

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 24, 2015

1. Work Session

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The Work Session was called to order at 5:05 p.m. by Board Chair Joel Robe.

Board members present were: Joel Robe, Anselmo Villanueva, Chris Culver, Carol Dennis, Vanessa Truett, Sherry Duerst-Higgins, Fern Ridge School District Board Liaison Twinkle Morton and Board Advisor Emilio Hernandez.

Administrative Staff Present were: Superintendent Larry Sullivan, Assistant Superintendent Carol Knobbe, Business Services Director Dave Standridge, Special Education Director Sue Mathisen, and Julie Simmonds, Recording Secretary.

Superintendent Sullivan introduced the DRAFT Strategic Plan 2015-17. Each category of the Strategic Plan 2015-17 is organized into the sections Bold Step, Goals, Objectives, Activities, and Outcomes. The activities and outcomes were developed using the input provided at the December 9, 2014 Board Work Session with Mike Dugas and current program activities and outcomes.

The Board reviewed the DRAFT Strategic Plan 2015-17, breaking into pairs to discuss and analyze sections. Board members offered remarks on their review of the Bold Steps. Board members' comments included the breadth of programs versus the depth of relationships, and the number of grants versus the amount of grant funding from each grant.

The Board discussed assigning a board member to each Bold Step. No assignments were made. The Board acknowledged and praised the quality of work in developing the DRAFT Strategic Plan 2015-17, and discussed how periodic reports will be made and the amount of time required to report on progress.

Next steps include sharing the DRAFT Strategic Plan 2015-17 with the large group that participated in the Strategic Planning process meetings, posting the DRAFT Strategic Plan 2015-17 on the Lane ESD web page, sharing internally with staff, and bringing the DRAFT Strategic Plan 2015-17 back to the Lane ESD Board in March for approval. Board goals aligning with the DRAFT Strategic Plan 2015-17 will be developed during a work session on March 17, 2015.

The work session was adjourned at 6:11 p.m.

2. Regular Meeting
Call to Order

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The Regular Meeting of the Board was called to order at 6:17 p.m. by Chair Robe.

Board members present were: Joel Robe, Anselmo Villanueva, Chris Culver, Carol Dennis, Vanessa Truett, Sherry Duerst-Higgins, Fern Ridge School District Board Liaison Twinkle Morton and Board Advisor Emilio Hernandez.

Administrative Staff Present were: Superintendent Larry Sullivan, Assistant Superintendent Carol Knobbe, Business Services Director Dave Standridge, Special Education Director Sue Mathisen, and Julie Simmonds, Recording Secretary.

3. Welcome

Welcome & Introductions
Tracy Mansfield, LCEA
Kristin Gunson, CTE Specialist

4. Recognition and
Introductions

5

There was no public participation.

5. Agenda Review

6 The agenda was reviewed.

6. Career Technical Education (CTE) Presentation

4 Career Technical Education (CTE) Presentation, Kristin Gunson

Kristin Gunson, Lane ESD's Career Technical Education Specialist, presented an overview of the CTE Program, and announced that February is CTE Month.

Ms. Gunson reviewed the services and programs provided by CTE Programs. Lane ESD's CTE Program provides educational pathways, career opportunities, regional work experiences, and other opportunities to better prepare youth to succeed in the workplace.

CTE Pathways, also known as Programs of Study, are implemented at twelve Lane County school districts. Programs of Study have increased this year. Districts have implemented programs in construction, graphic design, woodshop, marketing, early childhood, manufacturing, computer science, business management, culinary arts, engineering, health occupations, automotive, agriculture, drafting, and natural resources.

In order to implement a Program of Study, districts must show how their program will align with industry and the community college. Teachers must demonstrate a broad involvement of assessment, professional development and industry inclusion. Programs of Study are approved and renewed on three and four year schedules.

Lane County CTE Program students have exceeded statewide and local benchmarks the last three years.

Ms. Gunson's presentation featured the Health Careers Pathway. Agencies in Douglas County, Lane County and Lane Community College have collaborated with the CTE Program to provide support to rural districts that do not have Health Occupations Pathways courses or opportunities in their schools. The Health Careers Pathway provides dual credit to participating students. Through the Healthcare Pathway, students have received Emergency Medical Technician (EMT) training and certification, scholarships in CNA and phlebotomy courses, and hospital or clinic internships.

