

LANE ESD BOARD OF DIRECTORS' MEETING  
Tuesday – June 25, 2013

Executive Session		<p>Chair Dennis called to order the executive session at 5:35 p.m. <i>The Lane ESD Board of Directors held an Executive Session under provisions of ORS 192.660(2)(i) to review and evaluate the superintendent.</i></p> <p>Board Members present were: Carol Dennis, Sherry Duerst-Higgins, Chuck Forster, Don Kimball, and Joel Robe; Superintendent Larry Sullivan, and recording secretary Julie Simmonds.</p> <p><i>The board of Lane Education Service District conducted an executive session "to conduct deliberations with persons designated by the governing body to carry on labor negotiations," pursuant to ORS 192.660 (2)(d).</i></p> <p>Board Members present were: Carol Dennis, Sherry Duerst-Higgins, Chuck Forster, Don Kimball, and Joel Robe; Superintendent Larry Sullivan, Assistant Superintendent Carol Knobbe, Dave Standridge and recording secretary Julie Simmonds.</p> <p>The Executive Session closed at 6:30 p.m.</p>
1. Regular Meeting Call to Order	1	<p>Chair Carol Dennis called the regular board meeting to order at 6:32 p.m. Tuesday, June 25, 2013, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Carol Dennis, Sherry Duerst-Higgins, Chuck Forster, Don Kimball, and Joel Robe and Board Advisor Emilio Hernandez, Jr.; Administrative staff members present were Superintendent Larry Sullivan, Carol Knobbe, Dave Standridge, Randy Trummer, and Julie Simmonds, recording secretary.</p>
2. Budget Hearing	2	<p>A. Declaration of Public Meeting B. Invitation for Comments from Public C. Action, if any, on Public Comments D. Closing of Hearing</p>
3. Welcome and Introductions	3	<p>Joy DeMoss, Elementary School Counselor at Creslane Elementary School, Chris Culver, Lane Community College, Dorothy Dilliplane, LCEA.</p>
4. Public Participation		<p>There was no public participation.</p>
5. Agenda Review	4	<p>Director Robe requested that Board Recruitment (item 8D) be moved before up on the agenda so that he can participate before his early departure.</p>
6. Presentation		<p>Elementary Elementary Counseling Grant The presentation by Joy DeMoss was provided after agenda items 7A-D and 8D. Joy DeMoss, Elementary school counselor from Creslane Elementary, presented on the work she is participating in with the Elementary Counseling Grant. The grant is serving students in six rural school districts. Ms. DeMoss thanked Lane ESD for writing the grant and supporting the participating districts. She explained that the needs are overwhelming at Creslane Elementary School in the Creswell School District. School counselors follow the Oregon Counseling and Guidance Framework and use both the Second Steps curriculum and the Good Behavior Game. The focus of the Good Behavior Game is to improve classroom climate and problem solving skills for students. All participating districts use Positive Behavior Intervention Supports (PBIS) in working to decrease behavioral referrals. School counselors are working with outside agencies to connect services to students and families. At Creslane Elementary, the grant brought in a</p>

Courageous Kids counselor to help students who are grieving. School counselors are also monitoring eligible Title program students, making sure they receive services. Creswell has 220 out of 600 students at Creslane eligible for Title services.

Next year the grant will focus on expanding and building sustainability for services. In Creswell, Ms. DeMoss is working to make the school a focal point in the community. This fall, they will be hosting a services event, bringing in food banks, Title program services, sports providers, etc.

## 7. Action Items

7A The following items were included in the Consent Agenda approval.

(1) Approve Board Minutes of May 28, 2013

**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting May 28, 2013, as submitted.

(2) Approve Human Resources Report dated June 20, 2013

**BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated June 20, 2013.

**DIRECTOR ROBE MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda as presented. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, KIMBALL, AND ROBE VOTING YES. (ESD Resolution # 12-041)**

7B Accept Financial Report.

**BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Monthly Financial Report dated May 2013.

**DIRECTOR FORSTER MOVED: DIRECTOR ROBE MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Financial Report dated May 2013, as presented. Director Robe seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, KIMBALL, AND ROBE VOTING YES. (ESD Resolution # 12-042)**

7C Budget Action: Adopt 13-14 Budget, Appropriations and Tax Rate.

**DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the 2013-14 Budget, Appropriations and Tax Rate presented. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, KIMBALL, AND ROBE VOTING YES. (ESD Resolution # 12-043)**

7D Budget Action: Adjust Appropriations for 2012-13

Increase appropriation for instruction, not using fund balance.

**DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adjusts appropriations for the 2012-13 Budget, as presented. Director Robe seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, KIMBALL, AND ROBE VOTING YES. (ESD Resolution # 12-044)**

## 8. Discussion/Reports

8D This item was moved up per the request of Director Robe.

Board Vacancy – Candidates for Position 4 Board Seat.

Candidates Chris Culver and Rich Cunningham provided short descriptions of their interest and qualification for the vacant Position 4 Board Seat.

Chris Culver noted that he brings over 20 years experience in education, teaches at Lane Community College, and is involved in Career and Technical Education. Mr. Culver has reviewed Lane ESD's Local Service Plan and core values, and states he aligns with the agency's philosophy. Mr. Culver currently sits on the board at Mt. Pisgah Arboretum. Mr. Culver is also involved in the College Now program. Mr. Culver responded to questions from the Board. He would like to visit school boards and programs, as time allows. He is a Certified Public Accountant.

Rich Cunningham shared that he currently serves as a member of the Bethel School

District Board. Mr. Cunningham applied for the vacant seat at the suggestion of Director Sherry Duerst-Higgins. Mr. Cunningham believes he could be of help to the board. He noted that public education has been his passion for the last 30 years, and he has served the last 18 years on school boards. He is interested in serving with school boards in part because of his son who has a developmental disability. Mr. Cunningham's term of office on the Bethel School District board is up for re-election in 2015. Mr. Cunningham served on Bethel School District's budget committee for six years prior to serving as board member.

The Board consensus is to postpone a vote until the July Board meeting.

(Director Robe left the meeting at this point)

## 7. Action Items

- 7E Approve Administrator Evaluation Rubric  
Assistant Superintendent reviewed the Administrator Evaluation Rubric, developed in accordance to standards required by SB 290. The rubric relies heavily on a framework developed by the Oregon Leadership Network. Assistant Superintendent Carol Knobbe discussed how the rubric is applied. The evaluation rubric applies to all licensed administrative positions. Lane ESD intends to use the rubric with all administrative positions to extent appropriate. Board feedback should be addressed to Assistant Superintendent Carol Knobbe.  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Administrator Evaluation Rubric.  
**DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve the Administrator Evaluation Rubric, as presented. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, AND KIMBALL VOTING YES. (ESD Resolution # 12-045)**
- 7F Approve Tentative ESD-LCEA Agreement  
The Board and Assistant Superintendent Carol Knobbe briefly discussed the ESD-LCEA Tentative Agreement. The agreement includes a step increase, a \$25 insurance cap increase, and a one-time \$300 payout to employees who are not eligible for a step increase due to being at the top of their salary range.  
Superintendent Sullivan expressed appreciation for the Negotiations Team, with a special thanks to Director Duerst-Higgins, Assistant Superintendent Carol Knobbe and Dave Standridge for their leadership.  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Tentative ESD-LCEA Agreement.  
**DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve the Tentative ESD-LCEA Agreement, as presented. Director Forster seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, AND KIMBALL VOTING YES. (ESD Resolution # 12-046)**
- 7G Approve 2013-14 Management Agreement  
The management of Lane ESD proposes to follow the agreement made by LCEA, accepting a step increase, and \$300 payout for those at the top of their salary range.  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the 2013-14 Management Agreement.  
**DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve the 2013-14 Management Agreement, as presented. Director Forster seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, AND KIMBALL VOTING YES. (ESD Resolution # 12-047)**

