

LANE ESD BOARD OF DIRECTORS' MEETING  
Tuesday – October 22, 2013

1. Call to Order  
Work Session

1 Superintendent Sullivan announced Joel Robe would be absent, and vice-chair Anselmo Villanueva would be late to the meeting tonight. The longest standing board member, Director Duerst-Higgins would facilitate the meeting. Director Duerst-Higgins called the meeting to order at 5:15 p.m. Tuesday, October 22, 2013, in accordance with the agenda and public notice of the meeting.

Board Members present were: Carol Dennis, Sherry Duerst-Higgins, Rose Wilde, Vanessa Truett; and board advisors Emilio Hernandez, Jr. and Joel Bradford. Administrative staff members present were Superintendent Larry Sullivan, Assistant Superintendent Carol Knobbe, Dave Standridge, Sue Mathisen, and Julie Simmonds, recording secretary.

Board Advisory Member Guidelines Development

Superintendent Sullivan introduced Joel Bradford superintendent, Marcola SD, standing in for board advisory member Don Kordosky, Oakridge SD, who volunteered to serve as a superintendent group advisory member to the board for the year. The board discussed the length of service for the advisory position, and the consensus was that the position stay until the board decides it is no longer useful.

The superintendent advisory member will communicate with the Board matters that are important from the superintendents' council and component districts.

The Board agreed that an Administrative Rule be developed. The new Administrative Rule will include a language on having a community representative, a component district representative (both superintendent and board members) as advisory board members, length of service and length of position.

The board reviewed the history of advisory board member position, including the historical legislative requirement of having an advisor from the social services sector. When legislation removed the requirement, the board decided to keep the advisor position, which was held by Chuck Forster until he was elected to a board seat. Lane ESD appointed a new advisor with a background in Equity and Diversity who served for less than a year. Then the board appointed Dr. Emilio Hernandez to serve in that position. When the seat for a diversity advisor was created, the initial thought was that the person would attend quarterly, however Dr. Hernandez has attended meeting on a more regular basis.

Board Advisor Emilio Hernandez provided comments on his experience in the role. Superintendent Sullivan acknowledged that the board advisors are considered advocates, consumers, and reporters from their communities. The Board agreed that two years for community advisors and one year for superintendent council representatives would be the standard length of term.

Other Topics

Superintendent Sullivan encouraged all Board members to attend OSBA and OAESD meetings.

Julie Simmonds will inquire with the component districts to see if they have advisors to their boards.

The work session adjourned at 6:02 p.m.

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2. Regular Meeting Call to Order	2	<p>Vice Chair Villanueva called the regular board meeting to order at 6:11 p.m. Tuesday, October 22 2013, , 2012, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were: Carol Dennis, Sherry Duerst-Higgins, Vanessa Truett, Chris Culver, Rose Wilde and Anselmo Villanueva; and board advisors Emilio Hernandez, Jr. and Joel Bradford. Administrative staff members present were Superintendent Larry Sullivan, Carol Knobbe, Dave Standridge, Sue Mathisen, and Julie Simmonds, recording secretary.</p>
3. Welcome & Introductions	3	Kate Weber, Lane ESD Data Specialist
4. Public Participation	4	There was no public participation
5. Presentation	5	<p>Kate Weber presented on the Data Warehouse.</p> <p>Fourteen Lane County school districts use the Willamette ESD data warehouse.. Eugene and Springfield use a separate data warehouse, and we cannot access their data. Ms. Weber presented on the dashboard, and shared how the dashboard functions. She demonstrated how educators can filter OAKS test scores in reading, science, math and writing. Ms. Weber also described the data warehouse issues, including slow response times and validity of data. A copy of the IGA on sharing student data and Practices for Handling Student Data was distributed to all Board members.</p> <p>Ms. Weber described how she currently using the system with the Indian education program to assist program staff effectively target low performing students.</p> <p>The Data Warehouse is one of our core technology services. All districts have access to this service. The Data Warehouse is helpful when applying for grants or targeting interventions. Various programs benefit from the availability of this data in working with students or staff in districts.</p> <p>Moving forward it will be a powerful tool for the work of Connected Lane County..</p>
6. Agenda Review	6	No changes or additions.
7. Action Items	7A	<p>The following items were included in the Consent Agenda approval.</p> <p><b>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group as submitted and listed below.</b></p> <p>(1) Approve Board Minutes of September 24, 2013 (<i>attachment</i>)  <b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD approves the minutes of its meeting September 24, 2013, including the minutes of the work session, as submitted.</p> <p>(2) Accept Monthly Human Resources Report and Approve Personnel Recommendations (<i>attachment</i>)  <b>BE IT RESOLVED</b> that the Board of Directors of Lane ESD accepts the Monthly Human Resources Report dated October 18, 2013.</p> <p>(3) Approve Grants/Contracts Awarded and Authorize Receipt of Funds (<i>attachment</i>)  <b>DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED</b> that the Board of Directors of Lane ESD adopts the consent agenda as presented. Director Dennis seconded and the <b>MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, TRUETT, WILDE, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 13-017)</b></p>
	7B	<p>Approve Financial Report</p> <p>Dave Standridge discussed the financial report. Lane ESD initially planned on an Ending Fund Balance (EFB) of 6%, but will finish the 2013-14 year at 6.6%. The Board has previously</p>

