



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT
REGULAR BOARD MEETING MINUTES
February 13, 2018

EXECUTIVE SESSION

The Board entered into Executive Session at 5:45 PM per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session concluded at 5:53 PM.

**A. CALL TO ORDER
REGULAR SESSION**

Chairperson Search called the February 13, 2018 Regular meeting of the Linn Benton Lincoln Education Service District Board to order at 6:00 PM. Introductions were made and Chairperson Search led the Pledge of Allegiance.

Present:

Board Members: Heather Search, Roger Irvin, David Dunsdon 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 and Board Secretary.

Absent:

Board Members Jan Doerfler, Frank Bricker and Terry Deacon.

Guests:

Bonny Ray, Assistant Program Manager, Human Resources Program, Ronnie Hansen, Behavior Consultant, Student and Family Support Services.

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. None were requested.

David Dunsdon moved to approve the Consent Agenda as presented. Roger Irvin seconded the motion and the motion passed unanimously.



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- *Approval of Regular Board Meeting Minutes from January 9, 2018
- *Approval of January Personnel Report
- *Adopt Second Reading of Policy JHFE, Reporting of Suspected Abuse of a Child
- *Adopt Second Reading of Policy IKF, Graduation Requirements
- *Adopt Second Reading of Policy EBC, Emergency Plan
- *Adopt Second Reading of Policy GCPB/GDPB, Resignation of Staff
- *Adopt Second Reading of Policy KBA, Public Records
- *Adopt Second Reading of Policy DJ, District Purchasing
- *Adopt Third Reading of Policy JOB, Personally Identifiable Information
- *Adopt Third Reading of Policy JOA, Directory Information
- *Approval of January 2018 Claims Paid
- *Approval for Out-of-State Travel request for Rhonda Allen, Assistant Business Manager, Business Services Program, to attend the 2018 Tyler Connect training on April 22, 2018 in Boston, Massachusetts.

C. REPORTS

1. Business Office Program Report

- a. Financial Statements for January 2018
Chief Financial Officer (CFO) Jackie Olsen presented the January financial statements, reporting no major changes. The next economic forecast is due for release on Friday, February 16, 2018 and she will provide an update to the Board at the March Board Meeting.
- b. LBL Budget Committee Memo
Ms. Olsen referred to a Budget Committee Memo which was included in the Board packet. She included a copy of the adopted Budget calendar as well as an updated list of the Budget Committee Members. She reminded the Board that there is a Budget training scheduled for April 10, 2018 for those interested. The Budget Committee Memo is scheduled to go out this week to members and the Budget Committee Meeting is scheduled on May 15, 2018.



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- c. Warehouse Update Ms. Olsen reported that negotiations are still underway for the sale of the warehouse and will update the Board at the March Board meeting.
- d. Property and Liability Insurance Coverage Memo CFO Olsen reviewed a Property and Liability Insurance Coverage Memo with the Board. There were not many policy changes from the previous year, however cyber liability is a point of focus for the future. LBL reviewed policies and procedures related to employment utilizing an Employment Practices Tool Kit created by PACE. By completing this tool kit, LBL received a savings of \$2,822 this fiscal year.
- e. Transparency Website Ms. Olsen reported the Oregon Transparency website has been updated to include LBL Fiscal Year 2016-2017 information.

D. POLICIES

- 1. First Reading of Policy AC, Nondiscrimination The first reading of policy AC, Nondiscrimination, was held. Policy addresses required specific complaint procedures available at LBL's administrative office and website. Language was specified to include types of discrimination and harassment that are prohibited by law. Additionally, the appeals procedure was removed from the policy as it is mentioned in the accompanying Administrative Rule.
- 2. Review Administrative Regulation AC-AR, Discrimination Complaint Procedure Administrative Regulation AC-AR, Discrimination Complaint Procedure was reviewed. Timelines were changed to be compliant with state statute.
- 3. First Reading Policy JGAB, Use of Restraint and Seclusion Policy JGAB, Use of Restraint and Seclusion, was presented. The State Board of Education revised several Oregon Administrative Rules (OARs) related to both local complaint and appeals procedures. Changes to this policy include a statement regarding approved programs for restraint and seclusion, clarification about complaint procedures, definition of who may appeal to the Deputy Superintendent of Public Instruction, and the addition of definition of parent.



