Education Service District Board to order at 6:00 p.m. at Linn Benton Lincoln Education Service District in Albany, Oregon. The Board led the Pledge of Allegiance.

Present:

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

Guests:

Brian Gardner, Superintendent Central Linn

Chairperson Search announced that Executive Session would be held at the end of the Regular Board meeting. Supt. McKay added two items to section E. Board, item number two of the agenda, adding appointments to Zones Five and Seven of the Budget Committee. Supt. McKay also noted that Board Contact information is at each Board Member setting for the Board to take for their records.

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

1. Consent Agenda

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

*Approval of Regular Board Meeting Minutes from August 8, 2017

*Approval of Work Session Meeting Minutes from August 26, 2017

*Approval of Personnel Report

*Approval of Second Reading Policy EBBB, Injury/Illness Reports

*Approval of Second Reading of Policy GCBDA/GDBDA, Family Medical Leave

* Approval of Second Reading of Policy KN, Relations with Law Enforcement Agencies

*Approval of Claims Paid for August 2017

*Approval of donation of paper notepads valued at \$1,125.00 from Refrigeration Engineers & Technicians Association

*Approval of donation of \$1,944.00 to Student and Family Support Services Program from Kroeger, Fred Meyer

*Approval of Out-of-State Travel Request for Jenny-Lynn Peterson, Speech Pathologist, Early Intervention/Early Childhood Special Education, to attend the PROMPT Institute workshop on October 18-20, 2017 in Seattle, WA

David Dowrie moved to approve the consent agenda as presented. Jan Doerfler seconded the motion and the motion passed unanimously.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
September 12, 2017

C. REPORTS

1. Business Office Matters

a. August 2017 Financial Statements Chief Financial Officer Jackie Olsen presented the August 2017 financial statements. Preparations are being made for the audit which begins Monday, September 18, 2017.

b. Resolution 02-1718 Ms. Olsen presented Resolution 02-1718, Adopting the Budget and Making Appropriations for Fiscal Year 2017-18. Ms. Olsen explained a slight error was found in the resolution that was approved in June. Resolution 02-1718 corrects that error.

Terry Deacon moved to approve Resolution 02-1718, Adopting the Budget and Making Appropriations for Fiscal Year 2017. Frank Bricker seconded. The motion passed unanimously.

c. Resolution 03-1718 Ms. Olsen presented Resolution 03-1718, A Resolution adopting a Supplemental Budget for Fiscal Year 2017-18. Ms. Olsen explained this resolution is being brought before the Board because additional funds need to be appropriated based on the higher State School Fund allocation.

David Dowrie moved to approve Resolution 03-1718, A Resolution adopting a Supplemental Budget for Fiscal Year 2017-18. Frank Bricker seconded. The motion passed unanimously.

2. Equity, Diversity, and Inclusion Leadership Committee (EDILC)

Vicki Harlos, LBL Chief Human Resources Officer, reported on activities the EDILC focused on during the 2016-17 year. The committee focused on three primary goals: 1) Providing diversity-related professional development for LBL employees; 2) Engaging professional development for the committee to enhance member skills; and 3) Providing leadership to implement an agency-wide volunteer project to benefit students in our region. Ms. Harlos reported that members participated in a subcommittee focused on understanding micro-aggressions. This training was presented at program staff meetings. She reported on a training which was provided at LBL ESD by Professor Emily Drew from Willamette University in effectively facilitating challenging conversations related to equity and diversity. The EDILC also sponsored a spring hygiene supply drive to benefit students in the school districts in our region. The committee continues to update the LBL website with relevant information related to annual training topics.

3. LBL Employee Job Descriptions

Ms. Harlos reported to the Board that job descriptions have been updated for the 2017-2018 year. She stated the following was added to each job description: 1) Work well within a team. Promote good staff morale and put team needs above individual needs; 2) Collaborate with others to complete tasks and solve problems in a positive manner; and



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
 REGULAR BOARD MEETING MINUTES
 September 12, 2017

3) Communicate effectively in a courteous and positive manner. All job descriptions are posted on inSite, LBL’s internal website. Employees will review updated descriptions.

D. POLICIES

- 1. First Reading Policy JECAC, Staff/Student /Parent Relations
 The first reading of policy JECAC, Staff/Student /Parent Relations, was held. Language was added to update specific parental access to educational information for their student.

- 2. First Reading Policy ING, Animals/Service Animals in ESD Facilities
 The first reading of policy ING, Animals/Service Animals in ESD Facilities was held. Following a recommendation from the OSBA Litigation Team and Property and Casualty Covers for Education (PACE), OSBA revised the policy to limit animals in ESD facilities only to service animals and animals that directly support academic content standards. Comfort and therapy animals would not be allowed under this policy.

- 3. Review Administrative Regulation Policy ING, Animals/Service Animals in ESD Facilities
 Assistant Superintendent Don Dorman reviewed Administrative Regulation ING-AR, Animals/Service Animals in ESD Facilities. The form was updated to reflect changes in the policy.

- 4. First Reading Policy IGBI, Bilingual Education
 The first reading of policy IGBI, Bilingual Education, was held. Changes reference No Child Left Behind (NCLB) to Every Student Succeeds Act (ESSA). Language was modified to clarify when LBL provides bilingual language supports.

E. BOARD

- 1. Superintendent Search Consultant Selection
 Chairperson Search led discussion about each individual search consultant presentation. Board members shared their perspectives. LBL staff who were present were also asked to offer their thoughts. A discussion was held by the Board.

