



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

March 13, 2018

**EXECUTIVE SESSION**

The Board entered into Executive Session at 5:15 PM per ORS 192.660(2)(a) to consider the employment of a public officer, employee staff member or individual agent; and (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Executive Session concluded at 6:03 PM.

**A. CALL TO ORDER  
REGULAR SESSION**

Chairperson Search called the March 13, 2018 Regular meeting of the Linn Benton Lincoln Education Service District Board to order at 6:04 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.

Chairperson Search asked if there were any public comments and six members of the attending audience took part.

**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 Dowrie moved to approve the Consent Agenda as presented. Terry Deacon seconded the motion and the motion passed unanimously.***

\*Approval of Regular Board Meeting Minutes from February 13, 2018

\*Approval of Personnel Report

\*Approval of Second Reading of Policy AC, Nondiscrimination

\*Approval of Second Reading of Policy JGAB, Use of Restraint and Seclusion

\*Approval of Second Reading of Policy KL, Public Complaints

\*Approval of February 2018 Claims Paid



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\*Approval of Renewal/Extension of Contract and Probationary Administrators (Teacher Standards and Practices Commission (TSPC) and non-TSPC)

\*Approval of Renewal/Extension of Contract and Probationary Licensed Employees (TSPC and non-TSPC)

\*Approval of Out-of-State travel for Jennifer Orton, Teacher of the Visually Impaired, Cascade Regional Program, to attend the Association for Education and Rehabilitation of the Blind and Visually Impaired (AERBVI) International Conference 2018 July 25 to July 2018 in Reno, Nevada.

\*Approval of Out-of-State travel of Missy Battin, Physical Therapist, Cascade Regional Program, to attend Rhythmic Movement Training Level 1, April 20 to April 21, 2018 in Bellevue, Washington.

### C. REPORTS

1. LBL Technology Plan

Francisco Zavala, Program Administrator, Network Systems Program, and Jackie Olsen, Chief Financial Officer, Business Services Program, presented an overview of the LBL Technology Plan. Mr. Zavala detailed that this plan was a Five-Year plan which was based on the expected needs of the Network Program in serving our districts. Prioritization for the plan focused on data protection, Wi-Fi upgrades for the LBL facility and replacement costs of servers. Mr. Zavala noted the particulars of the first year of the plan. He detailed how trends would be analyzed over the five-year plan to assess upcoming technology needs. The plan will be reviewed annually with the Board.

2. Business Office Matters

a. Financial Statements for February 2018

Chief Financial Officer (CFO) Jackie Olsen presented the February, 2018 Financial Statements.

b. Student Information Systems (SIS) Financial Plan

Chief Financial Officer Jackie Olsen and Information Systems Program Administrator Martha Kroessin presented the SIS Financial Plan. Actual audited expenditures for 2016-2017 were reflected in the report. Ms. Olsen stated that there is an error on the report in the 2020-21 column for the Participating District ADM. The actual amount should be \$51,244. CFO Olsen will provide a corrected copy to the Board Members. Ms. Olsen reported there is a potential change that would require upgrading the scheduling software for both fiscal year 17/18



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and fiscal year 18/19 to reflect an increase for these potential upgrades.

- c. Approval of Internet Service Provider Three-Year contract

Ms. Olsen brought this contract to the Board and recommended approval. LS Networks was selected to provide a new three-year contract which will begin on July 1, 2018. It allows for LBL ESD to continue to provide 6 GB of internet access and also allows up to 15 GB of internet access depending on the need from our component districts.

***Jan Doerfler moved to approve the LS Network contract for internet service and David Dunsdon seconded the motion. The motion passed unanimously.***

**D. POLICIES**

- 1. First Reading of Policy GBEB, Communicable Disease – Staff

The first reading of policy GBEB, Communicable Disease - Staff was held. This policy revision was recommended by the Oregon School Board Association (OSBA) based on the information contained in the new *Communicable Disease Guidance* document published in the fall of 2017.

- 2. Review Administrative Regulation GBEB-AR, Communicable Disease - Staff

Administrative Regulation GBEB-AR, Communicable Disease - Staff was reviewed. This Administrative Rule, along with JHCC-AR, will replace the combined JHCC/GBEB-AR and GBEB/JHCC-AR.

- 3. First Reading of Policy JHCC, Communicable Disease – Students

The first reading of policy JHCC, Communicable Disease – Students was held. Revision was recommended by Oregon School Board Association (OSBA) based on information included in the new *Communicable Disease Guidance* document.

- 4. Review Administrative Regulation JHCC-AR, Communicable Disease – Students

A review of Administrative Regulation JHCC-AR, Communicable Disease – Students was held. Per requirement by Oregon law, there is now a separate AR to replace the combined JHCC/GBEB-AR and GBEB/JHCC-AR.



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- 5. First Reading of Policy GCA, License Requirements

A first reading of policy GCA, License Requirements was held. Senate Bill 205 allows an ESD to employ individuals for up to 90 calendar days, while they have a teaching license application pending with the Teacher Standards and Practices Commission (TSPC). Ms. Harlos stated that this process would be used in emergency situations and not be a regular practice.