The Health Careers Pathway program had expected to enroll 85 students this year, but enrollment has exceeded that number and the program currently has 225 students enrolled. The program has purchased a simulation man, a 6 ft tall gender-neutral dummy that can simulate heart attack and pneumonia. Students are able to practice CPR and choking interventions on the "sim-man."

CTE encourages industry to participate in the Programs of Study and uses role models as presenters. Industry role models mitigate gender issues, an issue that is particularly challenging in the Construction/Engineering and Child Care Programs of Study. The CTE programs work to include students with special needs and underserved students, and support teachers to differentiate instruction and provide opportunities for different learning styles.

Assistant Superintendent Knobbe offered kudos to the CTE staff for sharing information in the Title Programs.

7A Consent Agenda

The following items were included in the Consent Agenda approval.

(1) Approve Board Minutes of January 27, 2015 (**attachment**)

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its meeting January 27, 2015, as submitted.

(2) Accept Monthly Human Resources Report and Approve Personnel Recommendations (**attachment**)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Monthly

Human Resources Report dated February 19, 2015.

- (3) Authorize Contracts for Licensed, Administrative Staff for 2015-16
BE IT RESOLVED that the Board of Directors of Lane ESD Authorizes Contracts for Licensed, Administrative Staff for 2015-16.
- (4) Authorize Contracts for Probationary, Licensed Staff for 2015-16
BE IT RESOLVED that the Board of Directors of Lane ESD Authorizes Contracts for Probationary, Licensed Staff for 2015-16.
- (5) Authorize Contracts for Licensed, Non-Administrative Staff for 2015-16
BE IT RESOLVED that the Board of Directors of Lane ESD Authorize Contracts for Licensed, Non-Administrative Staff for 2015-16.

Assistant Superintendent Knobbe noted that, due to last minute changes in the Human Resource Report, some pages in the Board agenda packet are struck out. The corrected document has been inserted in the packet.

DIRECTOR CULVER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda as submitted. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, TRUETT, ROBE, DENNIS, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 14-026)**

7B Approve Financial Report for January 2015

Business Services Director Dave Standridge noted that the January 2015 Financial Report reflects quarterly billing from a state contract.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the January 2015 Financial Report. Director Culver seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, TRUETT, ROBE, DENNIS, CULVER AND VILLANUEVA VOTING YES. (ESD Resolution # 14-027)**

7C Approve Policies, Second Read

The following policies were first read at the January, 2015 Board meeting:

DJC – Bidding Requirements

Summary

Senate Bill 254 and House Bill 2212 created new requirements related to exemptions from competitive bidding that went into effect July 1, 2014. The revised rules outline the findings the ESD must make in identifying an exemption from competitive bidding and affecting sample administrative regulation DJC-AR and sample policy DJC, Version 2 only.

EBB – Integrated Pest Management

Summary

Oregon OSHA has re-named the Material Safety Data Sheet (MSDS) to Safety Data Sheet (SDS). Policies EBB - Integrated Pest Management and GBE - Staff Health and Safety (Version 2) reference MSDS and are being updated to reflect that change.

EFA – Local Wellness Program

Summary

In consultation with the Oregon Department of Education (ODE), the attached wellness and nutrition policies and administrative regulations have been revised. Oregon SMART Snacks was revised June 2014 by ODE and included revisions from Federal Smart Snacks and Oregon School Nutrition Standards, setting new minimums and requirements for snacks and beverages served or sold throughout the day on school property. In addition, optional language was added related to School Employee Wellness in sample policy EFA - Local Wellness Program and its accompanying administrative regulation; this language is not required by state or federal law.

GBE – Staff Health and Safety

IIBGA – Electronic Communications System

Summary

In light of the increased use of personal electronic devices by staff in the classroom or otherwise, OSBA, in consultation, has added additional language related to personal electronic devices and their use when related to educational purposes and student records.

