BOARD MINUTES 1986 - 1990

LANDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

1.

OFFICE OF THE SUPERINTEND

LANE ESD BOARD OF DIRECTORS TUESDAY, JUNE 26, 1990

1. Executive Session

Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, June 26, 1990, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations and 192.660(1)(f) to consider records exempt from public inspection. All board members were present. Also attending were Superintendent Jim Maxwell, Joe Richards, Richard Ellingboe, Wyatt Rosenbaum, Jeff Foreman, and Sallie Rainville. Chairperson Swanson closed the Executive Session at 6:55 p.m.

2A. Chairperson Swanson called the regular meeting to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. No action was taken as a result of Executive Session discussion.

The following persons were present:

Board members: Jim Swanson, Chairperson Bill Lewellen Bill Medford Glen Weathers

Lois Copple Doug McKay Frank Nearing

<u>ESD staff</u>: Jim Maxwell, Superintendent Wyatt Rosenbaum Jeff Foreman

Richard Ellingboe Sallie Rainville

2B. Communications

- 2B. The following written communications were presented:
 - A. Invitation to attend annual conference for new board members, board chairpersons, and superintendents.
 - B. Memo from OSBA requesting nominees to present "Share the Success" seminars at NSBA in San Francisco, April 13-16
 - C. Year-end attendance referral (truancy) report from Instructional Services Division
 - D. Letter from Nancy Johnson, Drug Education Project Assistant, District 4J -thanking Bob Taylor and the ESD for use of facilities for American Heart Association school site inservice
 - E. Article from <u>New York Times</u>: "New Math of Rich and Poor" regarding equality in education
 - F. Memo from Jim Maxwell, OAESD Conference Coordinator, requesting feedback from Board members on a possible change of date for the group's annual conference
 - G. Invitation to attend ceremony at Pearl Buck Center honoring Lisl Waechter and the PBC School Program.

<u>Call to Order</u> Attendance

- Budget Hearing
 Chairperson Swanson opened the Hearing on the 1990-91 Lane ESD Budget. An outline of the budget, which is within the tax base, was included in the agenda packet and is attached to the official copy of the minutes of this meeting. Notice of the Hearing was published, as required by law, in two issues of the <u>Register-Guard</u>. Copies of the Budget were distributed and are available for public inspection. The Chairperson invite public comments on the budget. There were none. Chairperson Swanson declared the Hearing Budget closed.
- <u>Statements</u>
 <u>Director Nearing commented that the OAESD Conference was much improved from past years. He complimented Superintendent Maxwell and Jeff Foreman for their work in organizing it. Director Medford said he also had enjoyed the speakers.
 </u>
- 5. <u>Consent agenda</u> 5. <u>DIRECTOR LEWELLEN MOVED TO ADOPT THE CONSENT AGENDA AS</u> PRESENTED. Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the Consent Agenda approval:

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of May 29, 1990, as presented.
- BE IT RESOLVED that the Board of Directors of Lane ESD appoints JUDY MOSELEY to a three-year term on the ESD Budget Committee representing Zones 1/2 (Eugene 4J School District). The term of office expires June 30, 1993. (ESD Board Resolution #89-77)
- C. BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves the regular Board meeting calendar for 1990-91 as presented. The approved calendar is appended to the official copy of the minutes of this meeting.

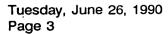
(ESD Board Resolution #89-78)

- D. BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Budget for 1990-91 as approved by the Budget Committee in the total sum of \$16,805,347. The Budget is on file in the Office of the Superintendent. (ESD Board Resolution #89-79)
- E. BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1990, the amounts shown on the memo which is attached to these minutes for the purposes indicated within the funds listed.

(ESD Board Resolution #89-80)

F. BE IT RESOLVED that the Board of Directors of Lane ESD determines the required tax levy for 1990-91 to be the aggregate amount of \$6,889,479; that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., January 1, 1990; and that the District clerk is hereby directed to certify the levy to the County Assessors of Lane, Linn, and Douglas Counties.

(ESD Board Resolution #89-81)





- G. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated June 18, 1990, as submitted, and approves the following personnel actions in accordance with the Superintendent's recommendations as presented: employ certificated staff members Dorothy Dilliplane, Sheila Thomas, and Gigi Aaron; and accept resignations of certificated staff members Freda Caufield and Dawn Stahlberg. (ESD Board Resolution #89-82)
- H. BE IT RESOLVED that the Lane ESD Board of Directors hereby:
 - DESIGNATES James G. Maxwell as Clerk of the District and Custodian of Funds for Fiscal Year 1990-91, in accordance with ORS 334.225. (ESD Board Resolution #89-83)
 - APPOINTS James G. Maxwell as Budget Officer for the District for Fiscal Year 1990-91, in accordance with ORS 294.331. (ESD Board Resolution #89-84)
 - DESIGNATES James G. Maxwell 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 return information pertaining to the Lane Education Service District (#93-6010866) and to Project OTIS (#93-0555496) with respect to all tax forms and for all tax periods. (ESD Board Resolution #89-85)
 - DESIGNATES James G. Maxwell and Richard Ellingboe as signatories for all district financial accounts for Fiscal Year 1990-91. (ESD Board Resolution #89-86)
 - AUTHORIZES a Clerk's Bond for James G. Maxwell for the face amount of \$50,000 for Fiscal Year 1990-91. (ESD Board Resolution #89-87)
 - 6. DESIGNATES the following financial institutions as official depositories for District funds during the 1990-91 Fiscal Year:

First Interstate Bank of Oregon United States National Bank of Oregon Key Bank SELCO Credit Union Benjamin Franklin Savings & Loan Assn. Local Government Investment Pool (ESD Board Resolution #89-88)

7. AUTHORIZES Superintendent James G. Maxwell 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 Election Officer. The Board shall subsequently affirm the canvass so certified.

(ESD Board Resolution #89-89)

- 6. Business affairs
- 6A. Purchase of microfilm readerprinter

6A.

Superintendent Maxwell recommended that 1989-90 funds budgeted for purchase of a microfilm reader-printer be transferred to the equipment reserve fund. A sub-group of a state microfilm users committee is currently in the process of evaluating and comparing reader-printers and has not yet made a recommendation. By delaying the purchase until next fiscal year, the subcommittee's recommendations can be taken into account.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the transfer of 1989-90 funds in the amount of \$6,000 budgeted for the purchase of a microfilm reader-printer (100-2321-541-100-011) to 1989-90 funds budgeted for Equipment Reserve (400-5200-850-000).

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-90)

6B. Richard Ellingboe provided background on a request to exceed the budgeted amount for purchases for cooperative purchasing. Although the budgeted amount was not exceeded for 1989-1990, certain vendors based their 1990-91 prices on a delivery date prior to July 1, 1990. Because of this, it is anticipated that the budgeted amount of \$800,000 will be exceeded.

In order to comply with Oregon statutes and budget law, Superintendent Maxwell requested that the Board authorize an additional \$100,000 to be repaid from receipts and revenues prior to the end of FY 1990-91.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors authorize the transfer of up to \$100,000 from FY 1989-90 to cover excess purchases prior to FY 1990-91.

BE IT FURTHER RESOLVED that said funds transfer be authorized in an amount necessary to cover any deficit in said funds and will be repaid from receipts and revenues prior to the end of FY 1990-91 and that said money will come from the contingency reserve fund.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-91)

6C. On May 29, the Board authorized a grant application to the Oregon Department of Education for inservice funds to train staff in techniques of nonviolent crisis intervention. The grant was included in the 1990-91 budget.

Superintendent Maxwell said that after the May 29 meeting, the staff learned that the State Department of Education staff had arranged to bring the training to the State from June 13-16. Therefore the expense for the ESD staff members who attended the training was incurred prior to the end of the fiscal year, making it a 1989-90 liability.

6B. Cooperative Purchasing Transfer

6C. Special Education Grant **Board Meeting**

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Tuesday, June 26, 1990 Page 5

The Superintendent recommended that the Board reaffirm its authorization to receive the grant and appropriate the fund, but change the date back to 1989-90, with authorization to continue grant activity into the 1990-91 fiscal year.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD reaffirms its authorization for a grant application to the State Department of Education for Special Education Inservice Funds for Personnel working with Handicapped Students in the amount of \$2,145.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of the appropriate special fund in the 1989-90 budget and appropriates the grant funds when received and that any monies not expended for services provided during FY 1989-90 be carried into the FY 1990-91 budget.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-92)

- 6D. Richard Ellingboe reviewed ESD and OTIS financial statements for May, 1990. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; and Revenue/ Expenditure Summary for OTIS Funds.
 - 7A. Chairperson Swanson administered the oath of office to re-elected Board members Lois Copple and Glen Weathers. Copies of the signed oaths are attached to the official copy of these minutes.
 - 7B. Superintendent Maxwell expanded on background information included in the Board agenda packet regarding options for the Lane School facility for next year and for the long-term. The Eugene School District has offered to lease space at the Silver Lea building for the 1990-91 year. Because it is separated into three units, this space is less suitable than the current facility. A clause in the lease will allow cancellation at any time with 30-days notice.

