

LANE ESD BOARD OF DIRECTORS' MEETING  
Tuesday – June 26, 2007

- |                                     |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Regular Meeting<br>Call to Order | 1  | <p>Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, June 26, 2007, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Tom Atkinson, Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Lininger, Joel Robe, and Jim Swanson. Administrative staff members present were Superintendent Debbie Egan, Dave Standridge, Michelle Mantel, and Barbara McBurnett, recording secretary.</p> <p>Others attending were: Carol Horne Dennis, Kate Weber</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2. <u>Budget Hearing</u>            | 2  | <p>Chair Duerst-Higgins opened the budget hearing on the 2007-08 Lane ESD budget. An outline of the budget which is within the tax base, was included in the agenda packet and is attached to the official copy of the minutes of this meeting. Notice of the budget hearing was published as required by law, in the Register Guard newspaper. Copies of the budget are available for public inspection. The Chair invited comments on the budget. There were none. Chair Duerst-Higgins declared the budget hearing closed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3. Recognition and<br>Introductions | 3  | <p>There was no staff or public recognition.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4. Public Participation             | 4  | <p>There was no public participation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5. Agenda Review                    | 5. | <p>There were no changes to the agenda.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6. Action Items                     | 6A | <p>Budget Actions: Adopt Budget, Appropriate Budget, Levy Taxes (<i>official attachments</i>)</p> <p><b>Adopt Budget</b><br/><b>DIRECTOR ATKINSON MOVED: BE IT RESOLVED</b> that the Board of Directors of Lane ESD hereby adopts the budget for the 2007-08 fiscal year in the total sum of \$36,705,976 now on file at the Office of the Superintendent. Director Berney seconded and the <b>MOTION CARRIED WITH DIRECTORS ATKINSON, BERNEY, DUERST-HIGGINS, HOLMAN, LININGER, ROBE and SWANSON VOTING YES.</b><br/><b>(ESD Resolution # 06-028)</b></p> <p><b>Appropriate Budget</b><br/><b>DIRECTOR HOLMAN MOVED: BE IT RESOLVED</b> that for the fiscal year beginning July 1, 2007, the amounts listed on the attached appropriation memo are hereby appropriated for the purpose as indicated within the funds list. Director Robe seconded and the <b>MOTION CARRIED WITH DIRECTORS ATKINSON, BERNEY, DUERST-HIGGINS, HOLMAN, LININGER, ROBE and SWANSON VOTING YES.</b><br/><b>(ESD Resolution # 06-029)</b></p> |

**Levy Taxes**

**DIRECTOR ATKINSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD hereby imposes the taxes provided for in the adopted budget at the rate of \$.2232 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2007-08 upon the assessed value of all taxable property within the district. Director Robe seconded and the **MOTION CARRIED WITH DIRECTORS. ATKINSON, BERNEY, DUERST-HIGGINS, HOLMAN, LININGER, ROBE and SWANSON VOTING YES. (ESD Resolution # 06-030)**

	<u>Subject to Education Limitation</u>	<u>Excluded from Limitation</u>
GENERAL FUND	\$.2232/1,000	\$0

6. 6B The following action items were included in the Consent Agenda approval:

- (1) Approve Board Minutes of May 22, 2007  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting May 22, 2007, as submitted.
- (2) Approve Budget Committee Minutes of May 1, 2007  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Budget Committee minutes of May 1, 2007, as submitted.
- (3) Accept Monthly Human Resources Report and Approve Personnel Recommendations  
**BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated June 20, 2007.
- (4) Approve Grants/Contracts Awarded and Authorize Receipt of Funds  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the grants/contracts awarded report dated June 2007, and authorizes receipt of funds.
- (5) Approve July Board Meeting Date  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves Tuesday, July 10, 2007, as the date for the Board organizational meeting.

**DIRECTOR HOLMAN MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Robe seconded and the **MOTION CARRIED WITH DIRECTORS ATKINSON, BERNEY, DUERST-HIGGINS, HOLMAN, LININGER, ROBE and SWANSON VOTING YES. (ESD Resolution # 06-031)**

6C Approve Transfer of Appropriations Within the 2006-07 Budget (*official attachment*)  
Districts may use flex funds for tuition reimbursement when placing students in special education or alternative education programs which are operated by other educational providers. Springfield School District had requested reimbursement on their 2005-06 service order form, but chose not to request the actual reimbursement at the end of the year. Instead, they chose to roll over the flex funds to this year. They subsequently decided to request reimbursement in this fiscal year. Since this decision was made after our 2006-07 budget was adopted, there is not a sufficient amount available within the Instruction category in the 2006-07 appropriations to fund their request. The amount of tuition that exceeded the appropriation is about \$375,000.

Primarily due to increased enrollment in the Life Skills program, the appropriation for Instruction within the Life Skills budget will not be sufficient. Increased costs have occurred in the areas of educational assistant staffing levels and associated benefits, substitute costs and physical therapy. The estimated overage is \$120,000.

The ESD also agreed to provide ELL services to Mapleton and Crow-Applegate-Lorane after the resolution and budget processes were completed last year. These costs are estimated at \$30,000.

The actual expenditures for 1000 - Instruction are expected to exceed the appropriation category by roughly \$525,000. The \$600,000 will ensure that we do not commit a budget law violation.

Expenditures in the other appropriation categories are estimated to be under the appropriation level by about \$290,000. The anticipated net effect is that general fund expenditures will exceed the original appropriation by roughly \$235,000 or 1.2%.

