

LANE ESD BOARD OF DIRECTORS' MEETING  
Tuesday – August 28, 2012

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| 1. Regular Meeting<br>Call to Order | 1  | <p>Chair Carol Dennis called the regular board meeting to order at 6:00 p.m. Tuesday, August 28, 2012, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Carol Dennis, Sherry Duerst-Higgins, Chuck Forster, Francisca Leyva Johnson, Don Kimball, Joel Robe and Anselmo Villanueva. Administrative staff members present were Superintendent Larry Sullivan , Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, Randy Trummer, and Carol Skondin, recording secretary.</p> <p>Others attending: Renee Beard</p>  |
| 2. Recognition and 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>Item 5D, Authorize Implementation of Policy GDPA, Layoff/Recall, Classified, was added to the agenda.</p>   |
| 5. Action Items                     | 5A | <p>The following items were included in the Consent Agenda approval.</p> <p>(1) Approve Board Minutes of July 24, 2012<br/><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD approves the minutes of its meeting July 24, 2012, as submitted.</p> <p>(2) Approve Minutes of August 8, 2012 Work Session<br/><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD approves the minutes of its meeting July 24, 2012, as submitted.</p> <p>(3) Accept Monthly Human Resources Report and Approve Personnel Recommendations<br/><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated August 21, 2012.</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 August, 2012, and authorizes receipt of funds.</p> <p>(5) Adopt Policy Revisions – Second Reading<br/>These policies were provided as a first reading at the July 24 board meeting.</p> <ul style="list-style-type: none"><li>• BBD, Board Member Removal From Office</li><li>• CPA, Lay Off/Recall-Administrative Personnel</li><li>• GBNAA/JFCFA, Cyberbullying</li><li>• JFCF, Hazing/Harassment/Intimidation/ Bullying/Menacing/Cyberbullying-Student</li><li>• JOA, Directory Information</li><li>• JOB, Personally Identifiable Information</li><li>• IGBAB/JO, Education Records/Records of Students with Disabilities</li><li>• JHFE, Reporting of Suspected Abuse of a Child</li><li>• JHFF, Reporting Requirements Regarding Sexual Conduct with Students</li></ul> <p><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD adopts policy revisions—BBD, CPA, GBNAA/JFCFA, JFCF, JOA, JOB, IGBAB/JO, JHFE, JHFF—as submitted.</p> <p>(6) Adopt New Policy – Second Reading</p> <ul style="list-style-type: none"><li>• GCBDC/GDBDC, Domestic Violence/ Harassment/Sexual Assault/ Stalking Leave</li></ul> <p><b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD adopts new policy GCBDC/GDBDC, Domestic Violence/Harassment/Sexual Assault/Stalking Leave, as submitted.</p> <p><b>DIRECTOR VILLANUEVA MOVED: BE IT RESOLVED</b> that the Board of Directors of Lane ESD adopts the consent agenda as presented. Director Robe seconded and the <b>MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, JOHNSON, KIMBALL, ROBE AND VILLANUEVA VOTING YES.</b></p> |