The former Trend College building, which staff had identified as a suitable facility, is no longer being considered. The location is not zoned for school use and the Eugene City Planning Department has indicated that it would not support a request for a variance.

Superintendent Maxwell said it now appeared that the best solution over the long term is to acquire a facility either through lease or ownership. The building should be located in proximity to a middle and high school to provide mainstreaming opportunities for Lane School students. He said that the staff is ready to proceed to develop the concept of acquisition of a public school based site, probably via a long-term lease for school property, on which an ESD owned or leased building would be placed. The staff will ask local school districts to participate both in identifying sites and providing expertise to evaluate sites and buildings. The staff will also accelerate discussions with vendors who provide modular classroom units.

Superintendent Maxwell answered Board questions and noted some suggestions for possible short-term solutions.

- 6D. Financial statements
- 7. Action items
- 7A. Administer oaths of office
- 7B. Lane School Facilities

In order to prepare the ESD to be in a position to finance site preparation and building acquisition, the Superintendent recommended that the Board authorize resolutions which would allow resources now available to be set aside for future use by the Board in achieving a more permanent solution for Lane School facilities.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby modifies the purpose of the Building Maintenance Fund (Fund 420) to include acquisition of facilities and therefore changes the name of the fund to "Facilities Acquisition and Maintenance Fund." (ORS 294.435)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-93)

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby transfers \$100,000 from Account Code 100-6110-810-100-016 (Operating Contingency) to Fund Account Code 420-5200-850-000-000 (Facilities Acquisition and Maintenance) for the purpose of creating a reserve to assist in the financing of site preparation and building acquisition for a Lane School facility.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-94)

7C. The Board agenda packet included seven policies from Chapter 600 to be read as part of the process of reviewing policies that have not been scrutinized as part of the regular meeting process.

Since the Board's first review on January 23, Superintendent Maxwell said, the Chapter has been further reviewed by staff, legal counsel, and the auditor. He recommended that the following six policies be re-adopted with no changes: 601 - <u>Objectives</u>; 603 - <u>Budget Preparation</u>; 606 - <u>Purchases Not Appropriated</u>; 608 - <u>Petty Cash Fund</u>; and 609 - <u>Revolving Cash Accounts</u>. He also recommended that Policy 602 - <u>Budget Planning</u> be re-adopted with a minor editing change as noted in the copy attached to the official copy of these minutes.

The Superintendent said that the four remaining policies in the chapter involve technical issues. The collaborative guidance of the auditor and legal counsel may result in a recommendation for modifications. Proposed revisions to these policies will be ready for the Board's review at the August meeting. (Policies 604 - <u>Purchases Not Subject to Bid</u>; 605 - <u>Purchases Subject to Bid</u>; 607 - <u>Vendor Relations</u>; and 610 - <u>Payroll Deduction</u>)

7C. Board Policies, Chapter 600



Tuesday, June 26, 1990 Page 7

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD reaffirms and readopts Board Policies 601, 603, 606, 608, and 609, and Policy 602, as modified.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-95)

7D. Board members reviewed the 1990-91 instructional year calendar for all classes operated directly by the ESD.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the schoolyear calendar for 1990-91 as attached to the official copy of these minutes.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-96)

7E. Lisl Waechter, long-time Director of Pearl Buck Center, will retire June 30, when the school program at Pearl Buck will close. Board members expressed appreciation of Mrs Waechter's contributions to the education and training of the severely handicapped in Lane County and noted that the ESD Board and staff have worked closely with Mrs Waechter over the years.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD expresses its deepest appreciation to Lisl Waechter for her significant contributions to the education of the severely handicapped in Lane County and extends its best wishes for many happy years of retirement.

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-97)

- 8A. Superintendent Maxwell told the Board that current practice at the ESD allows for smoking in one section of the staff room and in enclosed work areas in the OTIS division and in certain ESD vehicles. Following a survey of ESD employees the Wellness Committee had made several recommendations regarding smoking of tobacco products in the ESD building. In summary, the Committee's recommendations were:
 - 1. Smoking in all work areas should be prohibited starting at the earliest possible date.
 - 2. Smoking of cigars and pipes anywhere in the building should be prohibited at the earliest possible date.

7D. Instructional Year Calendar

7E. Resolution of thanks

 <u>Discussion items</u>
 Smoking in ESD buildings and vehicles

- 3. Smoking in the staff room should be prohibited at the earliest possible date, and an alternative smoking room should be considered.
- 4. Smokers who want to stop the practice should be assisted by the ESD as an extension of the agency's policy on promoting healthful practices by employees.

The Superintendent said that the staff was not able subsequently to identify a suitable alternative smoking area.

Because of the growing body of evidence that secondary smoke can be harmful to the health of non-smokers, Superintendent Maxwell said that it was his intent to proceed with the development of a policy and procedures which would result in the prohibition of smoking in the ESD Center building, in portions of other buildings rented or leased for ESD programs, and in ESD vehicles.

The Superintendent said that many smokers express a strong interest in freeing themselves of the practice of smoking. He hoped that the ESD could find ways to provide support and encouragement to smokers who want to stop the practice. He also commented that the issue of changing from a smoking to a non-smoking workplace appears to be a mandatory subject of bargaining.

The Board generally concurred with the Superintendent's plan. Strong support was expressed toward encouraging and helping staff members who wish to make an effort to stop smoking. Individual Board members said they hoped that the Wellness Committee and/or the Employee Assistance Plan could be utilized to provide group or individual assistance or incentives or in other ways be used to promote quitting.

- 9A. The annual report on the use of accrued vacation leave was distributed. Superintendent Maxwell reported excellent progress. As of July 5, only 128 carryover hours will remain, all of which are scheduled for use during July and August.
- 9B. A copy of the annual report on Home Schooling, as submitted to the State Department of Education, was distributed for the Board's information and review.
- 9C. OTIS Consortium

9.

Reports

leave

9A. Accrued vacation

9B. Home schooling

9D. NCTM Conference

10. Next Meeting

- 9C. The Board reviewed the monthly OTIS Consortium Membership Status Report.
- 9D. Director Swanson distributed a summary report on his attendance at the National Council of Teachers of Mathematics Conference in Salt Lake City April 18-21.
- 10. The next meeting of the Lane ESD Board of Directors will be held Tuesday, July 10, 1990, at the ESD Planetarium at Alton Baker Park.



Tuesday, June 26, 1990 Page 9

- 11. <u>Future agenda</u> items
- 11. Future agenda items include:
 - A. Elect Board officers for 1990-91
 - B. Re-affirm Board bylaws and policies
 - C. Begin review of contracted service providers
 - D. OTIS third-party audit and security report

12. <u>Adjourn</u>

12. The meeting was adjourned at approximately 8:30 p.m.

Jam es R. Swanson, Chairperson James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Budget Outline

Board Meeting Calendar for 1990-91

Budget Appropriations

Signed oaths of office: Directors Copple and Weathers

Board Policy 602, showing editing changes

Instructional Year Calendar

Minutes approved:

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LANE ESD BOARD MEETING

TUESDAY, JUNE 26, 1990

OATH OF OFFICE

I, LOIS E COPPLE , do hereby swear or affirm that I will support the laws and constitutions of the United States of America and of the State of Oregon, and that I will faithfully discharge the duties of my office as a member of the Board of Directors of the Lane Education Service District, representing ZONE 5, POSITION 5, to the best of my ability throughout the four-year term, July 1, 1990, through June 30, 1994.

Lois E Copple, Director

Attest:

This oath of office was administered by Chairperson Jim Swanson on June 26, 1990.

2 Sallie S. Rainville

Recording Secretary Lane ESD Board of Directors

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TUESDAY, JUNE 26, 1990

OATH OF OFFICE

I, <u>GLEN WEATHERS</u>, do hereby swear or affirm that I will support the laws and constitutions of the United States of America and of the State of Oregon, and that I will faithfully discharge the duties of my office as a member of the Board of Directors of the Lane Education Service District, <u>representing</u> <u>ZONE 4, POSITION 4</u>, to the best of my ability throughout the four-year term, July 1, 1990, through June 30, 1994.

Glen Weathers, Director

Attest:

This oath of office was administered by Chairperson Jim Swanson on June 26, 1990.

