

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – July 24, 2012

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| 1. Regular Meeting
Call to Order | 1 | <p>Chair Carol Dennis called the regular board meeting to order at 6:05 p.m. Tuesday, July 24, 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, Joel Robe and Anselmo Villanueva; and board advisor Emilio Hernandez, Jr. (arrived at 6:20). Administrative staff members present were Superintendent Larry Sullivan, Carol Knobbe, Dave Standridge, Michelle Mantel, Sue Mathisen, Randy Trummer and Barbara McBurnett, recording secretary.
Others in attendance: Carol Skondin</p> |
| | 1A | <p>Organization of the Board for 2012-13 includes election of officers:</p> <p><u>Election of Chair</u></p> <p>Chair Dennis opened the floor for nominations for Board Chair for 2012-13. All board members are eligible for election.</p> <p>Director Robe nominated Director Francisca Leyva Johnson; she declined the nomination. Director Forster nominated Director Carol Dennis. Director Leyva Johnson moved that the nominations be closed. Directors Dennis, Duerst-Higgins, Forster, Leyva Johnson, Robe and Villanueva voted for Carol Dennis. Director Carol Dennis was declared elected Chair of the Board for 2012-13. (ESD Resolution #12-001)</p> <p><u>Election of Vice Chair</u></p> <p>Director Leyva Johnson nominated Sherry Duerst-Higgins. Director Villanueva moved that the nominations be closed. Directors Dennis, Duerst-Higgins, Forster, Leyva Johnson, Robe and Villanueva voted for Sherry Duerst-Higgins. Director Duerst-Higgins was declared elected Vice Chair of the Board for 2012-13. (ESD Resolution #12-002)</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>There were no changes 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 June 19, 2012</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting June 19, 2012, as submitted.</p> <p>(2) Accept Monthly Human Resources Report and Approve Personnel Recommendations</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated July 17, 2012.</p> <p>(3) Approve Routine Fiscal Designations</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD hereby designates Larry Sullivan as Clerk of the District and Custodian of Funds for the Fiscal Year 2012-13 in accordance with ORS 334.225.</p> |

BE IT RESOLVED that the Board of Directors of Lane ESD appoints David Standridge as Budget Officer for the District for Fiscal Year 2012-13, in accordance with ORS 294.331.

BE IT RESOLVED that the Board of Directors of Lane ESD designates Larry Sullivan as Chief Executive Officer of the Lane Education Service District. As such, he is authorized to bind the Lane ESD for Internal Revenue Service purposes and to designate employees authorized to receive and return information pertaining to the Lane Education Service District (#93-6010866) with respect to all tax forms and for all tax periods.

BE IT RESOLVED that the Board of Directors of Lane ESD designates Larry Sullivan and David Standridge as signatory for all district financial accounts for Fiscal Year 2012-13.

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institution as official depositories for District funds during the 2012-13 Fiscal Year: United States National Bank, Local Government Investment Pool. In accordance with requirements of Oregon Revised Statute 294.810, the Board authorizes the Superintendent to invest up to \$30 million (primary account in the Local Government Pool).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Superintendent Larry Sullivan to act on the Board's behalf as District election authority. In that capacity, the Superintendent may canvass the abstract of votes cast in elections and certify the results of such elections to the Lane County Elections officer. The Board shall subsequently affirm the canvass so certified.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the following individuals to transfer funds to and from the Local Government Investment Pool:

- Larry Sullivan, David Standridge, and David Lanza (accounting specialist).

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the use of a facsimile signature for the superintendent.

BE IT RESOLVED that the Board of Directors of Lane ESD will act as the local public contract review board for Lane Education Service District in accordance with Oregon Revised Statute 279A.060.

(4) Approve Official Designations

- Legal Counsel — The Hungerford Law Firm; and Joe Richards of Luvaas Cobb
- Auditors — Pauly, Rogers and Co., PC
- Newspaper — Register Guard

BE IT RESOLVED that the Board of Directors of Lane ESD approves the official designations for the 2012-13 year, as presented.

