



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

April 10, 2018

**EXECUTIVE SESSION**

At 5:20 PM the Board entered into Executive Session per ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent; (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions. Executive Session was recessed at 6:07 PM.

**A. CALL TO ORDER  
REGULAR SESSION**

Vice Chairperson Dowrie called the April 10, 2018 Regular meeting of the Linn Benton Lincoln Education Service District Board to order at 6:09 PM. Introductions were made and Vice Chairperson Dowrie led the Pledge of Allegiance.

Present:

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

Absent:

Board Member Heather Search

Guests:

Ann Lavond, Program Administrator, and Josh Barbour, Transition Network Facilitator (TNF), Student and Family Support Services. Sondra Peccia, Customer Service Representative, Martha Kroessin, Program Administrator, Information Systems Program, and Francisco Zavala, Program Administrator, Network Systems Program.

Vice Chairperson Dowrie asked if there were any public comments and there were none.



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

1. Consent Agenda

Vice Chairperson Dowrie asked if Board Members would like any item to be removed from the Consent Agenda. None were requested.

***Frank Bricker moved to approve the Consent Agenda as presented. David Dunsdon seconded the motion and the motion passed unanimously.***

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

\*Approval of Personnel Report

\*Approval of March 2018 Claims Paid

\*Approval of Second Reading of Policy BDDH, Public Comment at Board Meetings

\*Approval of Second Reading of Policy GCA, License Requirements

\*Approval of Second Reading of Policy GBEB, Communicable Disease - Staff

\*Approval of Second Reading of Policy JHCC, Communicable Disease – Students

**C. REPORTS**

1. Student and Family Support Services Program Report

Student and Family Support Services Program, Josh Barbour, Transition Network Facilitator (TNF), and Ann Lavond, Program Administrator, Student and Family Support Services Program presented a report on our Transition Program. Mr. Barbour serves Linn, Benton, Lincoln and Lane counties. He is one of nine facilitators in the state working with a support alliance that is funded through the Oregon Department of Education. Goals of the network are to assist schools with successful transition for individuals 18 to 21 years of age who experience disabilities; to offer technical assistance and curricular support to teachers working with target students; to establish relationships with agencies and schools; and to provide training and professional development for educators.



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2. Capital Improvement Plan Jackie Olsen, Chief Financial Officer, presented the updated Capital Improvement Plan, which was reviewed by the Superintendent Financial Planning Work Group in March 2018.
  
3. Classified Employee Handbook Ms. Harlos, Chief Financial Officer, provided an updated Classified Employee Handbook and reviewed a detailed summary of the changes made.  
  

***David Dunsdon moved to accept the 2018-2019 Classified Employee Handbook. The motion was seconded by Terry Deacon. The motion passed unanimously.***
  
4. PowerSchool Special Education Records Financial Plan Jackie Olsen, Chief Financial Officer, and Martha Kroessin, Information Systems Program Administrator, provided and reviewed an updated PowerSchool Special Education Records Financial Plan. There are three modules included in the product: Individualized Education Program (IEP), Section 504, and Spanish translation. Ms. Olsen reported that LBL is increasing the IEP module cost by three percent. Section 504 is now included as a Tier One service for component districts. This service has proven efficient and well-received in our districts
  
5. Business Office Matters
  - a. Financial Statements Chief Financial Officer Olsen presented the March 2018 financial statements.
  
  - b. Estimates for 2018-2019 Tier 2 Costs The estimates for Tier 2 service costs for 2018-19 were shared and discussed. Ms. Olsen presented a report of all Tier 2 services offered.
  
  - c. Banking Request for Proposal Ms. Olsen reviewed the proposed banking contract from Umpqua Bank for 7-1-2018 to 6-23-2023. She detailed the scoring and interview process that was used. Umpqua Bank presented the best offer for services. Ms. Olsen



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recommended the Board to approve the Banking Request for Proposal.

***Terry Deacon moved to accept the Umpqua Bank Contract for 7-1-2018 to 6-23-2023. The motion was seconded by Jan Doerfler. The motion passed unanimously.***

d. Warehouse

This item was moved to the May 2018 agenda.

e. Forecast 5 Contract

Ms. Olsen reviewed the Forecast 5 three-year contract with the Board. This is a new software product which features financial analytical and forecasting tools, utilizing information sent to the Oregon Department of Education from all districts. The contract proposal would add Forecast 5 as a Tier 1 service.

***Jan Doerfler moved to accept the Forecast 5 three-year contract. The motion was seconded by Frank Bricker. The motion passed unanimously.***

#### D. POLICIES

1. First Reading of Policy GBEC, Drug-Free Workplace

The first reading of Policy GBEC, Drug-Free Workplace was held. The Oregon School Board Association (OSBA) updated the policy to include language to specify the policy applies to all employees.

2. Review of Administrative Regulation GBEC-AR, Drug-Free Workplace

A review of Administrative Regulation (AR) GBEC-AR, Drug-Free Workplace was held. The updated language detailed the ESD's response to policy violations and provides guidance on establishing and responding to reasonable suspicion.

3. First Reading of Policy GCDA/GDDA, Criminal Records Checks/Fingerprinting

The first reading of Policy GCDA/GDDA, Criminal Records Checks/Fingerprinting, was held. The policy meets the Legislative requirement for background checks for volunteers if the volunteer is to have direct, unsupervised contact with students.



