



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES

January 9, 2018

EXECUTIVE SESSION

The Board entered into Executive Session at 5:50 PM per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations; 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. Executive Session concluded at 6:10 PM.

**A. CALL TO ORDER
REGULAR SESSION**

Chairperson Search called the January 9, 2018 meeting of the Linn Benton Lincoln Education Service District Board to order at 6:11 PM. Introductions were made and Chairperson Search led the Pledge of Allegiance.

Present:

Board Members: David Dunsdon, Jan Doerfler, Frank Bricker, Terry Deacon, David Dowrie, Heather Search, and Roger Irvin.
Staff: 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.

Guests:

Allen Mom, School Psychologist, Special Education and Evaluation Services (SEES), Kate Marrone, Program Administrator, SEES and Bonny Ray, Program Manager, Facilities Program.

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

**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. Board member Dowrie requested that policies JOB and JOA be pulled from the Consent Agenda for further review.

Board Member Bricker moved to approve the Consent Agenda as adjusted and Board Member Deacon seconded the motion. The motion passed unanimously.



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- *Approval of Regular Board Meeting Minutes from December 12, 2018
- *Approval of Personnel Report
- *Adopt Second Reading of Policy JOC, Legal Names of Students
- *Approval of December 2018 Claims Paid

C. REPORTS

1. Special Education and Evaluation Services (SEES) Program Report
Kate Marrone, Program Administrator, and Allen Mom, School Psychologist, presented a report about Crisis Response/Prevention Training and Preparedness. Ms. Marrone shared that the SEES program held a training in Crisis Prevention and Crisis Response during the Winter Inservice and shared documents from the training with the Board. This training will continue through the spring. Mr. Mom presented two binders that are used in the Crisis Response/Prevention process in his assigned district. He outlined the process and procedures assessment teams use.
2. Healthy and Safe Schools (HASS) Plan and Annual Statement
Bonny Ray, Program Manager, Facilities Program, presented the LBL Healthy and Safe Schools (HASS) Plan and Annual Statement. Ms. Ray reported that she had received positive feedback about the plan from the Oregon Department of Education.

Board Member Bricker moved to adopt the Healthy and Safe Schools (HASS) Plan and Board Member Deacon seconded. The motion passed unanimously.
3. Business Office Matters
Chief Financial Officer Olsen presented the December 2017 financial reports to the Board. She pointed out that there was a correction to the apportionment line on page 7 of the report which should be 'zero' in the (over)/under Budget column. Ms. Olsen informed the Board of the possible impact of the failure of Ballot Measure 101, which could result in a decrease in school funding.

D. POLICIES

1. First Reading of Policy JHFE, Reporting of Suspected Abuse of a Child
The first reading of Policy JHFE, Reporting of Suspected Abuse of a Child, was held. Language was updated by an Oregon School Boards Association (OSBA) policy revision.



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2. Review Administrative Regulation JHFE-AR, Reporting of Suspected Abuse of a Child Administrative Regulation JHFE-AR, Reporting of Suspected Abuse of a Child, was reviewed by the Board. Don Dorman, Assistant Superintendent provided an overview of the regulation and the addition of a documentation form.
3. First Reading Policy IKF, Graduation Requirements The first reading of Policy IKF, Graduation Requirements, was held. Language was updated by an OSBA policy revision that updates state graduation requirements.
4. Review Administrative Regulation IKF-AR, Graduation Requirements Administrative Regulation IKF-AR, Graduation Requirements, was reviewed by the Board. Assistant Superintendent Dorman updated the Board on the changes.
5. First Reading Policy EBC, Emergency Plan The first reading of Policy EBC, Emergency Plan, was held. Bonny Ray, Program Manager, Facilities, detailed the requirement for the ESD to have a plan for emergency response. Ms. Ray stated that this new policy combines language from current Policy EBC/EBCA, Emergency Procedures & Disaster Plans.
6. First Reading Policy GCPB/GDPB, Resignation of Staff The first reading of Policy GCPB/GDPB, Resignation of Staff, was held. Ms. Harlos reported that OSBA recommended more specific language regarding timelines for resignation of staff be added to the policy.
7. First Reading Policy KBA, Public Records The first reading of Policy KBA, Public Records, was held. Ms. Olsen reported that the language was updated by an OSBA policy revision. The main change was detailing the response time to requests.
Administrative Regulation KBA-AR, Public Records, was reviewed by the Board. Ms. Olsen updated the Board on the changes.
8. Review Administrative Regulation KBA-AR, Public Records
9. First Reading Policy DJ, District Purchasing The first reading of Policy DJ, District Purchasing, was held. Language was updated by an OSBA policy revision. Policy clarifies the limits on purchases needing Board approval.



