



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

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; and (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session concluded at 5:59PM

**A. CALL TO ORDER
REGULAR SESSION**

Introductions were made and Chairperson Search led the Pledge of Allegiance.

Present:

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

Guests:

Conor Delaney, Certified Public Accountant, Pauly, Rogers and Co.,P.C.

Absent:

Board members David Dowrie and Terry Deacon

Chairperson Search asked if there were any public comments and there were none.

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

1. Consent Agenda

Superintendent McKay requested that item 1. b., the Personnel Report, be removed from the Consent Agenda. The item was removed.

David Dunsdon moved and Roger Irvin seconded the motion to approve the Consent Agenda with 1. b. removed. The motion passed unanimously.



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- *Approval of Regular Board Minutes from November 14, 2017
- *Approval of November 2017 Claims Paid
- *Approval of Second Reading of Policy *JOB, Personally Identifiable Information*
- *Adopt Second Reading of Policy *JOA, Directory Information*
- *Adopt Second Reading of Policy *JOC, Legal Names of Students*
- *Adopt Second Reading of Policy *DJ, District Purchases*

Discussion was held on item 1. b., Personnel Report.

Superintendent McKay stated that there was an error on a name in the Personnel Report. Employee name Carolyn Thornton will be changed to Carolyn Osmond.

Jan Doerfler moved to accept the Personnel Report with the changes made and David Dunsdon seconded the motion. The motion passed unanimously.

C. REPORTS

1. Business Office Matters

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|---|---|
| a. Independent Auditor's 2016-2017 Report | Chief Financial Officer (CFO) Jackie Olsen provided an updated letter from the auditor to Board Members. Chief Financial Officer Olsen presented the 2016-2017 Audit Report. Conor Delaney, Certified Public Accountant, Pauly, Rogers and Co., P.C. reviewed the 2016-2017 LBL Audit and accountant's summary letter. After a brief discussion and questions:

<i>Frank Bricker moved and Jan Doerfler seconded the motion to accept the 2016-2017 Independent Audit as presented. The motion passed unanimously.</i> |
| b. November 2017 Financial Statement | Chief Financial Officer Jackie Olsen presented the November 2017 financial statements. |
| c. November Revenue Forecast | Ms. Olsen reported the latest Economic Forecast was released at the end of November with little change. She highlighted that the forecast is continuing as is. However there could be additional risks |



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depending on potential changes at the Federal tax level. Ms. Olsen reported that both the personal and corporate kicker rebates will proceed with personal kicker being added as a credit to individual tax returns. The corporate kicker, by law must be dedicated to education funding. The legislature anticipate the corporate kicker 'kicking' and included these funds in the budget for 2017/2019.

- 2. Early Retirement Stipend Report
 Chief Human Resources Officer (CHRO) Vicki Harlos and CFO Olsen discussed the Early Retirement Stipend Report. Ms. Olsen shared a handout indicating the projected fund balance in 2024/25 Board members indicated they would like to see an updated projected funds balance each year.
- 3. 2018-2019 Local Service Plan
 Supt. McKay presented the 2018-2019 Local Service Plan. She provided an overview of the document.

Jan Doerfler moved and Frank Bricker seconded the motion to approve the 2018-2019 Local Service Plan as presented. The motion passed unanimously.

D. POLICIES

- 1. First Reading Policy JOB, Personally Identifiable Information
 The first reading of new policy JOB, Personally Identifiable Information was held. This policy had minor changes to language regarding exceptions of prior consent to the release of information.
- 2. First Reading Policy JOA, Directory Information
 The first reading of new policy JOA, Directory Information was held. Changes were made to the policy regarding student information and facility description. Additionally, language was removed about disclosure opt out.
- 3. First Reading of Policy JOC, Legal Names of Students
 The first reading of policy JOC, Legal Names of Students was held. This is a new policy which pertains only to students enrolled in ESD programs.



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E. BOARD OF DIRECTORS

1. LBL Board Handbook The LBL 2017-2018 Board Handbook is near completion and will be ready for the Board in the next few weeks. It will be placed in Dropbox.

2. LBL Board Appreciation Dinner The Board Appreciation Dinner will be held Tuesday, January 9, 2018 at 5:00p.m. in Conference Room 2. Program Administrators will provide dinner.

3. Oregon Association of Education Service Districts (OAESD) Governance Council Meeting and Summit Review Superintendent McKay provided a summary of the Oregon Association of Education Service Districts (OAESD) Governance Council meeting she attended with Board member Dowrie. Highlights included a revision made to the Constitution Bylaws which added the P-20 Network concept and the formation of a Financial Committee comprised of Board Members and Superintendents to look at the structure of revenue that OSBA brings in and projected expenditures. They will then present their findings to the Governance Council in February.

4. Oregon School Board Association (OSBA) Conference Review Board Members shared highlights from the Oregon School Board Association (OSBA) conference and breakout sessions.

5. Confederation of School Administrators (COSA) 2017 School Law Conference Review Board member Dunsdon attended the COSA School Law Conference on December 6-8, 2017. He provided a report on sessions he attended and recommended other Board members attend.



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**C. REPORTS
CONTINUED.....**

4. Superintendent's Report

- a. Strategic Plan Tasks & Activities
Supt. McKay reviewed the Strategic Plan tasks and activities for December highlighting: Early Intervention/Early Childhood Special Education (EI/ECSE) is working on implementing the Collaborative Problem Solving (CPS) model; the Network Program reached a milestone of running 99.991% uptime; and Human Resources have collected data and begun a review process to update job descriptions and compensation level comparisons for administrators and administrative assistants.

- b. Leadership Council
The Leadership Council agenda for December 5, 2017 held at Dixie School was included in the Board packet. Supt. McKay was happy to report that there was no new evidence of skunk smell within the updated meeting rooms. Highlights from the meeting included Human Resources Tip of the Month-Feedback Formula which demonstrates a way to give productive feedback; and a discussion of specific services provided to districts.

- c. Valley Coast Superintendent Association (VCSA)
The Valley Coast Superintendent Association (VCSA) meeting agenda from November 17, 2017 was included in the Board packet. Ms. Olsen provided the group with a final Tier 1 allocation for 2016-2017. Jan McCoy from the Oregon Department of Education (ODE) spoke to the group on the High School Success, formerly referred to as Measure 98. The next meeting will be held on December 14 in Harrisburg.

- d. District Board Meeting Visit Schedule
Superintendent McKay provided a Board Meeting Visits schedule to the Board. Superintendent McKay and Assistant Superintendent Dorman attend at least one meeting a year in LBL districts. She also provided a complete LBL Component District Board Meetings schedule for the Board to review. Supt. McKay invited Board Members to attend the meetings if they have an opportunity.



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- e. LBL 2017 Winter Inservice Plan Supt. McKay shared that this year, all programs were holding individual Winter Inservice professional development activities geared toward each specific program on Friday, December 15, 2017. She provided a schedule of individual programs.
- f. LBL 2017-2018 Program Summaries LBL Program Summaries have been updated for 2017-2018 and were shared with the Board.
- g. Ballot Measure 101 Superintendent McKay provided a summary from COSA detailing Ballot Measure 101 which will be on the ballot on January 23, 2018.

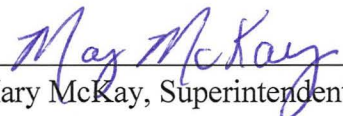
F. FOR INFORMATION ONLY

G. ADJOURNMENT

Chairperson Search adjourned the meeting at 7:27 PM



Heather Search, Board Chairperson



Mary McKay, Superintendent

Recorded by Karen Chandler