- (ESD Resolution # 12-006)**
- 5B Appoint Truancy Officer  
Through a Request-for-Proposals process, Mark Barr Investigations LLC was selected to provide truancy officer services for Lane ESD. The contract is for one year with an option to extend for one year. In 2011-12, 692 referrals for truancy were received. Of these, 59% were first time referrals with the student returning to school without further incident. The truancy officer is paid by a per-case basis. This information is reported in the annual Local Service Plan Report.  
**DIRECTOR FORSTER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD appoints Mark Barr as attendance supervisor to provide truancy officer services for Lane ESD. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, JOHNSON, KIMBALL, ROBE AND VILLANUEVA VOTING YES. (ESD Resolution # 12-007)**
- 5C Approve Organizational Structure, CC-AR  
At the July 24 board meeting, board members received a revised organizational structure diagram recommended by the superintendent. The “flattening” of the management reporting structure will contribute to a more efficient decision-making leadership. There was discussion regarding the position of equity and diversity specialist and reasons for moving the supervision to Learning Support Services rather than the superintendent’s office. Superintendent Sullivan responded that Lane ESD’s statutory requirement is to provide services to K-12 districts. Equity and diversity specialist roles and responsibilities should be integrated into all instructional and educational services provided by Lane ESD with 50% of the equity and diversity specialist dedicated to instructional supports, 25% for internal ESD/district equity services, and 25% for community collaborations and supports. Supervision will be provided the director of learning support services along with direction from superintendent and assistant superintendent.  
**DIRECTOR ROBE MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Lane ESD Organizational Structure, Administrative Rule CC-AR. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, JOHNSON, KIMBALL, ROBE AND VILLANUEVA VOTING YES. (ESD Resolution # 12-008)**
- 5D Authorize Implementation of Policy GDPA, Layoff/Recall, Classified  
Due to decrease in student enrollment in the Life Skills program in the Siuslaw School District, a reduction of .75 FTE Instructional Assistant is recommended.  
**DIRECTOR FORSTER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD finds a compelling need to enact reduction in work force and authorizes the administration to implement the provisions of Board Policy GDPA, Layoff/Recall. Director Villanueva seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, JOHNSON, KIMBALL, ROBE AND VILLANUEVA VOTING YES. (ESD Resolution # 12-009)**
6. Discussion/Reports 6A Board Retreat Summary  
Chart notes of board and superintendent discussion at the August 8 retreat/work session were provided. Greg McKenzie facilitated the session as part of the superintendent search process. Session highlights included:
- A series of team-building activities to enhance communication between board members and board member/superintendent.
  - A review of board and superintendent roles and responsibilities.
  - Board/superintendent Agreements were reviewed and will be updated.
  - The board and superintendent will establish a protocol for orienting newly elected or appointed board members.
  - The superintendent was asked to report priorities and anticipated outcomes of the process of reviewing LESD Service Review.
  - The superintendent was asked to move forward with gathering information regarding a Lane ESD strategic plan.
  - The superintendent will draft his short- and long-term goals based on discussion with the board.

- The superintendent will gather information to develop an evaluation instrument that will annually measure goals.

For further engagement of LESD board members with component districts, the superintendent and board chair suggested that board members attend district board meetings. Component district representation could be divided among LESD board members who would attend meetings periodically, two or three times each year, with Superintendent Sullivan to report to district boards about ESD services. Chair Dennis will distribute district assignments among component districts for board member representation.

6B Board/Superintendent Agreements

Board/Superintendent Agreements were reviewed at the August 8 board retreat. Board and superintendent input was gathered regarding needs and expectations of each. The board chair and superintendent have determined that the agreements accurately reflect board discussion. The agreements will be reviewed and updated, if necessary, annually.

6C Service Review Presentation

As reported at the July 24 board meeting and discussed at the August 8 board work session, leadership has continued through the summer the process of analyzing or “unpack” the LESD Service Review in each ESD area to acquire a greater understanding of the document. LESD leadership is proceeding with review of the Service Review document by section considering areas that allow short-term responsiveness, those that require additional investigation, evaluation, and planning.

One recurring theme from the Review is access to transparent service information. While the LESD website provides static service descriptions, districts clearly communicated the need for easy to understand, real-time access to dynamic information around differentiated services and funding models. In response, LESD has created the four Service Transparency sites: Business, Learning Support Services, Technology and Special Education. Current and historical information on each of these sites will be maintained daily. LESD leadership seeks and encourages feedback on these sites

6D Strategic Planning Recommendation

At the July 24 board meeting, Superintendent Sullivan recommended that a strategic planning process be considered to provide leadership direction and long-term viability of LESD services. After discussion at the August 8 board work session, board members directed the superintendent to proceed with gathering information regarding implementation of a strategic plan.

Colonna/Mabbott Educational Consulting has provided a proposal for a five-year strategic plan for Lane ESD. Included in the project proposal is an introductory letter, a proposed development timeline, budget, and project process description.

Superintendent Sullivan recommended that the Lane ESD Board of Directors consider implementing the strategic planning process. There was board member consensus directing the superintendent to move forward with engaging Colonna/Mabbott Educational Consulting with the LESD strategic planning process.