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4. Review Administrative Regulation GCDA/GDDA-AR Criminal Records Checks/Fingerprinting  
A review of Administrative Regulation GCDA/GDDA-AR Criminal Records Checks/Fingerprinting was held. The AR details who is subject to the associated policy and the process.
5. First Reading of Policy GBI, Gifts and Solicitations  
The first reading of Policy GBI, Gifts and Solicitations, was held. The policy specifies the limiting of staff from soliciting funds in the name of the ESD through internet-sourced crowdfunding.
6. First Reading of Policy IGBA, Student with Disabilities – Child Identification Procedures  
The first reading of Policy IGBA, Student with Disabilities – Child Identification Procedures, was held. Policy includes more specific language on responsibility to identify under-identified groups.
7. Review Administrative Regulation IGBA-AR, Student with Disabilities – Child Identification Procedures  
A review of Administrative Regulation IGBA-AR, Student with Disabilities – Child Identification Procedures, was held. Updated language reflects LBL’s responsibilities in Child Find activities specific to ESD-run educational Programs.
8. Provided as Reference Policy IGBAG, Special Education – Procedural Safeguards  
A review of Policy IGBAG, Special Education – Procedural Safeguards, was provided for reference.
9. Review Administrative Regulation IGBAG-AR, Special Education – Procedural Safeguards  
A review of Administrative Regulation IGBA-AR, Special Education – Procedural Safeguards, was held. Language was updated to describe required procedures to parent notification after a request to evaluate has been made.
10. First Reading of Policy IGBAH, Special Education- Evaluation Procedures  
The first reading of Policy IGBAH, Special Education- Evaluation Procedures, was held. Updates provide specified guidance to teams on the steps required in the evaluation process to determine special education eligibility.



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11. Review Administrative Regulation *IGBAH-AR, Special Education- Evaluation Procedures* A review of Administrative Regulation *IGBAH-AR, Special Education- Evaluation Procedures*, was held detailing format changes to the AR.
12. First Reading of Policy *IGBAJ, Special Education- Free Appropriate Public Education* The first reading of Policy *IGBAJ, Special Education- Free Appropriate Public Education*, was held. Policy was updated to include more specific language on the required components of providing Free Appropriate Public Education (FAPE).
13. Review Administrative Regulation *IGBAJ-AR, Special Education- Free Appropriate Public Education* A review of Administrative Regulation *IGBAJ-AR, Special Education- Free Appropriate Public Education*, was held. Language was added concerning parent revocation of permission to complete special education evaluation.

**F. BOARD OF DIRECTORS**

1. Superintendent Contract This topic was moved to the end of the agenda.
2. Oregon Association of Education Service Districts (OAESD)
  - a. Governance Council Meeting Board Member Dowrie and Assistant Superintendent Dorman attended the OAESD Governance Council meeting held on April 5, 2018. Representatives from all ESD's were present. Highlights include: OAESD will start collecting national dues for the Association of Educational Service Agencies (AESA); a Bylaws review committee was established; and the P-20 agreement through 2018-19 was discussed.
3. Oregon School Boards Association (OSBA) Summer Board Conference The OSBA Summer Conference will be held July 20-22, 2018 in Bend, Oregon. Supt. McKay asked interested Board members to contact Ms. Chandler if they wish to attend.



**C. REPORTS CONTINUED**

6. Superintendent's Report

- a. Strategic Plan Tasks and Activities  
Supt. McKay provided highlights to the Strategic Plan tasks and activities for April 2018.
- b. Superintendent Financial Planning Work Group  
The Superintendent Financial Planning Work Group met on March 13, 2018. Board Members Dunsdon, Irvin and Dowrie attended. The agenda and meeting notes were presented to the Board. Supt. McKay provided a summary of the meeting.
- c. Mid Valley Mid Coast Partnership (MVMCP)  
Mr. Dorman reported on the MVMCP meeting which was held on March 19, 2018. A summary was provided on the work completed. Assistant Supt. Dorman reviewed the Regional Promise Grant and the LBL Regional STEM-CTE Grant projects with the Board.
- d. Leadership Council  
Superintendent McKay presented the Leadership Council agenda for Board review. She asked if there were any questions and there were none.
- e. Valley Coast Superintendent Association (VCSA)  
Ms. McKay provided the agenda from the VCSA meeting held on March 16, 2018 to the Board. There were no questions from the Board.

**EXECUTIVE SESSION**

The Board recessed Regular Session at 7:42 PM and entered into Executive Session per ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

**REGULAR SESSION**

At 8:00 PM, Executive Session was adjourned and the Board reconvened Regular Session.



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**F. BOARD OF DIRECTORS -  
CONTINUED**

1. Superintendent  
Contract

***Frank Bricker moved to approve Resolution 05-1718, Superintendent Contract Resolution. Terry Deacon seconded. The motion to approve Resolution No. 05-1718, Superintendent Contract passed unanimously.***

**G. FOR INFORMATION  
ONLY**

2018 OSBA/Confederation of Oregon School Administrators (COSA) Legislative Report was provided to the Board.

**H. ADJOURNMENT**

Vice Chairperson Dowrie adjourned the meeting at 8:03 PM.

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David Dowrie,  
Board Vice Chairperson

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Mary McKay, Superintendent

Recorded by Karen Chandler