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Salfie S. Rainville Recording Secretary Lane ESD Board of Directors

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APPROPRIATION OF THE BUDGET

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1990, the amounts shown below for the purposes indicated within the funds listed:

<u>1990-91</u>

GENERAL FUND	
INSTRUCTION	3,173,846
SUPPORT SERVICES	4,309,213
FUND TRANSFERS	1,320,418
DEBT SERVICE	10
CONTINGENCY	380,000
TOTAL GENERAL FUND	9,183,487
TITLE I - SKIPWORTH INSTRUCTION	26.083
INSTRUCTION	26,983
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	200,000
SCIENCE/MATH 1990-91	
SUPPORT SERVICES	100,500
SCIENCE/MATH 1080 00	
SCIENCE/MATH 1989-90 SUPPORT SERVICES	25,650
SUFFORT SERVICES	23,030
SUBSTANCE ABUSE-PART B	
SUPPORT SERVICES	10,000
SUBSTANCE ABUSE-PART A	
SUPPORT SERVICES	20,000
SUBSTANCE ABUSE-PART A	
INSTRUCTION	150,000
	150,000
SUBSTANCE ABUSE-PART B	
SUPPORTING SERVICES	54,000
STUDENT RETENTION	
INSTRUCTION	29,220
SPECIAL EDUCATION	
INSTRUCTION	60,696
SPECIAL EDUCATION ASSISTANTS	
INSTRUCTION	393,346
SUPPORTING SERVICES	_34,518
TOTAL SPECIAL EDUCATION ASSISTANTS	427,864
OFFICIAL FRUCATION CRANT	
	0.145

SUPPORT SERVICES

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2,145

Appropriation of Budget Page 2	<u>1990-91</u>
CHAPTER 1 LOOKING GLASS	6,525
VOCATIONAL EDUCATION SUPPORT GRANT SUPPORT SERVICES	2,000
VOCATIONAL EDUCATION CONSORTIUM SUPPORT SERVICES	10,000
WORK FORCE 2000 SUPPORT SERVICES	167,000
VOCATIONAL EDUCATION CONSORTIUM/YEAR 3	3,200
SUPPORT SERVICES TOTAL VOCATIONAL EDUCATION CONSORTIUM	<u>20,500</u> 23,700
VOCATIONAL EDUCATION GRANT PHASE V SUPPORT SERVICES	50,049
SPECIAL EDUCATION RESERVE SUPPORT SERVICES	160,000
EQUIPMENT RESERVE SUPPORT SERVICES	171,000
OTIS EQUIPMENT RESERVE SUPPORT SERVICES	106,500
BUILDING MAINTENANCE SUPPORT SERVICES	90,000
BOOKING AND SCHEDULING SUPPORT SERVICES	80,000
OTIS FUND SUPPORT SERVICES	
TRANSFERS	3,599,006
CONTINGENCY	50,000
TOTAL OTIS	<u> 126,373</u> 3,775,379
	3,113,319
COOPERATIVE PURCHASING SUPPORT SERVICES	860,149
WORKING CAPITAL OTHER REQUIREMENTS	100,000
TOTAL APPROPRIATIONS	15,892,847

(There is an unappropriated ending fund balance of \$912,500.)

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626/90

LANE ESD BOARD MEETING TUESDAY, JUNE 26, 1990

BUDGET HEARING

PROCLAMATION

The 1990-91 Lane ESD Service District operating budget is funded within the Tax Base. Notice of this Hearing was published, as required by Oregon statute, in two issues of the <u>Register-Guard</u> (on June 6 and June 13).

The Budget Summary is as follows:

SUMMARY

LANE ESD BUDGET AND LEVY, 1990-91

	FUND	EST. EXPEND.	EST. RCPTS.	<u>LEVY</u>
100	General Fund	9,933,487	3,956,863	5,976,624
220	Curriculum Development	200,000	200,000	
225	Science and Math	100,500	100,500	
227	Science and Math	25,650	25,650	
232	Substance Abuse-Yr. 2/SRI Pt. B	10,000	10,000	
233	Substance Abuse Part A	20,000	20,000	
235	Substance Abuse, Part A	150,000	150,000	
237	Substance Abuse, Part B	54,000	54,000	
240	Student Retention	29,220	29,220	
250	Special Education	60,696	60,696	
251	Special Education Assistants	427,864	427,864	
252	Special Education Grant	2,145	2,145	
253	Looking Glass/Chapter I	6,525	6,525	
271	Skipworth	26,983	26,983	
272	Voc. Ed. Support Grant	2,000	2,000	
273	Voc. Ed. Consortium	10,000	10,000	
274	Work Force 2000	167,000	167,000	
275	Voc. Ed. Consortium	23,700	23,700	
286	Voc. Ed. Phase V	50,049	50,049	
400	Equipment Reserve	171,000	171,000	
410	OTIS-Equipment Replacement	106,500	106,500	
420	Building Maintenance	90,000	90,000	
430	Special Education Reserve	160,000	160,000	
440	Booking and Scheduling	80,000	80,000	
510	OTIS	3,937,879	3,937,879	
610	Cooperative Purchasing	860,149	860,149	
900	Working Capital	100,000		
		16,805,347	10,828,723	5,976,626

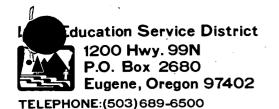
Estimated Taxes Not To Be Collected

Total Lane ESD Operating Levy Within Tax Base

912,855 6,889,479

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Q/26/90



DATE: June 6, 1990 TO: Board members

FROM: Jim Maxwell

SUBJECT: Board Calendar, 1990-91

Regular Lane ESD Board meeting dates for 1990-91 are scheduled as follows:

July 10, 1990 August 28, 1990 September 25, 1990 October 23, 1990 December 4, 1990 * January 22, 1991 February 19, 1991 ** March 26, 1991 April 23, 1991 *** May 28, 1991 June 25, 1991

> Because of conflict with the Holidays, the November and December meetings have been combined and changed to the first Tuesday in December.

Because of the AAESA/AASA Conference, February 26-March 4, the February meeting is shown on the third Tuesday rather than the fourth Tuesday.

NSBA is scheduled for April 13-16, which does not conflict with the regular 4th Tuesday in April.

Another date of possible interet is the Annual OSBA Conference, November 9-11, 1990.

I will again recommend that Budget Committee meetings be scheduled for the month of April. The Budget Committee calendar will be submitted for approval at a later time, but for calendaring purposes, the dates would be April 2, 9, and, if necessary, April 23 following the regular Board meeting and/or succeeding Tuesdays.

SR 6/26/90



No. 602



FINANCE

BUDGET PLANNING

The budget is designed to meet the Board's annual objectives for the District, while insuring orderly progress toward meeting long-range goals as well. Therefore, the budget must be carefully organized and planned to insure adequate understanding of the financial needs associated with program development, improved patterns of organization and improvements in special service offerings. This necessitates a long-range, continuous view of District financial requirements.

To meet the objective of this policy the Board directs the Superintendent to establish the administrative rules, practices, and procedures necessary.

Date adopted: Date Revised: May 20, 1980

26/90

600-3

LANE EDUCATION SERVICE DISTRICT

Basic Calendar - 192 days for ESD certified staff located in Eugene, Bethel and Springfield School Districts

Specialist Calendar - 207 days for certified staff working at Lane ESD

	Number	of contract	t days, in	Comments		
	Eugene*	Bethel	Spfld	Skipworth**	Specialist	
July	0	0	0	2//16	0	
August	4	4	3	21//0	15	207-day specialists report 8/13; all teachers report 8/28; non-contract day Springfield 8/31
September	20	20	20	19//0	20	Paid holiday all 9/3; classes begin Bethel 9/4; classes begin Spfld/Eugene 9/5
October	23	23	23	21//23	22	State Inservice Day Eugene/Bethel/Spfld 10/12
November	22	22	22	16//22	22	Inservice/contract day elementary Bethel 11/2 and 11/16; Inservice/contract day Eugene elementary/Spfld 11/9; paid holiday for all 11/12 and 11/22-23; in- service/contract day Eugene middle/high schools 11/30
December	12	12	13	13//13	10	Holiday break for Bethel/Eugene 12/19 through 1/1; Spfld 12/20 through 1/1
January	21	21	21	21//21	22	Work resumes for all 1/2; non-contract day all 1/21; inservice/contract day Bethel 1/25; inservice/contract day Spfld 1/28
February	19	19	19	18//20	20	Non-contract day Eugene/Bethel/Spfld 2/18
March	16	16	16	15//16	16	Inservice/contract day Eugene 3/15; Spring Break for all 3/18-22
April	22	22	22	20//22	22	Inservice/contract day Bethel elementary/Spfld 4/5
May	23	23	23	21//19	23	Paid holiday for all 5/27
June	10	10	10	5//20	15	Inservice/contract day Eugene elementary 6/7; inservice/contract day Bethel elementary 6/12; Classes end all 6/13; last day for teachers 6/14; last day for specialists 6/21.
	. 192	192	192	192//192	207	Total contract days

* Includes Lane School, School Psychologists, Support Personnel.