(5) Approve 2012-13 Board Meeting Dates

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 2012-13 meeting time as 6:00 p.m. on the following dates:

August 28, September 25, October 23, November 27, December 18, January 22, February 26, March 19, April 23, May 28, and June 25. Unless otherwise designated, meetings will be held at the Lane ESD Main Building, 1200 Hwy 99N.

DIRECTOR LEYVA JOHNSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda as presented. Director Forster seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, JOHNSON, ROBE AND VILLANUEVA VOTING YES.**
(ESD Resolution # 12-003)

- 5B Adopt Revision to Policy BBB, Board Elections
Lane County Elections has redrawn its precinct boundaries as statutorily required after legislative, commissioner, and city boundary redistricting changes. The district number changes effect only Zones 1 and 2, and basically leaves those North and South Eugene areas intact. The County has asked that Lane ESD update our policy to reflect the change in precinct numbers as soon as possible.
- DIRECTORS LEYVA JOHNSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts revisions to Policy BBB, Board Elections. Director Forster seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, JOHNSON, ROBE AND VILLANUEVA VOTING YES. (ESD Resolution # 12-004)**
- 5C Approve Assistant Superintendent 2012-13 Salary
Since the superintendent and assistant superintendent do not have a salary schedule, board action to approve specific salaries is needed for clarity in auditing. (The superintendent salary was approved in contractual agreement action.) The assistant superintendent base salary is \$108,764 (no change from previous year); with 7 furlough days, the salary is \$105,836.
- DIRECTOR FORSTER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves \$105,836 as the 2012-13 salary for the assistant superintendent. Director Forster seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, JOHNSON, ROBE AND VILLANUEVA VOTING YES. (ESD Resolution # 12-005)**
6. Discussion/Reports
- 6A Review Board Member Committee Assignments
Current board committee assignments were reviewed. Board members agreed to serve in the roles for 2012-13:
- Committee to review superintendent's salary and contract—Chair and Vice Chair
 - LCOG – Sherry Duerst-Higgins
 - OAESD Board Representative – Joel Robe
 - Lane Education Foundation – Carol Dennis and Francisca Leyva Johnson
 - OSBA Legislative Policy Committee – Francisca Leyva Johnson
- 6B Leadership Retreat
The Lane ESD Cabinet worked with facilitator Betsy Shepard for a three-day retreat July 10, 11 and 12. The goal of the retreat was to develop a more effective and intentional team, with emphasis on shared leadership, taking a system perspective and a review of the foundations of our work. Chair Carol Dennis attended the first day of the retreat and commented the foundation formed will be inspirational for staff.
- In addition to identifying both short-term administrative and service priorities, a set of shared leadership themes—decision-making, commitment, respect, systemic, trust, consistent messages/common understanding, autonomy/ownership, culture—was developed which will guide and contribute to the process of collaborative learning.
- The group also reviewed and revised the organizational structure, which was provided to board members for review. Administrative Rule CC-AR, Organizational Structure, will be presented to the board for approval at the August board meeting.
- 6C Board Retreat
The LESD Board retreat is Wednesday, August 8, at 1:30 p.m. in Room 2. The board chair and superintendent will meet with Greg McKenzie at 1:30 pm on Thursday, July 26, to plan for the board retreat. The board chair has provided a menu of possible retreat topics including style assessment, define roles and responsibilities, policy review, vision/goal discussion, and superintendent evaluation.