approved a 6% EFB. EFB is Lane ESD's reserve and is considered a resource. Transit dollars were budgeted for in 2013-14. The Board presented questions about what the 90% pays for (core and what districts order) vs. what the 10% covers.

**BE IT RESOLVED that the Board of Directors of Lane ESD approve the September 2013 Financial Report.**

**DIRECTOR WILDE MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approve the September 2013 Financial Report, as presented. Director Dennis seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, TRUETT, WILDE, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 13-018)**

7C Adopt the Following Policy and Administrative Rule Additions/Revisions:

1. DH, Bonded Employees and Officers
2. GCBDA/GDBDA-AR (1), Federal Family and Medical Leave/State Family and Medical Leave
3. GCBDA/GDBDA-AR(3)(D), Military Family Leave
4. IGBAB/JO-AR, Educational Records/Records of Students with Disabilities Management
5. IGBAG-AR, Special Education: Procedural Safeguards
6. IGBAJ-AR, Special Education: Free and Appropriate Public Education (FAPE)
7. IK, Academic Achievement
8. JHFF, Reporting Requirements Regarding Sexual Conduct with Students
9. JO/IGBAB-AR, Educational Records/Records of Students with Disabilities Management

**BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the above listed Policy and Administrative Rule Revisions.

**DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the Policy and Administrative Rule Additions/Revisions as presented. Director Wilde seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, TRUETT, WILDE, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 13-019)**

7D Appoint Audit Committee Member(s) (5 minutes)

The 2012-13 financial audit is progressing and will be presented to the board for action at the December meeting. For the past several years, the board has designated two of its members to meet with the audit firm representatives, along with the superintendent and the director of business services. The audit committee board members then report to the entire board. Two board volunteers are needed. Last year Chuck Forester and Don Kimball functioned in this role. Directors Dennis and Culver volunteered.

**BE IT RESOLVED that the Board of Directors of Lane ESD appoint Audit Committee Members Directors Carol Dennis and Chris Culver.**

**DIRECTOR WILDE MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD appoints Director Dennis and Director Culver to participate on the Audit Committee. Director Truett seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, TRUETT, WILDE, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 13-020)**

7E Approve Budget Calendar (attachment)

Business Services Director Dave Standridge has developed the 2014-15 Budget Year Calendar. The first budget committee meeting will be May 13, 2014, and the budget hearing is scheduled prior to the June 24 board meeting. Director Dennis reminded board members that the last budget committee requested a meeting to review the information prior to coming to budget committee meeting to vote.

**BE IT RESOLVED** that the Board of Directors of Lane ESD approves the 2014-15 Budget Calendar as submitted.

**DIRECTOR DENNIS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda as presented. Director Culver seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, TRUETT, WILDE, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 13-021)**

8A Board Work Session Report Out

The board discussed the development of an administrative rule to address the Board Advisory Member positions, outlining term of service and role. Superintendent Sullivan will develop an

administrative rule for the functions of the community advisor and the superintendents' council advisor, including term and function.

8B Information from Administrative Staff

Dave Standridge reminded the Board of the transparency site. All financial documents are stored there, including service orders and financial reports. The number of hits the pages receive are measured. The state transparency site has a list of payments and staffing, not the detail that the Lane ESD transparency site has.

Sue Mathisen discussed the October Special Education Directors meeting. The meeting focused on conversations with the superintendents' council Special Education subgroup. The Special Education directors received an online survey to gather demographics, types of programs districts are offering, and emerging needs. The goal of the survey was to examine opportunities to capitalize on regionalized programs.

The annual Special Education law conference happened in October. It was well attended. The conference offered a broad array of topics, with a focus on how Common Core State Standards align with special education.