** The Skipworth educational program operates 12 months each year. Two teachers at Skipworth coordinate their teaching schedules to provide the 12-month program.

The outcome of ESD contract negotiations may make it necessary to change this calendar.

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

OFFICE OF THE SUPERINTENDENT MAY 29, 1990

LANE ESD BOARD OF DIRECTORS TUESDAY, MAY 29, 1990

1. Executive Session 1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 5:30 p.m., Tuesday, May 29, 1990, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations; 192.660(1)(f) to consider records exempt from public inspection; and 192.660(1)(a) to evaluate the Superintendent. Board members present in addition to Chairperson Swanson were Directors Lewellen, McKay, Medford, Nearing, and Weathers. Also attending were Superintendent Jim Maxwell and Sallie Rainville. Others attending part of the Session were Joe Richards, Richard Ellingboe, Wyatt Rosenbaum, Marv Wilkerson, and Jeff Foreman. Chairperson Swanson closed the Executive Session at 7:30 p.m.

> 2A. Because Executive Session business had been completed earlier than had been expected, Chairperson Swanson suggested that the Board consider routine reports and other items not requiring action prior to the announced 8 p.m. starting time for the regular business meeting.

> > The following persons were present:

Board members: Jim Swanson, Chairperson Bill Medford Frank Nearing

Bill Lewellen Doug McKay **Glen Weathers**

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Sallie Rainville Bill Ford

Richard Ellingboe Marv Wilkerson

Jeff Foreman

- 2B. The following written communications were presented:
 - OSBA Announcement: New Board Member/Board Chairman Workshop, 1. July 21-22, Beaverton
 - 2. Letter from E R Miller, Interim Superintendent, Crow-Applegate-Lorane District 6, thanking Jeff Foreman and Wyatt Rosenbaum for their help with the district's Superintendent search
 - З. Letter from Secretary of State's Office thanking Sallie Rainville for furnishing historical school picture from the ESD archives for publication in the Voter's Pamphlet
 - 4. Announcement listing Planetarium shows planned for next school year

З. Statements

Director Medford commented that during the past month he was pleased to З. have had the opportunity to serve as Board representative on the Georgia Pacific Scholarship Interview Committee and as a Judge for the annual Lane County Spelling Contest held at the ESD. He said that all four of the G-P finalists were extremely bright young people and it was a pleasure to meet them. The Spelling Contest also was a most enjoyable and enlightening experience.

2. Call to Order 2A. Attendance

2B. Communications

Lane ESD Board Meeting

Tuesday, May 29, 1990 Page 2

(Order of agenda items revised)

- 7. <u>Discussion Items</u> 7A. OAESD Legislative
- Platform

7B. Board Calendar

8. <u>Reports</u>

8A. Budget Committee

8B. Lane School Facilities

8C. Conference reports

- 7A. The Board reviewed the 1991 platform proposed by the OAESD Legislative Committee to be considered for preliminary approval at the OAESD Annual Conference in Bend. Board members were supportive of the platform as presented and particularly stressed the need for an increase in state funding for special education programs.
- 7B. Superintendent Maxwell suggested that the required July meeting be held on Tuesday, July 10 and the August meeting on the regular fourth Tuesday, August 28. This would provide a six-week meeting free period during the summer. He said that unless the Board expressed a desire to change, he would propose that the regular fourth Tuesday meeting schedule be continued for 1990-91 (with certain exceptions to accommodate normal Holiday periods). Board members expressed no concerns about the suggested calendar.
- 8A. Four positions will need to be filled in order for the Budget Committee to prepare the 1991-92 budget. Board members reviewed the vacancies. The two positions that expire June 30 represent Eugene District 4J and Springfield District 19. Chairperson Swanson requested Superintendent Maxwell to contact the incumbent members (Judy Moseley and Alan Petersen) regarding re-appointment. If either is unable to serve, the Superintendent will contact the two districts regarding a replacement. Two unexpired terms (representing Zones 4 and 5) will also need to be filled.
- 8B. The Board reviewed a status report on Lane School facilities. The Eugene District has offered a classroom quad at the current Silver Lea site plus two of the currently used classrooms for use next year ("quad+2 option). The classrooms, however, are in two separate buildings and, in the staff's judgement, this could create substantial educational and safety problems for the Lane School population.

The most suitable alternative that has surfaced from the staff's two year search for an alternate facility appears to be the building on Centennial Blvd. that formerly housed Trend College. It is currently being evaluated with respect to state regulations, fire codes, asbestos regulations, and related factors. Eugene District has been requested to hold the "quad+2" option available until this evaluation is completed. A recommendation to continue at Silver Lea or lease another site will be brought to the Board in June. The Superintendent said that any new contractual agreement will be reviewed by the Board's legal counsel prior to his recommendation.

The Superintendent said that the Eugene District continues to be very supportive of the Lane School Program. Discussions are continuing on a potential long-term solution in which the ESD and District 4J would cooperate in identifying a site at a Eugene School campus that would be suitable for Lane School.

8C. Directors Lewellen, Medford, and Nearing provided brief highlights of the NSBA Conference which they attended last month. The convention was well organized with excellent speakers. Director Lewellen said that program options designed specifically for regional agency Board members continue to improve. Director Nearing provided copies of information about other regional agencies which he gathered at the conference.



Lane ESD Board Meeting

Tuesday, May 29, 1990 Page 3

8D. OTIS Executive Board

8E. Special Ed

(8:00 p.m.)

Advisory Council

4. Consent Agenda

8D. Director McKay reviewed actions taken by the OTIS Executive Board at its May 11 meeting. The agenda included approval of the proposed acquisition and lease of a new AS/400 and uninterrupted power supply power system, approval to raise rates by six percent, and redistricting the Board's representation from five to four zones. Candidates are being sought to run for vacant positions.

8E. Agenda and minutes for the Lane ESD Advisory Council for Special Education were distributed with the Board agenda packet. Director Weathers distributed a draft letter to be sent in response to a parent who had written to the <u>Register-Guard</u> with questions about the ESD's TMR program. The Council hopes that the response will help her in understanding what is available to her child.

4. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the Consent Agenda approval:

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Board meeting minutes of May 1, 1990, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Affirmative Action Committee report dated May 14, 1990 as attached to the official copy of the minutes of this meeting.
- C. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated May 23, 1990 and approves the following personnel recommendations: Accept certified staff resignations: Karen Duffy, Debra Blumberg, Joanne Singer
- A. Board members reviewed the summary of bids for cooperative Purchasing supplies. The opening took place earlier this month, with several committees composed of local school district personnel reviewing the bids, inspecting samples, and comparing products. The evaluation generally resulted in selection of the lowest bid price. Richard Ellingboe distributed a list of exceptions, which resulted from past performance concerns or all-or-nothing bids.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that contracts be awarded vendors for Cooperative Purchasing supplies and equipment for the 1990-91 year, according to the attached bid award recap.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-68)

 <u>Business Affairs</u>
 Bid Awards, Cooperative Purchasing 5B. Employee Assistance Plan

5C. Data Processing

Equipment

5B. The Board reviewed a briefing memo regarding response to the request for proposals to provide employee assistance program services to ESD employees and family members. The RFP was advertised in the <u>Register-Guard</u> following Board approval at the May 1 meeting. One agency submitted a proposal, which meets the standards and requirements set forth. Another agency which had previously expressed interest did not submit a proposal. Richard Ellingboe said that the director indicated she did not feel her agency could fulfill the ESD's needs at this time.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD awards a contract for an employee assistance plan to Direction for Employee Assistance, an affiliate of McKenzie Willamette Hospital, at an annual rate of \$32 per employee or an approximate cost of \$6,400 for FY 1990-91.

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-69)

5C. Superintendent Maxwell requested authorization to enter into a lease agreement with IBM for a second AS/400 Model 70 Computer and an uninterruptible power supply system (UPS). The two AS/400 systems will constitute the central unit for new OTIS fiscal and student services and will replace the existing IBM 4341 and System 38 mini-computer. The UPS will protect both systems against much of the loss of service due to power interruption.

The Board reviewed a briefing memo which provided details of the purchase price and lease-purchase arrangement. The memo also included a review of computer equipment lease and maintenance costs for the past and current year and projected four years into the future, including lease payments on the new systems.

Wyatt Rosenbaum and Bill Ford answered questions about the equipment.

Director Nearing expressed an interest in OTIS security. Chairperson Swanson added this as a future agenda item.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the District to enter into a 60-month lease-purchase contract in the amount of \$561,945 with an annual interest rate of 8.04% for the acquisition of an IBM AS/400 Model 70 Computer System and an Exide Electronics Powerware System 20 Uninterruptible Power System.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-70)

5D. Special Education Grant 5D. Board members reviewed a briefing memo regarding a grant application which would allow three special education professionals to undertake additional training to certify them as trainers in techniques of nonviolent behavioral crisis intervention.