- 6D Migrant Education Summer Program
 Director Michelle Mantel provided information on this year's Migrant Education Summer School. The School is in session Monday through Thursday mornings through July 9 through August 2. The program, housed at Mt. Vernon Elementary School in Springfield, focuses on Reading, Math and English and Spanish Language Development.
- During part of this year's program, a bi-national teacher from Mexico will be hosted. In addition we will be partnering with Food for Lane County, Lane Co. CHC Dental Services, Girl Scouts, Boy Scouts and the US Forest Service. Lane ESD board members are invited to the Family Night celebration on Thursday, August 2 from 5:30 - 7:30 pm.
- Lane ESD staff Marcia Koenig is program coordinator and Ellis Williams is the Summer School principal. Board members asked about measurement of long-term success of the program. Since the program is for migrant students, specific qualifications need to be met including limiting students to three years in the summer school, which makes measurement a challenge. Some students have returned to volunteer for the program.
- 6E 2012-13 Board Meeting Community Presentations
 At the December 2011 meeting, board members discussed and supported inviting various community organizations to Lane ESD board meetings to provide information about their organizations. After discussion, board consensus was to have agencies present a 10 to 15 minute report in October, December, February, April and June. Director Villanueva will invite a presenter for the October meeting. Criteria include organizations working with K-12 students or that intersect with the local youth population.
- 6F OSBA Legislative Policies and Priorities
 OSBA recently emailed a draft of policies and priorities for members to provide input. OSBA will be providing online surveys focused on each area for board member response. LESD board members are encouraged to respond. The LPC will meet in August to consider feedback. Francisca Leyva Johnson is the Lane (position 6) regional representative and will be attending the LPC meeting.
- 6G First Reading, Revision to Policy BBD, Board Member Removal From Office
- House Bill 4014 allows ESD board members to complete their term of office when the board member's school district withdraws from the ESD.
- 6H First Reading, Revision to Policy CPA, Lay Off/Recall-Administrative Personnel
- 6I Revision to CPA-AR, Lay Off/Recall-Administrative Personnel
- The revisions reflect ORS 342.934 which applies to licensed administrators below the rank of assistant superintendent.
- 6J First Reading, Revision to Policy GBNA/JFCFA, Cyberbullying
- 6K First Reading, Revision to Policy GCBDC/GDBDC, Domestic Violence/ Harassment/Sexual Assault/Stalking Leave
- 6L First Reading, Revision to Policy JFCF, Hazing/Harassment/Intimidation/ Bullying/Menacing/Cyberbullying-Student
- 6M Revision to Administrative Rule JFCF-AR, Hazing/Harassment/Intimidation/ Bullying/ Menacing/Cyberbullying-Student
- Revisions to these policy are related to HB 4077 on the topic of teen dating violence and SB 1555 which requires reporting to school officials acts of harassment, intimidation, bullying or cyberbullying.
- 6N First Reading, Revision to Policy JOA, Directory Information
- 6O First Reading, Revision to Policy JOB, Personally Identifiable Information
- 6P First Reading, Revision to Policy IGBAB/JO, Education Records/Records of Students with Disabilities
- 6Q Revision to Administrative Rule IGBAB/JO-AR, Education Records/Records of Students with Disabilities Management

- Changes to these policies are required based on recent Department of Education revision to regulations governing the FERPA and changes to Oregon statute and administrative rule. The major areas of change include directory information exception and changes to the audit/evaluation and studies exceptions and expanded the definition of personally identifiable information via state law.

- 6R First Reading, Revision to Policy JHFE, Reporting of Suspected Abuse of a Child
 6S Revision to Administrative Rule JHFE-AR (1)-Reporting Suspected Abuse of a Child
 6T Revision to Administrative Rule JHFE-AR (2)-Abuse of a Child Investigations Conducted on ESD Premises
 6U First Reading, Revision to Policy JHFF, Reporting Requirements Regarding Sexual Conduct with Students
- House Bill 4016 expands the categories of employees that are considered “mandatory reporters” of child abuse. For ESDs there is some new language related to abuse by other students, and who to report abuse to in the event the abuser is the person designated to take reports of abuse.