- 7H Approve Management Insurance Contribution  
Increase the cap for 2013-14 to \$1060.  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Management Insurance Contribution.  
**DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve the Management Insurance Contribution, as presented. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, AND KIMBALL VOTING YES. (ESD Resolution # 12-048)**
- 7I. Approve 2013-14 Salary for Superintendent and Assistant Superintendent  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approve the 2013-14 Salary for Superintendent and Assistant Superintendent.  
Director Kimball requests that the Superintendent and Assistant Superintendent receive the same \$300 one-time payout as the staff.  
**DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve of and amend the 2013-14 Salary for the Superintendent and Assistant Superintendent to include a one-time payout of \$300, to match the agreement with LCEA and Management. Director Forster seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, AND KIMBALL VOTING YES. (ESD Resolution # 12-049)**
- 7J. Approve Calendar Day MOU  
The Board and Assistant Superintendent Carol Knobbe briefly discussed the Memorandum of Understanding for the calendar & furlough days. Seven furlough days will be observed for 2013-14. Furlough days will be prorated for employees who work less than 260-days. District based employees will follow the calendar for the district they are assigned.  
**BE IT RESOLVED** that the Board of Directors of Lane ESD approve the 2013-14 Calendar Day MOU.  
**DIRECTOR FORSTER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve the 2013-14 Calendar Day MOU. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, AND KIMBALL VOTING YES. (ESD Resolution # 12-050)**
- 7K. Authorize Implementation of Policy GDPA, Layoff/Recall, Classified  
Assistant Superintendent Carol Knobbe explained that the agency has a need to reduce custodian FTE.  
**BE IT RESOLVED** that the Board of Directors of Lane ESD Authorize Implementation of Policy GDPA, Layoff/Recall, Classified.  
**DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD Authorize Implementation of Policy GDPA, Layoff/Recall, Classified. Director Forster seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, FORSTER, AND KIMBALL VOTING YES. (ESD Resolution # 12-051)**
8. Discussion/Reports
- 8A Board Engagement – Component School District Reports  
Director Duerst Higgins: Graduations have happened at Al Kennedy Alternative High School and CGHS. South Lane School District gave \$380,000 in scholarships. The scholarships come from community donations.
- 8B Lane ESD Program Assignments  
The Indian Education Extend Program is happening this week at Clear Lake Elementary. All are welcome to visit.  
  
Later in the summer the Migrant Education Program Summer School. Family night is August 8<sup>th</sup>. Julie Simmonds will send a reminder to Board Members on the Migrant Education Program Summer School family night.
- 8C Board Retreat  
Superintendent Sullivan suggests that the Board consider extending the August meeting.

With three new board members, the agency will need to do an introductory orientation training. Board members may send discussion items for the retreat to Superintendent Sullivan or the Board Secretary. The retreat will happen in conjunction with the August meeting.

OSBA offers board member training.

- 8E Lane ESD Achievement Compact  
The Achievement Compact deadline has been postponed. A letter announcing the postponement is included in the Board Packet. Assistant Superintendent Carol Knobbe will bring the Achievement Compact packet with goals and targets to the September Board meeting.

- 8F Regional Achievement Compact  
Superintendent Sullivan discussed the announced RFP for a Regional Achievement Collaborative. The RFP came out in the form of a self-assessment. Superintendent Sullivan met last week with the proposal team: Karen Hyatt (UO), Greg Rikhoff (UO), Matt Coleman (Springfield School District), Terri Ward (UO), and Colt Gill (Bethel School District). The team is preparing the response to the RFP. Responses are due July 12, 2013. The response will focus on connecting P20 educational partners and community agencies and will describe positive impacts leveraged through these relationships. Lane ESD is uniquely positioned to function in a P20 collaborative due to our partnerships with United Way, Early Childhood, component school districts, and higher education.

- 8G 2013-14 Board Meeting Dates:  
July 30, 2013  
August 27, 2013  
September 24, 2013  
October 22, 2013  
November 19, 2013  
December 10, 2013  
January 28, 2014  
February 25, 2014  
March 18, 2014  
April 22, 2014  
May 20, 2014  
June 24, 2014

