

LANE ESD BOARD OF DIRECTORS' MEETING  
Tuesday – May 23, 2006

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|-------------------------------------|----|--|
| 1. Regular Meeting<br>Call to Order | 1  | <p>Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 6:00 p.m. Tuesday, May 23, 2006, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Tom Atkinson, Sherry Duerst-Higgins, Michelle Holman, Tom Lininger, and Jim Swanson; and Chuck Forster, advisory member.. Administrative staff members present were Superintendent Mike Vermillion, Carol Knobbe, Dave Standridge, Michelle Mantel, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Bob Alexander, staff member</p>  |
| 2. Recognition and<br>Introductions | 2  | <p>There was no staff or public recognition.</p>   |
| 3. Public Participation             | 3  | <p>There was no public participation.</p>  |
| 4. Agenda Review                    | 4  | <p>There were no changes to the agenda.</p>  |
| 5. Action Items                     | 5A | <p>The following action items were included in the Consent Agenda approval:</p> <p>(1) Approve Board minutes of April 25, 2006<br/><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD approves the minutes of its meeting April 25, 2006, as submitted.</p> <p>(2) Approve Budget Committee Minutes of May 2, 2006<br/><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD approves the Budget Committee minutes of May 2, 2006.</p> <p>(3) Accept monthly Human Resources Report and (3) Approve Personnel Recommendations<br/><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated May 17, 2006.</p> <p>(4) Approve Grants/Contracts Awarded and Authorize Receipt of Funds<br/><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD approves the grants/contracts awarded report dated May 2006, and authorizes receipt of funds.</p> <p><b>DIRECTOR SWANSON MOVED: BE IT RESOLVED</b> that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Atkinson seconded and <b>the MOTION CARRIED WITH DIRECTORS ATKINSON, DUERST-HIGGINS, HOLMAN, LININGER, and SWANSON VOTING YES.</b><br/><b>(ESD Resolution # 05-027)</b></p> |
|                                     | 5B | <p>Adopt Appropriation Transfer (<i>official attachment</i>)</p> <p>As the result of an unanticipated increase in state school fund revenue and savings on the expenditure side, Lane ESD's ending general fund balance will be more than anticipated. Generally, since it is not an ongoing revenue source, an appropriate use of fund balance is for one-time expenditures.</p> <p>In 2002, Lane ESD financed a portion of the roof replacement on the main facility through the issuance of certificates of participation. We have the option next year of paying off the certificates that mature after June 1, 2007. This transfer will set aside the available funds to relieve the ESD of that installment debt.</p>  |

**DIRECTOR ATKINSON MOVED: BE IT RESOLVED** that the Board of Directors for Lane Education Service District hereby adopts the following appropriation transfers within the budget for the fiscal year 2005-06 in the sum of \$290,000. The transfer will increase the reserve fund to allow for prepayment of existing installment debt. There is no increase to the overall appropriations in either fund. Director Swanson seconded and **the MOTION CARRIED WITH DIRECTORS ATKINSON, DUERST-HIGGINS, HOLMAN, LININGER, and SWANSON VOTING YES.**  
(ESD Resolution # 05-028)

- 5C Authorize Implementation of Policy GCPA, Layoff—Licensed Staff  
Due to a reduction in district-contracted nursing services (.20 FTE), implementation of Policy GCPA is needed.  
**DIRECTOR HOLMAN MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD finds a compelling need to enact a reduction in work force and authorizes the administration to implement the provisions of Board Policy GCPA, Layoff—Licensed Staff. Director Atkinson seconded and **the MOTION CARRIED WITH DIRECTORS ATKINSON, DUERST-HIGGINS, HOLMAN, LININGER, and SWANSON VOTING YES.** (ESD Resolution # 05-029)

6. Discussion/  
Reports

- 6A Advisory Board Member Report  
Board advisor Chuck Forster reported on activities of Lane Workforce Partnership. Chuck reported that 10 entities submitted proposals requesting funding for year-round youth services through the Workforce Investment Act. Funding available for the RFP is \$950,000.
- 6B First Reading, New Policy JHCCF: Pediculosis (Head Lice)  
This policy is needed to provide guidance to staff at Lane School and the Martin Luther King Jr. Education Center who are not in a school building with an existing policy. Policy JHCCF was submitted for a first reading.
- 6C New Administrative Rule JHCCF-AR: Pediculosis (Head Lice)  
This administrative rule supports the policy and is submitted for your information.
- 6D First Reading, Revised Policy DLBA, Advance Salary Payments  
Policy DLBA, Advance Salary Payments, has been revised to reflect actual procedures and was submitted for a first reading.
- 6E Revised Administrative Rule DLBA-AR, Advance Salary Payment Request  
Administrative Rule DLBA-AR, Advance Salary Payment Requests, has been revised for clarity and is submitted to you for information.
- 6F July Board Meeting Date  
After discussion at the last Board meeting, July 18 seems to be the date that would fit most schedules. Approval of the July Board meeting date will be on the agenda at the June 27 meeting.
- 6G Overview of Resolution Analysis Process  
The theme for the first Resolution Analysis Committee meeting held on April 25 was "Increasing Knowledge". This provided an opportunity for ESD staff to share information about resolutions with the six representative superintendents; and for superintendents to let us know what's working, what they would like to see changed, and what ideas they have for future services. One of the outcomes from the meeting was the suggestion that the May 16 superintendents meeting be dedicated to a discussion with the full superintendents group. Summaries of the April 25 meeting and the small group discussions on May 16 are in process and will be provided to Board members. It is anticipated that this process will be utilized to review all ESD services in the future. Debbie Egan has participated in the Resolution Analysis Process.