- 6. First Reading of Policy BDDH, Public Comment at Board Meetings

A first reading of policy BDDH, Public Comment at Board Meetings was held. The policy recommends that no public comments at Board meetings concerning staff should be allowed.

- 7. Rescind Policy LGA, Compliance with Standards

Policy LGA, Compliance with Standards was recommended to be rescinded and replaced with policy KL, Public Complaints which was reviewed in February 2018 and adopted in the March 2018 Consent Agenda. The associated Administrative Regulations will be removed.

Review Administrative Regulation LGA-AR (1), Public Appeals and Complaints about Alleged Violations of Standards, and LGA-AR (2), Direct Appeals to the State Superintendent of Public Instruction About Alleged Violations of Standards

Review of Public Appeals and Complaints about Alleged Violations of Standards, and LGA-AR (2), Direct Appeals to the State Superintendent of Public Instruction About Alleged Violations of Standards was held.

**David Dunsdon moved to rescind policy LGA, Compliance with Standards and Terry Deacon seconded. The motion passed unanimously.**

**E. BOARD OF DIRECTORS**

- 1. Superintendent Selection

**David Dowrie made the motion to rank Ms. Tonja Everest as the top choice candidate for the LBL ESD Superintendent position, pending a positive background check. Terry Deacon seconded and the motion passed unanimously.**

**Terry Deacon made the motion to have Board Members David Dowrie and David Dunsdon negotiate terms for a**



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***contract offer for the LBL ESD Superintendent position subject to Board approval. The motion was seconded by Frank Bricker and passed unanimously.***

2. Legislative Update  
Superintendent McKay provided a Legislative update, which included failed House Bill 4113, concerning making class size a mandatory subject of bargaining. Ms. McKay also detailed Senate Bill 1566, which is an attempt to address the ongoing Public Employee Retirement System (PERS) funding challenges.
3. Oregon Association of Education Service Districts (OAESD)
  - a. Superintendent Meeting  
A summary of the OAESD Superintendent Meeting was provided by Superintendent McKay. Highlights from the March 1, 2018 agenda were Rick Crager, from the Oregon Department of Education (ODE). Mr. Crager is implementing changes to streamline the contract process by adding addendums to one main contract, making the procedure more effective and efficient. Craig Hawkins with the Confederation of Oregon School Administrators (COSA) was in attendance and led a discussion on developing coordinated training events between COSA and the ESDs. A work group is being created and Don Dorman, Assistant Superintendent, will represent LBL ESD. Ms. McKay stated that additional discussion regarding the P-20 Network and funding will continue at the May 2018 conference.
  - b. May Conference  
Supt. McKay confirmed that Board Members Dowrie and Dunsdon will attend the OAESD Conference on May 17 and 18, 2018 at Eagle Crest.
4. Component District Board Meeting Visits  
Superintendent McKay reported that visits continue to Component District Board meetings with a goal of one meeting per year. She reported that Board Member Dowrie attended Corvallis and Philomath Board meetings, and Mr. Dowrie gave a brief summary of those meetings. Supt. McKay reported that



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she and Board member Irvin attended the Monroe Board meeting on Monday, March 12, 2018.

**D. REPORTS CONTINUED.....**

5. Superintendent's Report

a. Strategic Plan  
Tasks/Activities

Supt. McKay reviewed the Strategic Plan tasks and activities for February. Highlights included a review of Goal 1, Task 5, to complete an executive search process resulting in hiring a superintendent, and the task is well underway toward completion. Additionally, Ms. McKay highlighted Task 17, reporting the Classified Employee Handbook has been completed and will be presented to the Board in April. She also mentioned Goal 3, Task 5, and reported that due to work by Assistant Superintendent Dorman, in partnership with Linn Benton Community College, Oregon State University and component districts, a Science, Technology, Engineering and Math (STEM) grant has been awarded. In addition the Promise Grant which assists districts do college and career readiness activities has been awarded.

b. Long Term Care  
and Treatment  
Program Change

Ms. McKay reported that Long Term Care and Treatment subcontract with Old Mill Center has been changed for the 2018/19 school year. LBL ESD will provide education services to students being treated at the Old Mill Center day treatment program.

c. Leadership  
Council

The March 6, 2018 Leadership Council agenda was included in the Board packet. A highlight was Bonny Ray, Assistant Program Manager, Human Resource Program, provided a training about Reasonable Suspicion. Training reiterated that Human Resource Program should always be utilized when objective evidence of policy abuse is observed. Leadership Council also discussed the possible upcoming sale of the warehouse and the status of a large document scanning project to effectively manage files currently stored at the facility.



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**G. FOR INFORMATION ONLY**

**H. ADJOURNMENT** Chairperson Search adjourned the meeting at 7:24 PM.

 4-10-2018

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David Dowrie, Board Vice Chairperson

  
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Mary McKay, Superintendent

Recorded by Karen Chandler, Board Secretary