These three would then collaborate in teaching these skills to approximately 50 teachers, administrators, and educational assistants. This intervention training would assist the ESD special education staff in its efforts to serve students with complex behavioral needs. The Alvord-Taylor Houses of Eugene is a co-applicant with the ESD for this grant. (Alvord-Taylor provides a sheltered living environment for developmentally disabled young adults.)

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a grant application to the State Department of Education for Special Education Inservice Funds for Personnel working with Handicapped Students in the amount of \$2,145.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of the appropriate special fund in the 1990-91 budget.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-71)

5E. Superintendent Maxwell recommended that the Board authorize application for-Chapter I funds and the establishment of a fund in the 1990-91 budget for the Looking Glass/Stepping Stone Programs. Responsibility for Chapter I funds will shift to the ESD as it assumes the Looking Glass program from District 4J under a new resolution service.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes grant applications to the Oregon Department of Education for Chapter I special education funds (Programs for Neglected, Delinquent, and Corrections) in the total amount of \$18,922 to be used for the Looking Glass/Stepping Stone programs.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of the appropriate special fund in the 1990-91 budget.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-72)

5F. Board members reviewed a briefing memo in which Superintendent Maxwell recommended replacement of the current Addressograph-Multigraph (AM) Copy System Model 4 with a used replacement unit (AM Model 7) available from Clackamas ESD.

5E. Looking Glass Chapter I funds

5F. Copy Center

Copy Center (continued)

5G. Financial Statements

6. <u>Action items</u> 6A. Organization Chart

6B. Administrative/ Confidential Salaries and Benefits Tuesday, May 29, 1990 Page 6

Funds to replace the System 4, which has been in use for nine years, have been transferred annually into the Equipment Replacement Fund. During the last year, breakdowns of the Model 4 have become more frequent.

The Superintendent said that the used unit is available at a cost of \$18,000 plus approximately \$2,000 for delivery and installation. It has been evaluated by the Lane ESD staff as being in excellent condition, with four to five years of quality service available. The staff has also reviewed comparable items and finds that similar units available from commercial sources run from \$35,000 to \$40,000. The educational price of a new Model 7 is \$127,000.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the purchase a used AM Copy Center System Model 7 from Clackamas ESD for an amount of \$18,000 and that the funds for the purchase, delivery, and installation be paid from Special Fund 400, Equipment Replacement.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.)

(ESD Board Resolution #89-73)

5G. Richard Ellingboe reviewed ESD and OTIS financial statements for April, 1990. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; and Revenue/Expenditure Summary for OTIS Funds.

Ellingboe said that revenues and expenditures are on track and he expressed confidence that it will not be necessary to adjust the approved budget prior to its adoption at the June 26 meeting.

6A. The Board received for a second reading a revised organizational chart, to be effective July 1.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1990-91 Lane ESD Organizational Chart as presented. (A copy of the revised chart is attached to and made a part of the official minutes of this meeting.)

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-74)

6B. A briefing memo listing the recommendations of the Board Subcommittee on Administrator and Confidential Salaries and benefits was distributed as a part of the agenda background material. The Board reviewed the recommendation, which included the Administrator/Confidential salary schedule and summary of benefits.

Director Swanson declared a possible conflict of interest.



Tuesday, May 29, 1990 Page 7

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Adm/Conf Salaries (continued)

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the recommended Administrative/Confidential salary schedule and benefits as presented. (A copy of the schedule and summary is attached to and made a part of the official minutes of this meeting.)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-75)

6C. Evaluation of the Superintendent took place during this meeting's Executive Session after adoption of the process and instrument in open session on May 1.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD requests that the record show that the Board has evaluated Superintendent Jim Maxwell and that he earned excellent ratings. The Board agrees to renew its contract with the Superintendent in accordance with provisions of that contract. The question of salary and benefits will be considered in continuing negotiations with the Superintendent.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-76)

Superintendent Maxwell thanked Board members for individually taking time to complete the evaluation form. He expressed appreciation for the compliments and constructive suggestions.

9. Future agenda items include:

- A. Re-approve "unreviewed" Chapter 600 Policies
- B. Home Schooling report
- C. Budget Hearing
- D. Adopt and appropriate budget; levy taxes
- E. Official start-of-year designations and authorizations
- F. Administer oaths of office

6C. Superintendent's evaluation

9. Future agenda

items

Lane ESD Board Meeting

Tuesday, May 29, 1990 Page 8

10. Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 26, 1990, at the ESD Center, 1200 Highway 99 North, Eugene.

11.Adjourn

11. The meeting was adjourned at approximately 9:00 p.m.

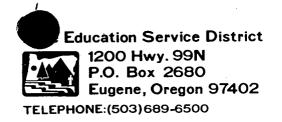
Jaines R. Swanson, Chairperson ames G. Maxwell, Superintendent-Clerk

Attachments: Affirmative Action Report Cooperative Purchasing Bid Summary Organization Chart Schedule: Administrative/ Confidential Salaries and Benefits

Minutes approved:

une 26, 1990

SR



DATE:	May 21, 1990
TO:	Board members
FROM:	Jim Maxwell
SUBJECT:	Affirmative Action Plan

Copies of Board Policy 301/401: "Affirmative Action Employment Program" and the Administrative Regulations for that policy are attached.

This policy provides the staff a statement of the Board's intent with respect to equal access for all persons to employment within the District. The Administrative Regulations provide for a committee to guide the District in meeting the policy.

The Committee has held its annual review of the short- and long-range goals for the ESD and has established an action plan for 1990-91. Board review and approval of the Committee's plan, although not technically required by the policy, will strengthen the District's standing with agencies responsible for monitoring equal employment opportunities.

I recommend approval of the report, as attached.

5/29/90

Lane Education Service District 1200 Hwy. 99N P.O. Box 2680 Eugene, Oregon 97402 TELEPHONE:(503)689-6500

DATE:	May 14, 1990
TO:	Jim Maxwell
FROM:	Richard Ellingboe

RE: Affirmative Action Committee Report

The Affirmative Action committee held its annual review of the short and long range goals for the ESD and to establish goals for 1990-91. The committee also discussed the need for an update census of the ESD employees.

The committee reaffirmed the intent to establish procedures to comply with Policies 301 and 401, and the goals and administrative procedures that were developed to implement these policies.

During 1989-90, the ESD hired two minority employees, one black and one Hispanic. Additionally the District hired a handicapped employee. The goal for 1990-91 is for the ESD to continue its efforts to recruit qualified minority applicants for any vacant positions. The personnel office will also conduct a survey of all employees to confirm the percentage of minority employees included in the work force.

RE:tc

c: Marv Wilkerson Carol Abbott Wyatt Rosenbaum

COOPERATIVE PURCHASING BID AWARD SUMMARY 1990-91 SUPPLIES

AUDIO VISUAL SUPPLIES: #10

Astro Audio Visual Corp. Boise Cascade Office Products Elgin School Supply Force 4 Northwest Direct Supply Paper Impressions Snyder-Crecelius Paper Standard Stationery Supply Tersch Products USI, Inc.	· Ş	516.00 1,074.60 45.99 2,034.34 363.75 196.50 5,837.23 1,794.37 961.70 521.00
West Coast Wholesale		2,126.40
TOTAL	\$	15,471.88

LIBRARY SUPPLIES: #20

Brodart Demco Gaylord Bros.	\$ 1,484.99 1,899.06 889.53
TOTAL	\$ 4,273.58

5/29/90

COOPERATIVE PURCHASING BID AWARD RECAP 1990-91

SECTION	# <u>788</u>	-	AUDIO VISUAL EQUIPMENT	Pending
SECTION	# <u>10</u>	-	AUDIO VISUAL SUPPLIES	\$ 15,471.88
SECTION	# <u>20</u>	-	LIBRARY SUPPLIES	4,273.58
SECTION	# <u>30</u>	-	OFFICE/INSTRUCTIONAL SUPPLIES	222,105.28
SECTION	# <u>35</u>	-	FILING CABINETS/FURNITURE	13,550.29
SECTION	# <u>40</u>	-	CUT PAPER	125,930.47
SECTION	# <u>50</u>	-	ART SUPPLIES	120,827.35
SECTION	# <u>60</u>	-	CUSTODIAL SUPPLIES	90,368.56
SECTION	# <u>70</u>	-	FIRST AID SUPPLIES	19,134.99
SECTION	# <u>80</u>	-	PLAYGROUND/ATHLETIC SUPPLIES	43,907.40

TOTAL

\$ 655,569.80 *

* THIS TOTAL DOES NOT INCLUDE THE SOAP-C (SOUTHERN OREGON AUDIO VISUAL PURCHASING CONSORTIUM) BID AWARDS (APPROXIMATELY \$30,000).