JHCD – Nonprescription Medication

JHCDA – Prescription Medication

Summary

Subsequent to Senate Bill 611 from the 2013 Legislative session, the State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-021-0037. The revisions clarified: the instruction or training ESD personnel are required to receive; what are appropriate permissions from parents/guardians or other qualified individuals on instructions for administering a medication; which ESD personnel may be designated to administer prescription/nonprescription medication to a student; and when an ESD may allow self-administration of medication by a student. It further adds that a designated staff member of an ESD may administer a premeasured dose of epinephrine to a student or other individual on school premises when the ESD staff believe, in good faith, the student or individual is experiencing a severe allergic reaction and is unable to self-medicate, regardless if that student or individual has a prescription for Epinephrine.

KL – Public Complaints

Summary

All public complaint procedures are required to have a timeline for each step as stated in Oregon Administrative Rule 581-022-1941(2), and including a resolution.

BE IT RESOLVED that the Board of Directors of Lane ESD Approves and Accepts above listed board policies, as recommended by OSBA.

The Board discussed how additional responsibilities from new policies will be managed with limited resources.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves policies were first read at the January, 2015 Board meeting. Director Dennis seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, TRUETT, ROBE, DENNIS, CULVER AND VILLANUEVA VOTING YES.** (ESD Resolution # 14-028)

7D Change Insurance Agent of Record

The process of renewing Lane ESD's property and liability insurance packages for 2015-16 begins this month. In an effort to improve customer service by having an agent with a greater local presence, Business Services Director Dave Standridge requests the Board to declare WHA Insurance as the insurance agent of record for the district, effective immediately. Making this change will not affect current insurance policies and may not affect Lane ESD's relationship with PACE. WHA Insurance serves a number of districts in Lane County and beyond.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the change in Lane Education Service District's Insurance Agent of Record.

DIRECTOR CULVER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the change in Lane Education Service District's Insurance Agent of Record. Director Truett seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, TRUETT, ROBE, DENNIS, CULVER AND VILLANUEVA VOTING**

the Westmoreland campus to determine safety and feasibility.

Lane Education Service District has received space inquiries from other preschool programs and EC CARES. In addition, Lane Education Service District is currently exploring expanding programs serving students with intense behavioral and mental health needs.

The Board commented on the traffic flow, emphasizing student safety and security.

- 8C Work Session Report Out: Strategic Planning
Board members received a document detailing their comments from the December 9, 2014 Work Session with Mike Dugas and the February 3, 2015 Work Session with Laurie Swanson-Gribskov. The Board acknowledged the work that has gone into developing the Strategic Plan 2015-17. (*attachment*)
- 8D Report Out: Community Events
Blacks In Government (BIG) Banquet, Lane Council of Governments Appreciation Dinner
Directors Culver and Dennis attended the BIG Banquet with Jane Waite. They provided their observations of the event. Directors Culver and Dennis were pleased to be acknowledged as elected officials by the podium. Directors Culver and Dennis recommend this event to other Board members.
- Director Duerst-Higgins and Superintendent Sullivan attended the Lane Council of Governments Appreciation Dinner, where Colt Gill received the Public Official of the Year Award. This event was well attended by elected officials.
- 8E Superintendent Evaluation
The Board discussed the process for Superintendent Evaluation for 2014-15.
- The Board, district superintendents, and Leadership were surveyed as part of the Superintendent's evaluation in 2013-14. All staff, district superintendents, Leadership, Board Liaisons and Advisors, and the Board will be asked to respond to surveys for 2014-15. A full-360, or survey of all staff, has not been done in more than three years.
- Chair Robe and Vice-Chair Villanueva will work with Executive Assistant Julie Simmonds to refine survey questions.
- The Board will review surveys at the March 17, 2015 Board meeting.
- 8F Gang Prevention Grant Update
Superintendent Sullivan provided an update on the Gang Prevention Grant. Initially, it was determined that the community agencies did not have the capacity to apply for the Gang Prevention Grant. Lane ESD was able to work with community partners to apply for this grant through the Lane Education Foundation. The key intervention outlined in the grant is mentor matching for youth at risk of gang activity. Lane ESD partnered with three local agencies to provide mentoring for identified youth.
- Since the Gang Prevention Grant was awarded, the largest partner agency has closed. Lane ESD has worked with other partner agencies to expand their mentoring capacity. Because of these changes, the grant did not meet the required ODE benchmarks. Lane ESD is currently negotiating with ODE on reimbursement for expenditures, and Lane ESD has been notified that it will not be considered for future Gang Prevention grants; however; the grant funders suggest that Lane ESD and community partners apply for a development grant in the future to build upon the foundation of mentoring activities in Lane County.
- Youth matches are being made and
- Oscar Gonzalez serves as Lane ESD's Gang Prevention Grant Coordinator. The grant focuses on matching middle school youth with mentors.