6E Superintendent Goals and Evaluation

At the August 8 work session, the superintendent and board members discussed the development of draft superintendent goals to be brought to the board at this meeting. After consideration of the strategic planning process and the potential impact to goal setting, Superintendent Sullivan proposes continuing with the four goals of the previous superintendent in the interim period of strategic plan development. An additional goal regarding the strategic planning process will be developed. New objectives will be written for the goals that connect to current Lane ESD activities. The goals and objectives will be presented to the board for adoption in September.

		Also discussed at the August 8 work session was development of a superintendent evaluation process. The Colonna/Mabbott Strategic Planning Proposal includes development of a superintendent evaluation instrument.
	6F	OSBA Convention—November 8-11, 2012 The Oregon School Boards Association Convention will be at the Portland Marriott November 8-11, 2012. OSBA has sent notification that housing reservations open September 10. The board and superintendent have previously discussed attending a wider variety of development activities, rather than concentrating attendance at one or two events. Directors Duerst-Higgins, Robe, and Villanueva indicated they plan to attend the OSBA Convention.  The OAESD Fall Summit is scheduled for all day on Thursday, November 8. Superintendent Sullivan, Chair Dennis and Director Robe will attend.
7. Superintendent's Report	7A	Financial Report Dave Standridge, director of business services, reviewed the financial report for July 2012.
	7B	Superintendent Meeting Report Lane County superintendents met on Tuesday, August 21. Board Chair Carol Dennis attended the beginning of the meeting to welcome them and officially introduce Larry Sullivan as Lane ESD superintendent. Agenda items included: Lane ESD updates including Service Review activities, strategic planning, and LESD board engagement; review of flex model and flex allocation formula; LESD transparency webpages; QEM report; cultural competency discussion (this topic will be an ongoing discussion at superintendents' meetings); and discussion with Rep. Phil Barnhart about the 2013 Legislative session. Meeting notes will be provided.
	7C	Superintendent Communication to the Board Superintendent Sullivan has emailed weekly updates to board members to inform of activities and events. These updates are included with administrative written reports emailed to the board prior to the meeting.
8. Information from Administrative Staff	8	Superintendent Larry Sullivan, assistant superintendent Carol Knobbe and directors Michelle Mantel, Sue Mathisen, Dave Standridge, and Randy Trummer submitted reports to the board on activities in their service areas. (official attachment)  Superintendent Sullivan also reported that Lane ESD is working with the regional coordinator, Mike Garling, for providing support to Focus and Priority Schools in Lane County. LESD school improvement specialists have received training for appraisal teams.
Extend Meeting		Consensus to Extend Meeting Board member consensus was to extend the meeting by 15 minutes beyond 8:00 p.m.
9. Board Member Presentations and Comments	9	Francisca Leyva Johnson commented that the Community Gang Symposium on October 19 and 20 will also include hate crimes as a topic.  Francisca also reported that the OSBA Legislative Policy Committee will meet soon to consider feedback on legislative policies and priorities. The OSBA Board will vote on the LPC's recommended policies and priorities in September. Then, in November, boards will have one vote to approve or disapprove the final legislative agenda.  Carol Dennis reported that Lane Education Foundation will soon be accepting applications from teachers in the eight member districts for grants to help cover classroom supplies.
10. Announcement/ Correspondence	10A	Acknowledgements and Recognitions Superintendent Sullivan recognized the exceptional effort of LESD staff in helping coordinate the Indian Education Parent Committee as well as providing input for hiring process for the Indian Education Coordinator.

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| 11. Adjournment | <p>10B Lane ESD Back to School 2012-13<br/>Board members are invited to attend the LESD staff Back to School event on Thursday, August 30, 8 am to noon, at Lane Community College Center for Meeting and Learning.</p> <p>11 The meeting was adjourned at 8:07 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, September 25, 2012, beginning at 6:00 p.m. at the Lane ESD Main Campus, 1200 Hwy 99N, Eugene.</p> |
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Minutes Approved:

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(date) bjm

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Carol Dennis, Chairperson

Attachments to official minutes:

1. Administrative Reports

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Larry Sullivan, Superintendent