INSTRUCTIONAL/OFFICE SUPPLIES: #30

American Envelope Automated Office Systems Boise Cascade Office Systems Chaselle, Inc. Crater Paper Company Dick Blick West Elan Publishing Company Elgin School Supply Georgies Hammond & Stephens Myron Manufacturing Northwest Direct Supply Pacific Stationery Paper Impressions Service On Supplies Snyder-Crecelius Paper Sound School Supply Standard Stationery Supply Tersch Products J. Thayer Company Tru-Art Distributing West Coast Wholesale Western School Supply	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
	-

TOTAL

\$ 222,105.28

FILING CABINETS/FURNITURE: #35

Boise Cascade Office Products Liska School & Office Equipment Virco Manufacturing	\$ 9,117.31 1,665.88 2,767.10
TOTAL	\$ 13,550.29

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5/29/90

<u>CUT</u> <u>PAPER</u>: #40

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Crater Paper Company Unisource, Inc.	\$ 3,091.29 9,517.14
Western Paper Company	<u>113,322.04</u>
TOTAL	\$ 125,930.47

ART SUPPLIES: #50

Boise Cascade Office Products Dick Blick West	\$ 49.32 3,269.93
Elgin School Supply	4,410.20
Georgies	221.25
Oregon Clay Products	1,298.73
Pacific Stationery Supply	31,529.95
S&S Arts & Crafts	130.80
Sax Arts & Crafts	540.11
Snyder-Crecelius Paper	12,579.65
Standard Stationery Supply	9,117.18
Tersch Products	296.96
Tru-Art Distributing	4,014.44
West Coast Wholesale	634.80
Western Paper Company	589.28
Western School Supply	\$ <u>52,144.75</u>

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TOTAL

\$ 120,827.35

CUSTODIAL SUPPLIES: #60

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American Janitorial Supply Bidall Corporation Brodhead-Garrett Company Chown, Inc. Crater Paper Company Forrest Paint Company Galifco of Oregon Industrial Chemical Lab Industrial Supply Company Joseph Gartland, Inc. McDonald Wholesale MCK Tool & Supply Mednik Wiping Materials Mt. Hood Chemical Company National Builders Hardware National Sanitary Supply Paulsen & Roles Spintex Company Sysco Continental-Portland Taylor Electric Unisource, Inc. Western Paper Company World Wide Industrial Supply Zellerbach Paper Company

2,654.94 3,525.60 944.70 2,631.28 5,713.13 873.97 969.00 2,093.88 13,430.66 805.21 1,019.33 2,078.93 1,431.00 2,514.75 1,258.37 3,381.58 2,364.70 303.00 7,059.41 2,352.44 6,886.47 4,390.58 853.05

\$

TOTAL

\$ 90,368.56

20,832.58

5/29/90

FIRST AID SUPPLIES:

#70

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Coast First Aid Supply	\$ 2,215.24
McKenzie Outfitters	154.80
Medex Products	473.15
Micro Bio-Medics	3,648.74
Moore Medical Corporation	185.00
Normed, Inc.	561.45
Portland Athletic Supply	9,187.07
Rimstar	1,041.20
Sanderson Safety Supply	198.97
School Health Supply	848.10
Western Paper Company	621.27

TOTAL

\$ 19,134.99

\$

\$

PLAYGROUND/ATHLETIC SUPPLIES: #80

BSN Corporation Cascade Athletic Supply Coast First Aid Supply Doherty & Dunne GSC Sports McKenzie Outfitters Mohinder Sports Pacific Rim Passon's Sports Portland Athletic Supply Professional Towel Put-On-Athletics Sportmaster

TOTAL

823.86 3,256.20 503.61 2,484.78 210.12 2,453.00 4,892.77 2,359.40 1,908.95 15,139.95 2,839.00 6,512.72 523.04

GRAND TOTAL ALL SECTIONS

\$ 655,569.80

RECAP.90

COOPERATIVE PURCHASING BID AWARD SUMMARY FOR AUDIO VISUAL EQUIPMENT

1990-91

ADDITION TO BID AWARD RECAP...SDAP-C information received May 22 after the original bid document summary had been compiled.

AUDIO VISUAL EQUIPMENT: #788

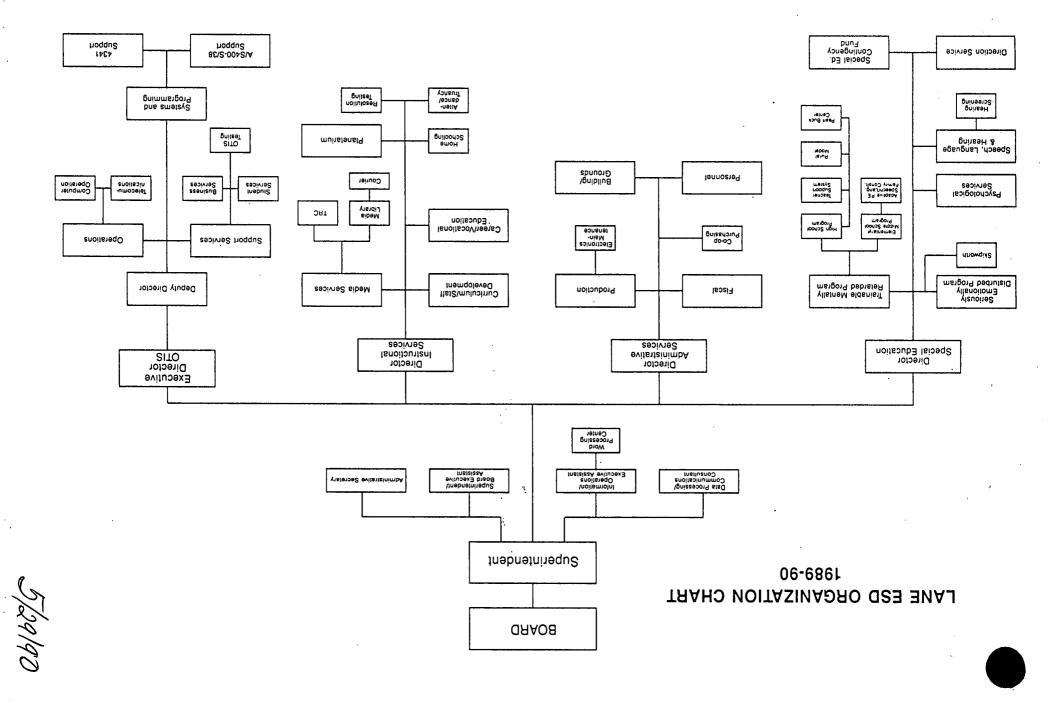
Aatronics, Inc. Abolins A/V Photographic Audio Visual Wholesalers Bryce Corporation Columbia Audio Specialists General Binding Corporation Northwestern, Inc. Paper Impressions	*	4,251.79 8,742.86 519.80 99.20 536.05 3,881.23 52.34 815.60 4 888 77
•		

TOTAL

\$ 33,575.09

5/29/90

BIDRECAP.2



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2

<u>Manager I</u>

Manager, Testing Services (not filled) Manager, OTIS Programmer/Analysts Manager, OTIS DP Operations Manager, OTIS Communications

Manager I, 12 months

TSA:		155 x 12 = 1,860 200 x 12 = 2,400				
Step	0	1	2	3	4	
<u>Salary</u>	1.00	1.06	1.12	1.18	1.18	
1990-9	1 38,643	40,962	43,280	45,599	45,599	

<u>Manager II</u>

Manager, Lane County Data Processing/Communication Services

Manager II, 12 months

TSA: (\$					
Step <u>Salary</u>	0 <u>1.06</u>	1 1.12	2 1.18	3 1.24	4 <u>1.24</u>
1990-91	40,962	43,280	45,599	47,917	47 , 917 [`]

Director

No positions

IIIA. Director, 218 work days (249 day contract, earn 22 vacation days)

TSA:		ps 0-3) $205 \times 12 = 2,460$ p 4) $250 \times 12 = 3,000$					
Step <u>Salary</u>	0 1.25	1 1.31	2 1.37	3 1.43	4 <u>1.43</u>		
1990-9	1 44,650	46,793	48,936	51,080	51,080		

Director, Special Education Director, Instructional Services Director, Business Manager/Administrative Services

IIIB. Director, 229 work days (260 day contract, earn 22 vacation days)

TSA:	(Steps 0-3) (Step 4)	$205 \times 12 = 32$ $250 \times 12 = 32$	205 x 12 = \$2,460 250 x 12 = \$3,000			
Step	0	1	2	3	4	
Salary	1.30	1.36	1.42	1.48	1.48	
1990-9	1 46,436	48,579	50,722	52,866	52,866	