**Terry Deacon made a motion to accept Hazard, Young, Attea & Associates as the LBL Superintendent Search Consultant. David Dowrie seconded the motion.
 An individual roll call was made.**

Yes Votes: Terry Deacon, David Dowrie, Frank Bricker, Roger Irvin, Jan Doerfler.

No Votes: Heather Search, David Dunsdon

The motion passed 5 to 2.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
September 12, 2017

2. Appoint 2018-2019 Zone 2 Budget Committee Position
*Zone 5 and Zone 7 were added to the agenda at the start of the meeting

Appointments were made to the Budget committee as follows:

David Dowrie moved to appoint Rachael Brown to the LBL Budget Committee as the Zone 2 representative. This position replaces Don Cruise. The term will continue through 6/30/2019. Frank Bricker seconded. The motion passed unanimously.

Terry Deacon moved to appoint Russ McUne to the LBL Budget Committee as the Zone 5 representative for term 7/1/2017 through 6/30/2020. David Dunsdon seconded. The motion passed unanimously.

David Dunsdon moved to appoint Ron Beck to the LBL Budget Committee as the Zone 7 representative for term 7/1/2017 through 6/30/2020. Frank Bricker seconded. The motion passed unanimously.

3. Nominations for Oregon School Board Association (OSBA) Legislative Policy Committee and Board of Directors

Discussion was held regarding nominations for two positions within the Oregon School Board Association. The positions were OSBA Board of Directors position number 10 and OSBA Legislative Policy Committee position number 10.

Terry Deacon moved to nominate David Dowrie for the OSBA Legislative Policy Committee position number 10. Frank Bricker seconded. The motion passed unanimously.

David Dunsdon motioned to nominate Terry Deacon for the OSBA Board of Directors position number 10 and David Dowrie seconded. The motion passed unanimously.

4. Oregon Association of Education Service Districts (OAESD) Governance Council meeting

Supt. McKay reported that the OAESD Council met Thursday, September 7, 2017. David Dowrie represents the LBL Board on this council. Topics discussed at the OAESD meeting were budgetary items and the forming of a committee that will assess the financial situation for the upcoming year. A Communication Committee is also being formed. Supt. McKay mentioned that there is an opening on the OAESD Legislative Committee for any interested Board Members.

5. August Work Session Follow-up

Supt. McKay referred to the documents showing work that was completed at the work session. She pointed out language that had been added to the Strategic Plan based on the Board discussion.

6. Board Chairperson Appointments for 2017-18 Superintendent Work Groups

Chairperson Search made the following appointments to the 2017-2018 Superintendent Work Groups:
Annual Performance Review: Jan Doerfler, David Dunsdon and Heather Search.
Financial Planning: David Dowrie, David Dunsdon and Roger Irvin.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
September 12, 2017

Communication Outreach: Terry Deacon, David Dowrie and Heather Search.

Negotiations: Frank Bricker and David Dowrie.

7. Oregon School Board Association (OSBA) Fall Regional Meeting
Attendance on Tuesday, September 19, 2017, 5:45 p.m.
Board members stated if they would be attending the OSBA Fall Regional Meeting scheduled for September 19, 2017.
8. Oregon Association of Education Service Districts (OAESD) Superintendent and Board Summit, Portland Marriott
Downtown, November 9, 2017, 8:30 a.m. – 4:30 p.m.
Ms. McKay took a final count of Board Members attending the November Oregon Association of Education Service Districts (OAESD) Superintendent and Board Summit, scheduled for November 9, 2017.
9. AESA 32nd National Conference, San Antonio, Texas, Thursday, November 30, 2017 – Saturday, December 2, 2017
Supt. McKay asked if any Board Members would be attending the AESA Conference this year, and Board Members declined.

D. REPORTS CONTINUED.....

4. Superintendent's Report
 - a. Strategic Plan Tasks and Activities
The document has been updated by the Board and Leadership Council for 2017-2018. Supt. McKay stated that the tasks and activities are related to the new tasks and activities list. Fall district visits will begin September 13, 2017 and will be completed October 11, 2017.
 - b. COSA (Confederation of School Administrators) – OASE (Oregon Association of School Executives) ELC (Education Leadership Coalition) Meeting, August 25, 2017
Supt. McKay discussed COSA, OASE, and ELC and provided descriptive documentation about the ELC. Rob Hess, Lebanon Superintendent, will be the representative for the LBL region. The group is working on developing three statewide themes for Superintendents and Administrators across Oregon. The first is to develop a vision for Oregon Education, next is to take a lead on recruitment and retention, and the last is to support a professional learning community for Superintendents.
 - c. Fall All-Staff In-Service
The LBL Fall In-Service was held on August 29, 2017 with David Dowrie and Heather Search attending. The presentation on the employee assistance program by Reliant Health Services was well received.



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
September 12, 2017

d. Leadership Council meeting, Tuesday, September 12, 2017

The Leadership Council agenda from the September 12, 2017 meeting was included in the Board packet. Ms. McKay briefly reviewed items.

F. FOR INFORMATION ONLY

Supt. McKay referred to a report from an out of state training event which was attended and reported on by Leslie Looney, Occupational Therapist, Cascade Regional Program.

Ms. McKay provided an updated OAESD State Map.

Board Chairperson Search adjourned the Regular Board meeting at 7:44 p.m.

G. EXECUTIVE SESSION

The Board entered into Executive Session per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions at 7:45 p.m. and exited at 7:55 p.m.


Heather Search, Board Chairperson


Mary McKay, Superintendent

Recorded by Karen Chandler