## 7. Superintendent's Report

- 6H East End Renovation Plan  
Plans are underway to renovate the eastern end of the ESD building - the area that houses School Improvement and Media Services – including new carpet and creation of new work spaces. In order to get everything completed by the start of school, some staff moves have begun. The majority of the moves, however, will be made on June 1 and 2, when alternative workspaces for all School Improvement and Media Services staff are determined. The principal factors considered in planning the new work area are standardized work spaces, storage, accommodation of growth, and integration of school improvement and media services. All work should be completed by August 15.
- 6I Audit Contract  
Lane ESD has used the accounting firm of Jones & Roth to conduct the annual external audit of our financial records for at least the last 16 years. We currently have a two year contract with an option for a third year. The audit for 2005-06 will be the second year of this contract. Staff asked direction from the Board regarding audit services for next year and beyond. The following options were given:
- Exercise contract option for a third year and negotiate a subsequent contract with Jones & Roth.
  - Exercise option for a third year and go out to bid for 2007-08 and beyond.
  - Decline option and go out to bid for 2006-07 and beyond.
- The Board chose to exercise the option for a third year with Jones & Roth and go out to bid for 2007-08 and beyond. Jones & Roth will be allowed to participate in the bid process.
- 7A Financial Report  
The financial report for April 2006 was reviewed by Dave Standridge, Director of business support services. Board members also received financial reports distributed to Lane County superintendents at the May 16 meeting. These reports were provided to address comments received in response to Debbie Egan's superintendent survey.
- 7B Lane Education Foundation  
After further discussion with the remaining Lane Education Foundation members and Joe Richards, we are recommending that three to five Lane ESD Board members join the Lane Education Foundation Board. The two remaining Foundation board members would continue on the Foundation Board during the transition time. During the next year, the LEF Board would focus on:
- Revisions to the Lane Education Foundation by-laws
  - Development of an interagency agreement between the Lane Education Foundation and the Lane ESD describing the support functions Lane ESD provides and responsibilities for each
  - Establishment of vision and goals for the Foundation
  - Recruitment of additional board members
- This plan would ensure that Lane ESD and local districts continue to have access to the 501(c)(3) status for the benefit of Lane ESD programs and our component districts. The interagency agreement would allow the Foundation to handle more substantial grant funding by clearly defining the working relationship between the two agencies and provide for Lane ESD to provide fiscal services on behalf of the Foundation.
- To be efficient, LEF meetings would be convened prior to the Lane ESD Board meetings. The Board found the plan to be amenable and members Tom Lininger, Jim Swanson, and Joel Robe volunteered to serve as LEF Board members. The Foundation would convene a meeting in June prior to the regular Lane ESD Board meeting to induct the new Foundation board members from Lane ESD's board.

8. Information from Administrative Staff	8	<p>Superintendent Mike Vermillion, assistant superintendent Carol Knobbe and directors Dave Standridge, Sue Mathisen, and Michelle Mantel submitted reports to the board on activities in their service areas. (official attachment)</p> <p>Carol Knobbe also reported that Policy GDPA will be revised to state the temporary nature of staff hired to fill limited duration positions such as grants. A letter will be sent to LCEA, and the policy revision will appear as a first reading at the June 27 meeting.</p>
9. Board Member Presentations and Comments	9	<p>Sherry Duerst-Higgins commented that she thought the recent OAESD Annual Conference at Eagle Crest was one of the best OAESD Conferences. The communication discussion groups were particularly valuable. Jim Swanson encouraged Lane ESD staff to participate and present sessions on Lane ESD programs. Zone B is responsible for program planning for next year's conference.</p> <p>Michelle Holman expressed appreciation to Lane ESD technology staff for the donation of out-of-date laptop computers for education in under-developed countries.</p>
10. Announcement/ Correspondence	10A	<p>NEA Today Technology Article</p> <p>Student and teacher use of technology in the classroom is the topic of "Ready to Upgrade", an article which was in the March 2006 issue of NEA Today. The work of Lynn Lary, Lane ESD technology specialist is highlighted in the article.</p>
11. Adjournment	11	<p>The meeting was adjourned at 7:10 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 27, 2006, beginning at 6:00 p.m., at the ESD Center Building</p>
12. Executive Session		

Minutes approved:

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(date) BJM

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Sherry Duerst-Higgins, Chairperson

Attachments to official minutes:

1. Appropriation Transfer
2. Superintendent Report
3. Administrator Reports

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Mike Vermillion, Superintendent-Clerk