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- 4. Review Administrative Regulation JGAB-AR, Use of Restraint and Seclusion was reviewed. Additions included definitions of what programs are used for restraint and seclusion at the ESD and the addition of the definition of parent.
- 5. First Reading KL, Public Complaints Recommended changes to policy KL, Public Complaints included complaint procedures, the types of complaints that can be appealed, timelines regarding filing of complaints (so that they are compliant with the state statute) and the addition of the definition of parent.
- 6. Review Administrative Regulation KL-AR (1), Public Complaint Procedure Administrative Regulation KL-AR (1), Public Complaint Procedure was reviewed. Language changes included further definition of the complaint process, the definition of business days, and the definition of parent.
- 7. Review Administrative Regulation KL-AR (2), Appeal to the Deputy Superintendent of Public Instruction Administrative Regulation KL-AR (2), Appeal to the Deputy Superintendent of Public Instruction was reviewed. This new AR is meant to update and replace the procedures currently in Policy LGA, Compliance with Standards and associated ARs.
- 8. Rescind Policy EBC/EBCA, Emergency Procedures & Disaster Plans Policy EBC/EBCA, Emergency Procedures & Disaster Plans was recommended to be rescinded and replaced with policy EBC, Emergency Plan which was reviewed in January 2018 and adopted in the February 2018 Consent Agenda.

ACTION: David Dunsdon moved to rescind policy EBC/EBCA, Emergency Procedures & Disaster Plans. David Dowrie seconded the motion and the motion passed unanimously.

E. BOARD OF DIRECTORS

- 1. Oregon Association of Education Service Districts (OAESD)
 - a. Governance Council Meeting, February 1, 2018

The February 1, 2018 Oregon Association of Education Service Districts Governance Council Meeting (OAESD) agenda was included in the packet. Assistant Superintendent Don Dorman attended. Highlights included a report on the OAESD P-20 Work Group regarding the Governor’s Educator Advancement Council.



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The proposed legislative topics for the next session were also reviewed. A discussion was held regarding the OAESD budget. The motion to adopt the budget was passed. In addition, the group agreed that work would begin on a five-year visionary process. Nominations are being taken for a subcommittee which will be formed to discuss how OAESD might utilize vendors.

- b. Annual Conference
 May 17 and 18, 2018
- The Annual OAESD Conference will be held at Eagle Crest on May 17 and 18, 2018. Discussion was held about which Board Members will attend.

- 2. Oregon School Boards Association (OSBA) Board of Directors and Legislative Policy Committee Meeting
- A summary of the OSBA Board of Directors and Legislative Policy Committee Meeting in January 2018 was provided in the Board packet. The combined group reviewed policy and have begun preparations for the 2019 Legislative session.

- 3. Legislative Update
- The 2018 session will start on February 5, 2018 and end on March 11, 2018. One highlight will be House Bill 4113, which is a bill regarding classroom size being a mandatory bargaining item.

C. REPORTS CONTINUED.....

- 2. Superintendent's Report
- Supt. McKay provided a written report to the Board.

- a. Annual Performance Review Superintendent Work Group Report
- The Annual Performance Review Superintendent Work Group met on January 9, 2018. The Group reviewed the Three-Year Annual Performance Review Plan. It is recommended that because this is a transition year and surveys have been recently conducted for the Local Service Plan Review and Superintendent Search that the 2017-2018 plan items be set aside. The group will meet with the new Superintendent in July/early August 2018 to discuss the Performance Review Tool and Three-Year Plan.

- b. Strategic Plan Tasks and Activities
- Supt. McKay reviewed the Strategic Plan tasks and activities for February 2018. She updated the Board that the Financial Planning Superintendent Work Group will meet on March 13, 2018. She anticipates a report from that meeting will be presented at the April 2018 Board meeting.



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- c. Confederation of School Administrators (COSA) Off-the-Record Meeting 1/25/2018

Assistant Superintendent Dorman attended the Confederation of School Administrators (COSA) Off-the-Record Meeting on January 25, 2018. A Federal Assistant Director from the American Association of School Administrators (AASA) spoke to the group about federal initiatives impacting schools across the country. A representative from the State of Oregon Labor and Work Force provided information about the Public Employee Retirement System (PERS).

- d. Valley Coast Superintendent Association

Supt. McKay provided agendas and written summaries of the VCSA and the Leadership Council meetings.

- e. Leadership Council

F. FOR INFORMATION ONLY

- 1. Public Employee Retirement System (PERS) Side Account Workshop Materials

Ms. Olsen (CFO) recently attended a PERS side account workshop and provided informational handouts in the Board packet. This item was included for information only.

G. ADJOURNMENT

Chairperson Search adjourned the meeting at 6:53 PM



Heather Search, Board Chairperson



Mary McKay, Superintendent

Recorded by Karen Chandler, Board Secretary