Adopted by ESD Board: 5/29/90



Supervisor II

Supervisor, TMR (2 positions) Supervisor, SED

IIA. Supervisor II, 218 work days (249 day contract, earn 22 vacation days)

TSA:	(Steps 0-3) (Step 4)	$155 \times 12 = 1,860$ $250 \times 12 = 3,000$				
Step	0	1	2	3	4	
Salary	1.06	1.12	1.18	1.24	1.28	
1990-9	1 37,863	40,006	42,150	44,293	45,722	

No positions

IIB. Supervisor II, 229 work days (260 day contract, earn 22 vacation days)

TSA: (Steps 0-3) $$155 \times 12 = $1,860$ (Step 4) $$250 \times 12 = $3,000$					
Step <u>Salary</u>	0 1.11	1 1.17	2 1.23	3 1.29	4 1.31
1 990-9 1	1 39,649	41,792	43,936	46,079	46,793

Adopted by ESD Board: 5/29/90

LANE ESD ADMINISTRATOR/CONFIDENTIAL SALARY SCHEDULE 1990-91

Supervisor I

Supervisor, Media Library Supervisor, Media Services

IA.	Supervisor I, 218 work days (249 day contract, 11 non-contract days, earn 22
	vacation days)

TSA: (Steps 0-3) $$155 \times 12 = $1,860$ (Step 4) $$250 \times 12 = $3,000$

Step	0	1	2	3	4
Salary	1.00	1.06	1.12	1.18	1.20
1990-91	35,720	37,863	40,006	42,150	42,864

Supervisor, Planetarium Supervisor, Media Production Supervisor, Accounting

1B. ' Supervisor I, 229 work days (260 day contract, earn 22 vacation days)

TSA:(Steps 0-3)\$155 x 12 = \$1,860
(Step 4)(Step 4)\$250 x 12 = \$3,000Step 012Salary1.051.111.171.23

1990-91	37,506	39,649	41,792	43,936	44,650

Adopted by ESD Board: 5/29/90

5/29/90

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Manager III

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Manager, OTIS Operations Manager, OTIS Support Services Manager, OTIS Systems and Programming Manager, OTIS Marketing Services

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Manager III, 12 months

•	Steps 0-3) Step 4)	$205 \times 12 = 32$ $250 \times 12 = 32$			
Step Salary	0 1.12	1	2 1.24	3 1.30	4 1.30
1990-91	43,280	45,599	47,917	50,236	50,236

Manager IV

Assistant Director, OTIS (not filled)

Manager IV, 12 months

TSA: (Steps 0-3) $205 \times 12 = 2,460$ (Step 4) $250 \times 12 = 3,000$					
Step	0	1	2	3	4
Salary	1.18	1.24	1.30	1.36	1.36
1990-91	45,599	47,917	50,236	52,554	52,554

Adopted by ESD Board: 5/29/90

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<u>Manager V</u>

Deputy Director, OTIS

Manager V, 12 months

TSA: (Steps 0-3) $205 \times 12 = 2,460$ (Step 4) $250 \times 12 = 3,000$

Step	0	1	2	3	· 4
· <u>Salary</u>	1.31	1.37	1.43	1.49	1.49
-					
1990-91	50,622	52,941	55,259	57,578	57,578

Executive Director

Executive Director, 12 months

	(Steps 0-3) (Step 4)	$205 \times 12 = 32$ $250 \times 12 = 32$			
Step	0	1	2	3	4
Salary	1.37	1.43	1.49	1.55	1.55
1990-9	1 52,941	55,259	57,578	59,897	59,897

Adopted by ESD Board: 5/29/90

Administrative Secretary

Administrative Secretary, OTIS Services Administrative Secretary, Superintendent Administrative Secretary, Instructional Services Administrative Secretary, Special Education Services Administrative Secretary, Administrative Services

A.S. Administrative Secretary, 12 months

TSA: (Step 6) $$75 \times 12 = 900 3 5 0 1 2 6 Step 4 1.00 1.06 1.12 1.18 1.24 1.30 1.33 Salary 18,167 19,257 20,347 21,437 22,527 23,617 24,162 1990-91

Executive Assistant

Information Assistant Superintendent/Board Assistant

E.A. Executive Assistant, 12 months

TSA: (Step 6) $$75 \times 12 = 900

Step	0	1	2	3	4	5	6
Salary	1.42	1.48	1.54	1.60	1.66	1.72	1.72
•							
1990-91	25,797	26,887	27,977	29,067	30,157	31,247	31,247

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Adopted by ESD Board: 5/29/90

5/21/90

7

ADMINISTRATOR AND CONFIDENTIAL STAFF BENEFITS

Insurance (Medical, Dental, Vision, Long-Term Disability)

Administrators and confidential staff are covered by the following insurance programs provided members of the Bargaining Unit through the current Labor Agreement. These policies include:

Medical - full 12 month hospital, medical insurance, full family
Dental - full 12 month composite dental insurance with orthodontic rider, full family
Vision - full 12 month composite vision insurance, full family
Long-Term Disability - full 12 month disability insurance, employee only

Any limit in increase in the cost of this package that is contained in the Labor Agreement is also applicable to administrative and confidential employees.

In addition a full 12 month, \$50,000 term life insurance plan for the employee only is provided.

Tax Sheltered Annuities

A TSA in lieu of salary is paid by the District for all administrators. For Supervisors the TSA amount is \$1,860 per year and for Directors it is \$2,460 per year. The amount is \$1,860 per year for Managers I and II and \$2,460 per year for Managers III, IV, V and Executive Director.

This is increased for employees who are at Step 4 of the salary schedule, to \$3,000 for Supervisors and Directors, \$2,400 for Managers I and II, and \$3,000 for Managers III, IV, V and Executive Directors. Confidential employees at Step 6 of the schedule receive a TSA in the amount of \$900.

The District also provides one of the following options for each administrator and confidential employee:

- 1. Two party or full family medical insurance.
- 2. Single party medical insurance (employee only) and a tax sheltered annuity of \$35 per month



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3. Administrators and confidential employees who can demonstrate equal or better medical coverage than that provided by the District may elect to not carry ESD medical insurance and receive a TSA of \$60 per month in lieu of medical insurance.

Professional Organization Dues

The ESD pays the dues for basic COSA membership for each administrative employee who requests the benefit. The employee pays COSA department dues. Other professional organization memberships may be paid in part or in full when required by the Superintendent.

<u>Holidays</u>

Benefits for administrators/confidential employees include the same paid holidays as provided the employees in the Bargaining Unit. Currently they are:

Labor Day Veteran's Day Thanksgiving and day after Christmas Day and one other New Years Day Memorial Day Fourth of July

Vacation

260-day work year - administrators on this schedule will earn 22 days of vacation to be used during the following fiscal year.

Confidential employees earn vacation at the same rate as classified employees covered under the Labor Agreement. Currently that is:

- 10 days per year during the first five years of employment
- 15 days per year during the 6th through the 15th years of employment
- 20 days per year in the 16th and subsequent years of employment

249-day work year - administrators on this schedule will earn 22 days of vacation each year to be used during the following year and will have 11 noncontract days. Non-contract days are days on which no work is performed for the District and for which no compensation is received by the employee.

5/29/90

Job Related Expenses

The District reimburses expenses incurred in the performance of duties related to employment with the District.

Mileage reimbursement for use of personal vehicle is at the IRS approved rate. (Currently \$.26/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed at the District approved rate. Currently these rates are:

Breakfast	\$ 5.00
Lunch	7.50
Dinner	12.50

Exceptions are made when meals are included as part of conference registration or where meal costs are higher than the per diem. In these cases, employees must provide receipts for meals.

The cost of lodging is reimbursed for the full amount when approved in advance by the Superintendent or Division Director. Employees are expected to use discretion when making arrangements for lodging and encouraged to obtain special rates when available.

Early Retirement

An early retirement incentive program shall be available to administrative and confidential employees who have reached 58 years of age after having completed 12 consecutive years of employment with the District.

Eligible employees may retire June 30 or December 31 after giving 60 days written notice.

As an incentive for an employee opting for early retirement, the District agrees to provide up to \$150 per month for up to four years and to a maximum of \$7,200 to each early retiree for medical, dental and vision insurance.

It is understood that coverage is subject to the rules of the insurance carrier. For dental and vision insurance the composite rates will apply. If the cost exceeds \$150 per month and the employee elects to maintain that level of coverage, the retired employee shall pay the difference.

In no case will the District provide this benefit beyond age 65.

If the spouse of the employee is, at the time of the employee's death not eligible for Medicare, the District shall provide single-party medical insurance for the duration of the time that the deceased employee was eligible for benefits or until the date on which the spouse is eligible for Medicare.

