



LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT  
REGULAR BOARD MEETING MINUTES

May 15, 2018

**EXECUTIVE SESSION**

At 4:45 p.m. the Board entered into Executive Session per ORS 192.660(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.

The Board exited Executive Session at 5:06 p.m.

**A. CALL TO ORDER  
REGULAR SESSION**

Chairperson Heather Search called the May 15, 2018 Regular meeting of the Linn Benton Lincoln Education Service District Board to order at 5:07 p.m. Introductions were made and Chairperson Search led the Pledge of Allegiance.

Present:

Board Members: David Dunsdon, David Dowrie, Heather Search, Jan Doerfler, Terry Deacon and Roger Irvin. Staff: Mary McKay, Superintendent; Don Dorman, Assistant Superintendent; Jackie Olsen, Chief Financial Officer (CFO); Vicki Harlos, Chief Human Resources Officer (CHRO); Bonny Ray, Assistant Program Manager, Human Resource Program; Karen Chandler, Executive Assistant/Board Secretary.

Absent:

Frank Bricker.

Guests:

Tonja Everest, Assistant Superintendent, Greater Albany School District and Superintendent, LBL ESD beginning July 1, 2018.

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

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

Consent Agenda

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

***Board member Dunsdon moved to approve the Consent Agenda as presented. Board member Dowrie seconded the motion and the motion passed unanimously.***

\*Approval of Regular Board Meeting Minutes from April 10, 2018

\*Approval of Personnel Report

\*Approval of Claims Paid for April 2018

\*Approval of Second Reading of Policy GBEC, Drug-Free Workplace



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- \*Approval of Second Reading of Policy GCDA/GDDA, Criminal Records Checks/Fingerprinting
- \*Approval of Second Reading of Policy GBI, Gifts and Solicitations
- \*Approval of Second Reading of Policy IGBA, Students with Disabilities – Child Identification Procedures
- \*Approval of Second Reading of Policy IGBAH, Special Education – Evaluation Procedures
- \*Approval of Second Reading of Policy IGBAJ, Special Education -Free Appropriate Public Education

**C. REPORTS**

1. Business Office Matters

- a. Financial Statements for April 2018

Jackie Olsen, Chief Financial Officer (CFO) presented the April 2018 Financial Statements. Ms. Olsen noted that there is a change to the Financial Statement on page 32 in the packet. The LBL ESD General Fund Statement of Revenues Budget vs. Actual page: Projected 5/1/2018 thru 6/30/2018 column: Total Resources should read: \$1,116,881. She will provide the Board with updated Financial Statements next month that will reflect the corrected amount. Additionally, Ms. Olsen also provided an update on the economic forecast at the June Board meeting.

**D. POLICIES**

- 1. First Reading of Policy GBK/KGC, Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems
- 2. First Reading of Policy JFCG/JFCH/JFCI, Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems,

Bonny Ray, Assistant Program Manager, Human Resources, presented the first reading of Policy GBK/KGC, Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems was held. To minimize confusion, Oregon School Boards Association (OSBA) recommends removing JFCG from the triple-coded policy GBK/JFCG/KGC. This removes all language related to students. The double-coded policy addresses Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems with regard to LBL employees and members of the public.

Ms. Ray submitted the first reading of Policy JFCG/JFCH/JFCI, Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems. This is a recommended new policy for LBL that is specific for students. It prohibits student use or possession of tobacco products, alcohol and inhalant delivery systems. For clarity, the Policy language will be amended to add 'under the influence' regarding student substance abuse.



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3. First Reading of Policy JHCD/JHCDA, Medications  
The first reading of Policy JHCD/JHCDA, Medications was held. This policy merges two separate policies into one; JHCD Non-Prescription Medications and JHCDA Prescription Medications. This policy, upon adoption, will replace these two current policies. A slight revision of language was requested by the Board.
  
4. Review Administrative Regulation JHCD/JHCDA-AR, Prescription/Nonprescription Medications  
A review of Administrative Regulation (AR) JHCD/JHCDA-AR, Prescription/Nonprescription Medications was held. This policy is also merging two separate Administrative Rules, JHCD-AR and JHCDA-AR, into one document. Additionally, there are substantial changes to key definitions, procedures for training, administering, tracking, and disposal of all types of medications in the school setting.