8G OAESD Conference
May 14-16, 2015.

The OAESD Conference is scheduled for May 14-16, 2015. Superintendent Sullivan encouraged all Board members to attend this conference. Lane ESD's Kristin Gunson and Janet Golden (Career Technical Education) will submit a presentation proposal on the Lane Healthcare Pathways. Lane ESD's Marianne Oaks, Regine Childs and Erica Pifer (Specialists) will submit a proposal to present on the Skillful Teaching programs (Research for Better Teaching).

Julie Simmonds will make room reservations and conference registrations for attending Board members.

8H Legislative Update

Jim Mabbott, OAESD, has been sending weekly updates on legislative activities. Superintendent Sullivan provided a brief update on bills that would impact Lane County school districts, including bills on opting out of assessments for any reason, a bill that would not sunset OEIB, a bill to reduce the compulsory age for school, and a bill to mandate subsidized child care for four-year olds.

SB 2673, a special education bill, would change evaluation timelines from school days to calendar days, with the state school board the only authority to extend the evaluation deadlines. Superintendent Sullivan indicated a number of districts have provided testimony on this bill.

Superintendent Sullivan noted that he attends the OAESD Off-The-Record meetings. Superintendent Sullivan is working closely with Colt Gill, Bethel School District superintendent, who serves on the Confederation of School Administrators' Vision and Policy Committee, and is the current President of COSA.

The Board discussed legislative changes that would allow the Education Service Districts to apply for all ODE/OEIB Strategic Initiative grants. Superintendent Sullivan noted that he testified in support of the changes along with the Columbia Gorge ESD superintendent.

9. Superintendent's
Report

9A Superintendent Update
TAG Symposium

The Curriculum Leaders have agreed to host a Talented and Gifted Symposium on March 17, 10-2p.m. at Lane ESD.

AI/AN Pedagogy Series

The Springfield Public Schools received an American Indian/Alaskan Native Pedagogy grant this year. The Southern Willamette Valley Project is offering a three session professional development series that addresses culturally responsive pedagogy, teaching strategies, and Native American/Alaskan Native curriculum for the classroom (emphasis – 4th grade). The first session was held on Friday, February 20 at the Springfield Native Youth Center. A second series is planned at Lane ESD.

Studying Skillful Teaching

John Saphier, Founder and President of Research For Better Teaching, visited Lane ESD today and was able to meet several Board members prior to the Board Work Session. Superintendent Sullivan provided an update to the Board on the Lane Consortium's Studying Skillful Teaching trainings that are provided through Lane ESD. Module Two trainings began this week. Director Dennis attended Module 1 training and provided her observations of the training.

Planning has begun on Module Three trainings to begin this summer.

Math Initiative Update

Superintendents have a high interest in funding K-5 mathematics professional development and supports for teachers in 2015-16. The Local Service Plan has innovation funds set aside for continued support for grades 6-10 and additional work on K-

10. Information from
Administrative Staff

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\$60,000 per remote ESD. The OAESD Governance Council agreed to support this proposal.

Dave Standridge: The Employee Access Center is now live and employees can access their pay stubs and W2s at any time.

The Business Services Department is working with vendors to move to online payments.

Sue Mathisen: A request has been received from Eugene School District to serve a broader range of students in a Lane School type setting. The request is to expand Lane School or develop a program that would serve students that are currently in out-of-district day treatment and mental health programs. Districts would like to develop a school-based option for this type of education programming.

Ms. Mathisen is in discussions with South Lane and Creswell school districts to develop a pilot for a middle school classroom for students needing services that fall between resource room and life skills programming.

Carol Knobbe: March 2-6 is Classified Employee Week. An announcement will come out in the FLASH.