9. Superintendent's  
Comments/Information

- 9A Superintendents' Council  
Superintendent Sullivan led the superintendents in a discussion of SB 643, relating to the transfer of public employees. Jim Mabbott and Ozzie Rose are reviewing what the impacts might be on Lane ESD and component district-based programs.
- Superintendent Sullivan included copies of OEIB's Equity Lens in the Board packet. The superintendents will discuss this report at a future meeting. Yvonne Curtis, OEIB member and Superintendent of the Forest Grove School District, may come to discuss her involvement in developing the document.
- The superintendents spent a good deal of time discussing HB3233. The bill will fund many of the important strategic initiatives coming from the state. The ESDs offered \$14M biennially from their State School Fund dollars to support this bill. Superintendent Sullivan discussed ways to mitigate the loss of funds (\$300,000). A portion will come from Lane ESD's 10%, some from the Lifeskills cost pool, some from the Innovation funds, and some from local district flex funds. Eleven superintendents attended the meeting and all agreed on this reduction strategy. Superintendent Sullivan spoke with three additional superintendents and they also supported the reduction strategy.
- Superintendent Joel Bradford and Superintendent Sullivan spoke to the Superintendents' Council about bringing a small group together to do planning for the meeting in August, review superintendent agreements, and discuss the Local Service Plan for 2013-14 and

2014-15. Superintendent Joel Bradford has voiced interest in chairing the Superintendents' Council again for 2013-14.

Dr. Yvette Alex-Assensoh, UO, presented to the superintendents on the topic of bias and recruitment. The superintendents would like to have her back to work with a larger audience from school districts (HR, hiring staff, principals) to discuss recruitment & retention and advancement of a diverse staff. Handouts from the presentation are included in the packet.

9B Superintendent Update

The Curriculum Leaders meeting followed Superintendents' Council. Participation from districts has allowed us to maintain sustainability efforts. Superintendent Sullivan reported that Michelle Mantel did a great job increasing participation from our component districts.

The Director of School Improvement position is now open. Superintendent Sullivan explained that this is a critical role, and the agency is searching for a person who will be instrumental to Lane ESD's future. Position is open until filled.

Vote to Extend Meeting, 8:34 p.m.

The Lane ESD Board of Directors voted to extend the meeting until 8:45 p.m.

Legislative Update

HB3401 gained a lot of momentum last week with Representative Nancy Nathanson pushing to move it through committee. Superintendent Sullivan discussed the specific changes in the bill, including the level of advisory capacity of districts that take 50% or more from their ESD. Superintendent Sullivan expressed concern as the bill allocates funds based on ADMw. The current law leaves it up to the ESD's superintendents to decide funding allocations.

SB529 has passed, and goes into effect for 13-14. Originally applying to three pilot ESDs, the bill now allows all districts to opt out of their ESD.

10. Information from Administrative Staff

10 Information from Administrative Staff

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)

11. Board Member Reports and Comments

11 Reports from Board

Director Duerst-Higgins commented on the loss of Directors Kimball and Forster. The Board is sorry to see them leave and believes they made Lane ESD better. They will be missed.

Vote to Extend Meeting, 8:45 p.m.

The board voted to extend the meeting for three more minutes, until 8:48 p.m.

Director Duerst-Higgins reported that she attended the OSBA meeting in Hood River this last week.

Superintendent Sullivan announced that dates for the BBQ. The Board will work with new board members to find a date for a BBQ in August.

Superintendent Sullivan requested that Board members consider attending the Indian Ed Extend program.

Superintendent Sullivan reported on the Pink Prom. For a number of years some of our large districts have sponsored the pink prom that happened last month. Lane ESD, Jane Waite, was very active in supporting this. We were honored at Eugene 4J board for our support. Jane received framed and signed print. South Lane was involved this time for the first time.

Assistant Superintendent Carol Knobbe reported that Mike Bailey and Brad Passenger retired in 2011-12 and worked back during 2012-13. Lynne Bronson at Lane School, Alison Gillespie, Sandy Itzkowitz, David Madison, Michelle Mantel, Verna McLoughlin, Annette Thompson, Randy Trummer, and Lori Wollenweber have retired. Assistant Superintendent Carol Knobbe announced that a number of staff that had been laid off have been hired into district positions.

Superintendent Sullivan acknowledged that the retirees have given a lot of themselves to their students over the years.

July meeting changed to July 30. Meeting at 6:00 p.m.

12. Adjournment

11 The meeting was adjourned at 8:50 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 30, 2012, beginning at 6:00 p.m. at the Lane ESD Main Campus, 1200 Hwy 99N, Eugene.

Minutes Approved:

7/31/13  
(date) jrs

Attachments to official minutes:

- 1.
- 2.

Joel R. Robe  
Joel Robe, Chairperson  
Larry Sullivan  
Larry Sullivan, Superintendent