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E. BOARD OF DIRECTORS

1. Oregon School Board Association (OSBA) Election Results

Supt. McKay announced the Oregon School Board Association Election results. Terry Deacon was elected to represent Region 10 on the OSBA Board of Directors. David Dowrie was reelected to the Legislative Policy Committee. She expressed appreciation for their willingness to serve and represent our community.

2. Oregon Association of Education Service Districts (OAESD)

- a. Constitution

Supt. McKay reported that the OAESD Constitution was approved by the OAESD Governance Council in November 2017. The OAESD P-20 agreement language was incorporated into the Constitution.

- b. P-20 Network – Chronic Absenteeism

Supt. McKay described a proposal OAESD has submitted to Oregon Department of Education (ODE) that is a statewide approach to Chronic Absenteeism. This is an example of how the P-20 Network process can be utilized.

- c. Superintendent Meeting 1/4/2018

Supt. McKay attended the OAESD Superintendent meeting on January 4, 2018. Items discussed included that a committee is working on a communication planning process to develop publications for the 2018 Legislative Session. Another item discussed was the Finance Committee Report and a proposal for the need to increase the OAESD dues. A recommendation will be taken to the Governance Council meeting in February.

3. Legislative Update

Ms. McKay announced that the Legislative Session will begin February 5, 2018.

4. Superintendent Search

Ms. Harlos reviewed the Superintendent Search timeline with the Board and reminded the group of the upcoming February 1, 2018 meeting with Hank Harris of Hazard, Young, Attea & Associates (HYA). Mr. Harris will provide information about the web portal and will be contacting Board Members during the week of



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January 15-19, 2018 to set up website access. Board Members Dunsdon and Dowrie agreed to represent the Board in negotiating the Superintendent's contract.

5. Financial Planning
Superintendent Work
Group

Supt. McKay requested the Financial Planning Superintendent Work Group schedule a meeting on March 13, at 4:15 PM prior to the March Board Meeting.

C. REPORTS CONTINUED ...

4. Superintendent's Report

a. Board Recognition

Supt. McKay read a proclamation from Governor Kate Brown which declares January 2018 as School Board Recognition Month. She conveyed earnest appreciation for the Board of Director's invested commitment, thanking them for their positive strength and service. Each member was presented with a certificate and an embossed portfolio. The Board was also honored with a dinner provided by LBL Leadership Council before the Board meeting. The conference room walls and tables were decorated with art work samples and pictures from various LBL programs.

b. Strategic Plan Tasks
and Activities

Supt. McKay reviewed the Strategic Plan tasks and activities for January. She highlighted the SEES program has high involvement in training and ongoing support to our districts, the participation of the Board at the OAESD Summit meeting, and that an update on the 2017-2018 Budget will be provided to the LBL Budget Committee and Superintendents by the end of January.

c. Valley Coast
Superintendent
Association (VCSA)

Supt. McKay reported that the December 14, 2017 VCSA meeting was held in Harrisburg at the school library. The group visited classrooms to see instruction being provided to students utilizing Advancement Via Individual Determination (AVID) strategies. A beneficial professional development question and answer session followed. The February meeting will be held in Corvallis.

**F. FOR INFORMATION
ONLY**

Professional Development
Report, American
Association of School
Librarians Annual

Dana Zachary, Media Services Specialist provided a written report on her attendance at the American Association of School Librarians Annual Conference in Phoenix, Arizona.



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G. ADJOURNMENT

Chairperson Search adjourned the meeting at 7:41 PM



Heather Search, Board Chairperson



Mary McKay, Superintendent

Recorded by Karen Chandler, Board Secretary