**E. BOARD**

1. Ratification of Linn Benton Lincoln/Linn Benton Lincoln Education Association 2017-2019 Collective Bargaining Agreement  
Superintendent McKay expressed her appreciation to the negotiation team of Frank Bricker, David Dowrie, Don Dorman, Jackie Olsen and Vicki Harlos and the entire Board for their dedication, time and energy devoted to the process.  
  
CHRO Harlos provided and reviewed a summary of changes that were made to the Linn Benton Lincoln/Linn Benton Lincoln Education Association 2017-2019 Collective Bargaining Agreement during the negotiation process.  
  
Superintendent McKay noted for the record that there was a change on the signature page of the Term of Agreement document stating: *Notwithstanding the provisions of Article XVI, Section A (Salary), Appendix A and C shall be retroactive for the last eight pay periods of 2017-2018 fiscal year. The increase will be distributed equally over each employee's remaining pay periods based on their payroll cycle.*  
  
**Board Member Dunsdon moved and Board Member Dowrie seconded the motion to ratify the Linn Benton Lincoln/Linn Benton Lincoln Education Association 2017-2019 Collective Bargaining Agreement as presented. The motion passed unanimously.**



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2. Oregon Association of  
Education Service  
Districts (OAESD)

a. P-20 Support  
Network  
Agreement  
2018-19

Superintendent McKay reviewed the Oregon Association of Education Service Districts (OAESD) P-20 Support Network Agreement. She noted that there were no changes to the agreement other than the year changing from 2017-2018 to 2018-2019.

**Board Member Dunsdon moved to approve Resolution 06-1718, Adopting Participation in the Oregon Education Service District Support Network for 2018-19. Board Member Doerfler seconded the motion. The motion passed unanimously.**

3. Oregon School Boards  
Association (OSBA)  
Board of Directors and  
Legislative Policy  
Committee Meeting

Board member Dowrie reported on the Oregon School Boards Association (OSBA) Board of Directors and Legislative Policy Committee Meeting which was held on April 27 – 28, 2018. Topics discussed included a presentation regarding the Joint Committee on Student Success by Senator Arnie Roblan and Representative Barbara Smith Warner. Mr. Dowrie also reviewed a draft of the OSBA 2019-20 Policies and Priorities. An updated Proposed OSBA Legislative Policies for 2019-2020 document will be provided to the Board for review.

4. Legislative Topics

The OSBA Policies and Priorities updated in Board member Dowrie's report covered current Legislative topics to date.

5. Board Work Session  
Schedule

Discussion was held regarding the upcoming Board Work Session and a calendar grid of potential meeting dates was passed around to Board members.

**C. REPORTS CONTINUED ...**

2. Superintendent's Report  
a. Strategic Plan  
Tasks and  
Activities

Superintendent McKay provided written updates on May's Strategic Plan Tasks and Activities related to the LBL Goals.

b. Valley Coast  
Superintendent  
Association  
(VCSA) Retreat

A written report was provided to the Board detailing the April 26 -27, 2018 Valley Coast Superintendent Association (VCSA) Retreat. Highlights from the retreat included a presentation by Lauren Sigman, Lincoln County School District (LCSD) Early Learning Coordinator, and Autumn Belloni, LBL Early Intervention/Early Childhood Special Education (EI/ECSE) Program



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Administrator. They have developed a pilot program for Early Learning Services which will utilize shared funding. Also highlighted was a review of the Education Evaluation and Consultation Services prepared by Kate Marrone, Program Administrator of Special Education and Evaluation Services (SEES).

c. Leadership Council Meeting

Ms. McKay provided a written report about the May Leadership Council Meeting which was held on May 1, 2018. The report detailed updates about logistical year-end tasks and the Human Resource Program "Tip of the Month".

**F. FOR INFORMATION ONLY**

- 1. Written Professional Development Report, 2018 Tyler Connect, Boston, Massachusetts

Rhonda Allen, Assistant Business Manager, Business Services, provided a written report of her attendance at the Tyler Connect conference held in Boston, Massachusetts on April 22, 2018.

**G. 5:45 CLOSE REGULAR MEETING AND RECESS TO BUDGET COMMITTEE MEETING**

**ADJOURNMENT**

Chairperson Search adjourned the Board meeting at 5:45 p.m.

  
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 Heather Search, Board Chairperson

  
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 Mary McKay, Superintendent

Recorded by Karen Chandler