Lane ESD hosted a training on autism targeting districts in southwestern Oregon. The training was offered through the regional low incidence program. The focus of the training was to bring staff up to speed on evidence based strategies for students with autism. Lane ESD's goal is to have its teachers well versed in activity-based instruction and data systems. Lane ESD received grant funds to pay for the training.

Carol Knobbe reported on School Improvement and Technology programs. Lane ESD hosted a two-day Oregon Data Project retreat on October 17 & 18. Marianne Oakes, Language Arts Specialist, serves as a member of the statewide training team. There were 100 participants each day. The data team hosted people in and outside of Lane County. This is the last year for this training. Kelly LaChance, our new Indian Ed coordinator, Camille Nasbe, supervisor for title programs, Kate Weber and Carol Knobbe attended.

Two grants being submitted in the CTE area this week. A third grant is in the works.

Camille Nasbe, Title Programs Supervisor, has been working on the counselor grant data and helping new counselors get oriented with the goals of the program.

Technology is working hard. Transition of the network core has not yet happened. Daniele McCallum, Technology Supervisor, and technology staff are currently reassessing the plans to move the network core.

8C Teacher and Administrator Evaluation

The Teacher Evaluation training with classroom teachers was completed at the start of the school year. Lane ESD started with classroom-based teachers to minimize the need to take teachers out of the classroom. Training included studying the rubric and the SMART goal development process. SMART goals are specific, measurable, achievable, rigorous and timely. The evaluator system is intended to focus on effective practices that ensure students are making progress. Each teacher will complete a self-assessment at the start of each year. Evaluations will emphasize short, frequent evaluations and observations.

Work is beginning on the Administrator evaluation. An orientation and training meeting was held today with the agency's licensed administrators.

The Board expressed interest in being informed of how licensed and administrator evaluations progress throughout the year.

8D OSBA Election

There are three items on the OSBA ballot for board action: 1. Amend constitution and the elections; 2. Vote for a Legislative Policy Committee Member; and 3. Vote on OSBA Board of Directors Member. Director Sherry Duerst-Higgins is running for a position on the OSBA Board of Directors. Director Rose Wilde is running for a position on the OSBA Legislative Policy Committee.

The board consensus was to table the vote on amending the OSBA Constitution until the December 2013 meeting.

There is one candidate for the OSBA Board position 6, Sherry Duerst-Higgins, Lane ESD.

**DIRECTOR DENNIS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD votes for Director Sherry Duerst-Higgins for the OSBA Board of Directors Position 6. Director Culver seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, TRUETT, WILDE, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 13-022)**

There are two candidates for the OSBA Legislative Policy Committee position 6: Rose Wilde, Lane ESD and Kathy Thompson, Creswell School District.

**DIRECTOR DENNIS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD votes for Director Rose Wilde for the OSBA Legislative Policy Committee Position 6. Director Culver seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, DENNIS, TRUETT, WILDE, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 13-022)**

9. Superintendent's Report

9A Superintendents' Council Meeting Report  
HB 3401 and SB 529

Superintendent Sullivan reviewed the forms that Dave Standridge developed for the Lane County superintendents to complete regarding their obligations under SB 529 and HB 3401. Board action is required of the component districts to report their intent to opt out of the ESD or to take transit dollars. Neither Springfield nor Bethel school districts have indicated they plan to opt out. However, both elected to take 50% of their designated funding as transit dollars under HB 3401.

Superintendent Subgroup Work on 2014-15 Local Service Plan

The superintendents divided into subgroups to begin assessing what services they need or want for the 2014-15 school year. There are four subgroups: Technology; Innovation; Special Education; and General Education. Each subgroup has been meeting outside of the Superintendents' Council meeting venue. The subgroups shared their preliminary recommendations at the October 15 meeting. The superintendents asked that Lane ESD staff develop a proposed Local Service Plan for review at the November meeting. They asked for a proposal that adequately meets the recommendations that the subgroups made. The assumption is that Eugene 4J school district will not be a part of the local service plan. The superintendents discussed having a multiyear plan, and expressed frustration with last year's Local Service Plan development process.

HB 3401

This bill requires ESDs to allocate funds via ADMw when calculating available transit dollars. Lane ESD had an option to use a different formula for flex dollars. The superintendents decided to apply the ADMw method universally.

The Mentor Grant

Michelle Jensen, lead, is involved with contacting the thirteen participating districts to identify mentors and beginning teachers/administrators. The grant has supported staff in attending New Teacher Center trainings. Participating districts decided to utilize a classroom based teacher mentor model. Districts believe that teachers in the classroom are the best mentors for our new teachers. South Lane school district, participating in a separate mentoring grant, is also invested in a classroom based teacher model.