The Indian Education Consortium Grant application will be submitted this week. The program experienced a drop in enrollment last year. Enrollment has increased this year, with all but two districts in the Consortium meeting the enrollment requirement for funding. The Consortium will have twice the number of students qualifying in this application versus last year's application. Assistant Superintendent Knobbe offered kudos to program coordinator Kelly LaChance for her outstanding work in recruiting and qualifying students. Superintendent Sullivan acknowledged Bethel School District for continuing to work with the Consortium and Lane ESD through last year's 90% drop in funding. Brian Flick, Bethel School District, worked with us to hold the Consortium in place.

11. Board Member
Presentations and
Comments

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Agenda items for the March 17, 2015 Board meeting can be submitted to Julie Simmonds.

Emilio Hernandez: No report.

Chris Culver: In addition to attending the Blacks In Government (BIG) Dinner and February Fern Ridge Board Meeting, Director Culver also attended CTE Showcase at Lane ESD on February 17. Director Culver enjoyed the event and noted how well organized it was.

Sherry Duerst-Higgins: No report

Anselmo Villanueva: The 30th Annual Asian Celebration was held on February 14 & 15. Director Villanueva encouraged all to attend future Asian Celebrations. The Disorient Film Festival is scheduled for April 17-19. The Oregon Department of Human Services is currently conducting disaster preparedness trainings, including how to respond to earthquakes and tsunamis. Director Villanueva will send Julie Simmonds information on a DHS website developed to connect families in the event of a disaster.

Rose Wilde: Absent

Carol Dennis: The Lane Education Foundation awarded a \$350 grant to the 90x30 organization. Director Rose Wilde is a part of the 90x30 organization. 90x30's goal is to reduce child abuse by 90% by 2030. Director Dennis attended the February 13 Skillful Teacher Module 1 training. She encouraged others to attend.

Director Dennis attended the Blacks In Government (BIG) Banquet. Director Dennis noted that she has asked Linda Hamilton, chair of BIG, to run for her vacant seat on board.

Director Dennis attended the Eugene School District Board meeting on February 18.

Director Dennis shared her observations from the meeting. She noted that there was considerable audience input on Smarter Balanced assessments. A district teacher spoke to the Eugene School District Board on alternative certificates for people who do not qualify for regular or modified diplomas. The Eugene School District Board has not yet developed a policy for alternative certificates.

A workshop on how to proceed following a concussion or brain injury is scheduled for April 24 in Eugene. Director Dennis asked that this information be shared with athletic directors in the districts.

Vanessa Truett: Director Truett shared that she and a partner have started a non-profit organization aimed at reducing sex trafficking. The organization is offering tattoo cover-ups to women who would like to remove or cover up tattoos affiliated with sex trafficking.

Joel Robe: Director Robe attended the Junction City Board meeting on February 23 and provided comments on his observations. The Junction City School District conducted a practice test (Smarter Balanced) at the elementary school level. Based on the practice test, the district predicts a high percentage of students will pass the test. The Junction City middle school robotics program finished second to the world championship team from Aumsville.

Twinkle Morton: Board Liaison Morton shared that 90x30 is forming in Fern Ridge, with help of Rose Wilde and Sally Storm.

12. Announcement/
Correspondence

12 Superintendent Sullivan provided kudos to Board Liaison Twinkle Morton for her report on the Lane ESD Board Meetings to the Fern Ridge Board.

The Pre-Budget Committee Meeting is scheduled for April 28, 2015.

13. Adjournment


13 The meeting was adjourned at 8:20 p.m.

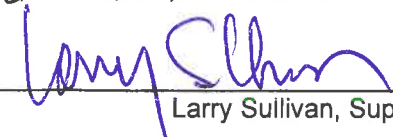
The next meeting of the Lane ESD Board of Directors will be on Tuesday, March 17, 2015, beginning at 6:00 p.m. at the Lane ESD Main Campus, 1200 Hwy 99N, Eugene. Work session date and time to be determined.

Minutes Approved:

(date) jrs

Attachments to official minutes:


VICE CHAIRPERSON Joel Robe, Chairperson


Larry Sullivan, Superintendent