7. Superintendent's Report

- 7A Financial Report
 Business Director Dave Standridge reviewed the financial report for June, 2012. The report includes the supplemental budget adopted by the Board at the June 24 board meeting. The ending fund balance was within \$20,000 of the amount budgeted for 2012-13. The ending fund balance was reduced from \$2.5M at the start of 2011-12 to \$1.7M at the end of 2011-12.
- 7B Superintendent Communication to the Board
 Dr. Sullivan reviewed his regularly planned communications with the board. In addition to submitting a Superintendent's Report for the monthly Lane ESD Board of Directors' Meeting, the superintendent will provide a weekly Board Update that will include both LESD program/services and superintendent activities.
- Superintendent Sullivan reviewed the recommended organizational structure. The “flattening” of the management reporting structure will contribute to a more efficient decision-making leadership. The assistant superintendent, directors, and executive assistant are staff reporting directly to the superintendent. These positions are:
- Assistant Superintendent, Carol Knobbe
 - Business, Dave Standridge
 - Learning Support, Michelle Mantel
 - Special Education, Sue Mathisen
 - Technology, Randy Trummer
- The superintendent commented that school improvement, rather than a single department, permeates all areas of the ESD. Learning Support Services supports teaching and learning in component district schools. As director, Michelle Mantel leads a talented staff. To support districts and schools in cultural instructional competency, equity and diversity will be integrated into all services and will be supervised in Learning Support. Assistant superintendent Carol Knobbe will assume the responsibilities of facilities and courier services.
- To respond to the Service Review and provide direction for Lane ESD, Superintendent Sullivan recommends that Lane ESD consider a strategic planning process to ensure long-term viability of the services and leadership provided to Lane County school districts.
- 7C Superintendent Activities
1. The superintendent has scheduled and met with many of the LESD Board members and the component districts' superintendents during the last two weeks.
 2. The Board Chair and superintendent have communicated weekly regarding Lane ESD activities, including the Cabinet Retreat, planning for the Board Retreat, and transition support for the superintendent.
 3. The superintendent and Cabinet have planned a process to review and analyze the Service Review that will be completed by the end of July. This is the first step in the process to respond to the Service Review and the recommendations.

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| 8. Information from Administrative Staff | 8 | <p>Superintendent Larry Sullivan, assistant superintendent Carol Knobbe and Directors Dave Standridge, Sue Mathisen, Michelle Mantel, and Randy Trummer submitted reports to the board on activities in their service areas. (official attachment)</p> <p>Consensus to Extend Meeting
Board member consensus was to extend the meeting by 15 minutes to 8:15 p.m.</p> |
| 9. Board Member Presentations and Comments | 9A | <p>Agenda Development
Board members are invited to send agenda items to be considered for the August board meeting. Please email to the Executive Assistant by Monday, August 13.</p> |
| | 9B | <p>Board Member Reports
As Board Members prepare their comments or reports, please consider the following questions:</p> <ol style="list-style-type: none"> 1. What is the connection to the LESD services and programs to the component districts or community? 2. What significance or meaning does the activity have to the broader community? and 3. What are the next steps or follow-up activities planned? <ul style="list-style-type: none"> • Sherry Duerst-Higgins reported that the South Lane Dental Clinic providing no-cost dental services has been opened in the Cottage Grove Lane Community College Building. Oregon Community Foundation provided a \$250,000 grant for the clinic. • Anselmo Villanueva is involved in the statewide organization Oregon Alliance for Educational Equity, which is committed to making schools a safe and engaging place for each and every student. • Carol Dennis is on the advisory board of CALC and will be providing reports to the board. • Francisca Leyva Johnson reported that local organizations recently met to discuss local hate crimes-how to report them and how to communicate a consistent message. |
| 10. Announcement/ Correspondence | 10A | <p>Acknowledgements and Recognitions
Three LESD staff members recently presented at the 38th Annual COSA Conference—Focus on Results. Presentations at state conferences share and extend the quality work that our staff have provided our component districts.</p> <ul style="list-style-type: none"> • Debbie Egan and Sandie Priced presented: “From Policy to Practice: The Effective School Practices Binder” • Marianne Oakes presented: “Using the Team Initiated Problem-Solving (TIPS) Model in Literacy Data Teams” • The <u>Register Guard</u> featured an article highlighting the Lane ESD STEM (Science, Technology, Engineering and Mathematics) Project Grant which provides funding to six component districts. School improvement specialist Bob Curtis is the grant coordinator. |
| 11. Adjournment | 11 | <p>The meeting was adjourned at 8:15 p.m.</p> <p>The next meeting of the Lane ESD Board of Directors will be on Tuesday, August 28, 2012, beginning at 6:00 p.m. at the Lane ESD Main Campus, 1200 Hwy 99N, Eugene.</p> |

Minutes Approved:

(date) bjm

Carol Dennis, Chairperson

Attachments to official minutes:

1. Administrative Reports

Larry Sullivan, Superintendent