Grants

Superintendent Sullivan provided the board with status updates on the Counselor Grant, I-3 Grant and the Math Online Grant. The Math Online Grant will help upper elementary teachers, provide online lesson plans.

Connected Lane County

The regional achievement collaboratives Kick-Off was held on October 10 in Salem. Nancy Golden and Governor John Kitzhaber were in attendance. Connected Lane County is one of three established collaboratives. The handouts from the events are included in the board packet. The data collaborative was a highlight at the Kick-Off. Superintendent Sullivan recognized the hard

work of Randy Trummer, Kate Weber, and the UO's Jonathan Jacobs in getting the data warehouse project implemented.

#### 2013-15 Legislative Adopted Budget – Mental Health Investments

Superintendent Sullivan reviewed activities involved in the 2013-15 Legislative Adopted Budget – Mental Health Investments, including school access to mental health services and system of care wrap around. Handouts are included in the agenda packet.

#### Achievement Compacts

Nancy Golden has signaled a much different approach to achievement compacts. The OEIB is asking for input from superintendents. The OEIB wants to know how to make achievement compacts more workable.

#### Announcements

Lane ESD will be submitting a proposal to ODE tomorrow to support small schools and their access to grant writing supports to apply for strategic initiatives funding. ODE will award \$15,000 to each ESD.

Superintendent Sullivan, Joel Bradford – Marcola School District, and Sally Storm – McKenzie School District, will meet with the Register Guard editorial writer on Monday, October 28th. They will discuss the perspective of small and medium districts with regard to the Eugene 4J opt out, and will address the misinformation quoted in the recent op-ed article.

#### 10. Board Member Presentations and Comments

10 Carol Dennis: Director Dennis reminds all that the Lane Education Foundation still exists. A foundation board meeting will be scheduled soon, and Director Dennis will contact Director Truett and Director Culver to invite them. Other members of the foundation board include former Lane ESD employee Nannette Myers and former board member Francisca Leyva-Johnson, with Carol Knobbe and Kathy Mayer assisting. The foundation board will discuss grants available to our member school districts.

Sherry Duerst-Higgins: Cottage Grove High School received a visit from Rob Saxton last month. The South Lane School District dental clinic received new dental chairs. Creswell School District is participating in the clinic now. The number of dentists has increased from five to ten.

Vanessa Truett: Director Truett has accepted a job at Danceability International as their Director. She commented on being mentored by Marshall Peter.

Rose Wilde: Director Wilde attended the OSBA Fall Regional Meeting.

Chris Culver: Director Culver also attended the OSBA Fall Regional Meeting. Director Culver also attended a meeting at Churchill High School where Nancy Golden and Rob Saxton presented.

Anselmo Villanueva: Director Villanueva participated in the homecoming festivities at UO. Director Villanueva encouraged all to belong to an alumni association.

Emilio Hernandez: Advisor Hernandez expressed concerns regarding parents and community input being left out of the planning process for the Mentor Grant Program.

#### 11. Announcement/ Correspondence

11A OSBA Fall Conference November 14-16, OAESD Fall Conference will be on the first day of the multi-day event, the 14<sup>th</sup>.

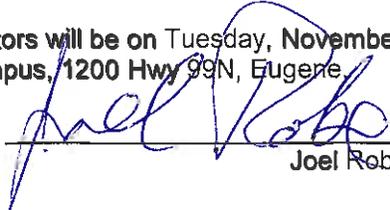
The OAESD New Board Member Orientation is tomorrow, October 23, 2013.

#### 12. Adjournment

12 The meeting was adjourned at 8:23 p.m.

The next meeting of the Lane ESD Board of Directors will be on Tuesday, November 26, 2013, beginning at 6:00 p.m. at the Lane ESD Main Campus, 1200 Hwy 99N, Eugene.

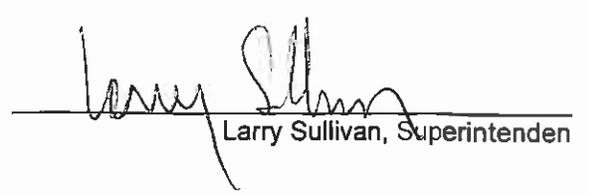
Minutes Approved:

  
Joel Robe, Chairperson

(date) jrs

Attachments to official  
minutes:

- 1.
- 2.

  
Larry Sullivan, Superintendent