**DIRECTOR ATKINSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Robe seconded and **the MOTION CARRIED WITH DIRECTORS ATKINSON, BERNEY, DUERST-HIGGINS, HOLMAN, LININGER, ROBE and SWANSON VOTING YES. (ESD Resolution # 06-032)**

- 6D Authorize Implementation of GDPA, Layoff-Classified Staff  
At May meeting, Michelle Mantel informed the Board of the need to provide additional hours of custodial coverage at the Westmoreland Campus. Currently, a 12-month, 1.0 FTE, custodian is employed at that site. The plan is to reduce the current custodian to .75 FTE and hire a .5 FTE, 10-month, custodian which would provide expanded coverage and support for the facility to better meet the needs of Lane School. Reducing the current custodian from 1.0 to .75 FTE requires implementation of Policy GDPA.

The Board asked for additional information regarding plans for custodial staffing at the Westmoreland facility. Information will be provided and action postponed until the July 10, 2007 Board meeting.

## 7. Discussion/ Reports

- 7A Advisory Board Member Report  
Chuck Forster was not present to report on activities of Lane Workforce Partnership.

- 7B 2007-08 Board Meeting Calendar Review  
Dates for 2007-08 Board meetings follow. These dates will be included in July's organization meeting.

- August 28
- September 25
- October 23
- December 4 (combined November/December)
- January 22
- February 26
- March 18 (week prior to spring break)
- April 22
- May 27
- June 24

- 7C PERS Unfunded Actuarial Liability Refinancing (*official attachment*)  
OSBA and Seattle-Northwest Securities will be offering another round of refinancing for districts that still have an unfunded PERS liability. Lane ESD passed on the opportunity a few years ago because of the uncertainty surrounding the proposed legislative reforms and the pending outcome of lawsuits. Now that those suits have been settled, we are considering refinancing all or some of our estimated \$8.5 million liability. If we decide to participate, a commitment is needed from our district by the end of August.

The Board was asked for director on whether the agency should pursue refinancing our liability. The Board gave verbal agreement for refinancing the PERS unfunded actuarial liability. This refinancing will require Board action and will appear on the August Board meeting agenda as an action item. Board members were asked to contact Dave Standridge if they have questions.

- 7D

Revision to GCBE/GDBE-AR, Staff Vacation  
Revisions to Administrative Rule GCBE/GDBE-AR was submitted to the Board for information. This administrative rule requires that employees submit a request to carryover vacation. Forms have been created to formalize that process and eliminate confusion—these forms will become part of the administrative rule.
- 7E

First Reading—New Policy JGAB, Use of Restraint and Seclusion  
New Policy JGAB, Use of Restraint and Seclusion, was submitted for a first reading. Board members noted that there are two bracketed items that need clarification.
- 7F

New Administrative Rule, JGAB-AR, Use of Restraint and Seclusion  
Effective September 1, 2007, school district boards are required to have adopted written policies and procedures pertaining to the use of restraint and seclusion within the district. Districts are required to identify the training program(s) or systems(s) of physical restraint and seclusion selected for use by district staff and to ensure that the appropriate staff have been trained in the proper use of those specific programs or systems.

Note: Our special education program already had procedures addressing interventions around the use of restraint based on effective practices in the field.
- 8. Superintendent’s Report

8A Director of business support services Dave Standridge reviewed the financial report for May 2007. Dave added that he will be changing the format of the financial report to provide addition information to the Board.
- 9. Information from Administrative Staff

8 Superintendent Debbie Egan, 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)

Superintendent Egan reported that Representative Phil Barnhart will attend the July 10 Board meeting to report and answer questions on the Legislative session.
- 10. Board Member Presentations and Comments

10. Director Berney asked for clarification regarding indirect rates. Dave Standridge explained that the ratio of indirect costs to direct costs has decreased. The rate will reduced to 6.71% from 7.68%. This will have a negative impact on our revenue.
- 11. Announcement/ Correspondence

11A OSBA Summer Board Conference  
The OSBA Summer Board Conference is July 14 & 15 in Wilsonville.

11B Letter from ODE Regarding Lynn Lary  
A letter from Carla Wade of ODE and the Edtech Cadre commending Lynn Lary’s contribution and asking for continued support of the Edtech Professional Cadre was provided to the Board.

11C Eugene Weekly Article Regarding Edane Applegate Mueller  
Employee Edane Applegate Mueller was recently featured in an article in the Eugene Weekly.
- 12. Adjournment

12 The meeting was adjourned at 7:50 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 10, 2007, beginning at 6:00 p.m., at the ESD Center Building

13. Executive Session | 13 Chair Duerst-Higgins called the Executive session to order at 7:55 p.m. under provisions of ORS 192.660(2)(b) to consider the dismissal of an employee. Board Members present were: Tom Atkinson, Joe Berney, Sherry Duerst-Higgins, Michelle Holman, Tom Lininger, Joel Robe, and Jim Swanson. Administrative staff members present were Superintendent Debbie Egan and Barbara McBurnett, recording secretary. The Executive Session was adjourned at 8:25 p.m.

Minutes approved:

\_\_\_\_\_  
(date) BJM

Attachments to official minutes:

1. Budget Actions
2. Transfer Appropriation
3. PERS Unfunded Actuarial Liability  
  . Refinancing Information
4. Superintendent Report
5. Administrative Reports

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Debbie Egan, Superintendent-Clerk