Physical Examination

The Board believes that the physical well being of its administrative/confidential employees is critical to maintaining the operations of the District. In order to assure that each administrative/confidential employee is regularly appraised of his/her health characteristics and that the District's interest is maintaining a healthy administrative/confidential work force is protected, all administrative/confidential employees are required to have a physical examination by a licensed physician once every two years.

The physical examination will include the following procedures unless otherwise determined by the examining physician. The ESD will provide payment for the listed procedures as a provision of each administrative/confidential employee's medical insurance.

- -- Development of medical history and establishment or updating of baseline information
- -- complete blood count
- -- chem screen
- -- thyroid panel
- -- urinalysis
- -- rectal and lower colon exam and hemocult test
- -- chest X-ray
- -- electrocardiogram
- -- female employees: pap smear, mammogram

Other tests recommended by the physician as a result of reviewing the employee's medical history will be covered under the regular provisions of the ESD medical insurance program.

The employee, upon completion of the physical examination, will provide to the Superintendent an opinion from the examining physician regarding the employee's general health condition as it relates to the ability to carry out the duties of his/her job assignment.

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5/29/90

E EDUCATION SERVICE DISTRICT HIGHWAY 99 NORTH, P.O. BOX 2680 SENE, OREGON 97402

1.

OFFICE OF THE SUPERINTEND MAY 1, 1990

LANE ESD BOARD OF DIRECTORS TUESDAY, MAY 1, 1990

1. Executive Session

Call to Order

2A. Attendance

2.

Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 5:30 p.m., Tuesday, May 1, 1990, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations and 192.660(1)(f) to consider records exempt from public inspection. Board members present in addition to Chairperson Swanson were Directors Copple, McKay, Medford, and Weathers. Others attending were Superintendent Maxwell, Joe Richards, Richard Ellingboe, Wyatt Rosenbaum, Marv Wilkerson, Jeff Foreman, and Sallie Rainville.

2A. As announced on the agenda and public notice of this meeting, the regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., following the Executive Session, (No action was taken as a result of the Executive Session.)

The following persons were present:

Board members: Jim Swanson, Chairperson Bill Medford Glen Weathers

Lois Copple Doug McKay

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Sallie Rainville Bill Ford

Richard Ellingboe Marv Wilkerson Jeff Foreman Marty Sheehan

2B. Communications

- 2B. The following written communications were presented:
 - 1. Memo thanking the ESD Production Staff for help with the Pleasant Hill School District budget document
 - 2. Memo requesting that Board members review professional journal subscriptions
 - 3. Memo from Pat Fitzwater regarding OSBA Conference planning
 - 4. JetStream (OTIS/Linn-Benton Data Processing Newsletter)
 - 5. Curriculum announcements: Planetarium shows and Project Fair
- 3A. Superintendent Maxwell told the Board that Horizon Satellite Systems was the low bidder for a satellite dish now being installed. The dish will enable the ESD to offer distance learning courses and host teleconferences. The company also agreed to install a dish at the Planetarium at no additional cost.
- 4. DIRECTOR COPPLE MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, MCKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES.

- 3. <u>Statements</u>3A. Installation of Satellite Dishes
- 4. Consent Agenda

4. Consent Agenda (Continued) Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, MCKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the Consent Agenda approval:

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board meeting minutes of March 27, and April 10, 1990, and the Budget Committee minutes of April 10, 1990, as presented.
- BE IT RESOLVED that the Board of Directors of Lane ESD hereby affirms the Superintendent's canvass of votes cast in the March 27 Director election and the certification of Lois Copple as elected to Board Position 5 and Glen Weathers as elected to Board Position 4. (ESD Board Resolution 89-56)
- C. BE IT RESOLVED that the Board of Directors of Lane ESD accepts Dan Teall's resignation from the ESD Budget Committee effective March 28, 1990.

(ESD Board Resolution 89-57)

- D. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated April 24, 1990.
- 5A. The Board reviewed a briefing memo discussing the need for a new computerized system to assist in the management of the acquisition, cataloging and circulation of Media Library materials. The Library will lose the host computer for the current booking and scheduling system on June 30, 1991, with the closure of "original OTIS." Directly transferring the current program to "new OTIS" has been estimated to cost \$150,000 to \$200,000 primarily for labor. The resulting product has been characterized as being old technology in a new package which would require extensive continuing maintenance. No program currently exists in the marketplace that would meet the program's needs.

Superintendent Maxwell outlined options which were apparent after an extensive staff search. The most satisfactory appears to be a contract with National Computer Systems (NCS), which will develop a package in accordance with our specifications and timelines for \$60,000. NCS will allow the ESD to install the program at OTIS and three other Oregon locations but will retain the right to market the product to other users without compensation to the ESD.

Wyatt Rosenbaum and Superintendent Maxwell answered questions and clarified information.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to establish a contract with National Computer Systems to develop Media Booking and Scheduling software and to use Special Reserve Fund 440, Booking and Scheduling, to pay for the various elements of the program as they are satisfactorily delivered.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, MCKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES.

 <u>Business Affairs</u>
 Media Booking System 5B. OTIS Telecommunication System and Request for Exemption from Competitive Bidding Page 3

Tuesday, May 1, 1990

5B. Board members had received a briefing memo regarding OTIS telecommunications lines. On March 12, AT&T notified OTIS of a rate change which would increase costs from \$9,394 to \$14,473. AT&T also informed OTIS that an additional 40% increase was projected for 1991. OTIS representatives attended a PUC meeting on April 3 to protest the timing and amount of the increases. They were successful in getting a 60-day delay but no modification to the new rate structures. Subsequently, OTIS staff has met with other affected users and communications consultants to review other options.

Bill Ford, OTIS Operations Manager, reviewed the available options. Quotations have been received from two suppliers of leased communication lines and three suppliers of equipment to connect the OTIS system to the leased lines. The staff believes that all interested vendors have been given an opportunity to provide quotations.

Savings generated in ten months of use of a leased line will recoup the cost of equipment installation. Because the new AT&T rates will go into effect on June 7, the staff would like to act as quickly as possible to avoid paying the higher rate.

Superintendent Maxwell asked the Board to declare an emergency and approve an exemption from the competitive bidding process. The Board reviewed a summary of provisions of ORS 279.015, Sections 2(a), 2(b), and 3(a), which allow exemptions and also reviewed a resolution prepared by ESD legal counsel.

DIRECTOR MEDFORD MOVED TO APPROVE THAT RESOLUTION, AS FOLLOWS:

WHEREAS, on March 12, OTIS received notification from AT&T that the rate for communications lines, effective April 7, 1990, would increase from \$9,394.05 to \$14,473.90 per month. AT&T representatives said an additional 40% increase is projected for 1991.

WHEREAS, OTIS representatives protested to the Public Utilities Commission on April 3 the timing and the amount of the increase. A 60-day delay was obtained, but no modification to the new rate structures was allowed.

WHEREAS, communications consultants recommend that OTIS establish its own leased high-volume line between Lane and Marion ESD to replace existing AT&T services. The staff concurs with this recommendation.

WHEREAS, quotations have been received from two suppliers of high-speed, high-volume leased communication lines, Diginet Telecommunications and West-Net, and three suppliers of equipment to connect the OTIS system to the leased lines, Racal-Milgo, Kodex and Nebridge. All interested vendors have been given an opportunity to provide quotations. If the contracts can be promptly executed the AT&T services can be replaced by June 7. If the normal bid process were observed, the replacement date is August 7, 1990. The cost of the delay is \$7,200.

Tuesday, May 1, 1990 Page 4

5B. Telecommunication System (Continued) WHEREAS, an emergency exists that could not have been foreseen and prompt execution of the contract is required to avoid the projected loss. The use of the leased line will save the OTIS system \$3,612.41 per month (\$43,349 per year) over the new AT&T rate and substantially more over the rate that reportedly will go into effect in 1991. The installation of equipment to access the leased line will cost \$36,000. Savings generated in a ten-month period will recoup the cost of the equipment installation. The existing budget contains adequate appropriations to cover the costs of conversion to the leased line system. The new rates are guaranteed for a five-year period.

With the 60-day delay granted by the PUC, the new AT&T rates go into effect on June 7. Acting on this Resolution will avoid paying the higher rate after that date.

It is unlikely that this exemption from formal competitive bidding will encourage favoritism or substantially diminish competition for public contracts. The awarding of the public contract will result in a substantial cost saving to OTIS.

THEREFORE, BE IT RESOLVED that based upon the specific conditions set forth above, the Board of Directors of Lane ESd declares an emergency exists and exempts from competitive bid laws the contract for leased communication lines and the equipment to connect the OTIS system to the leased line in accordance with ORS 279.015, Sections 2(a), 2(b) and 3(a), and OAR 125-310-030 in order to lease communication lines and purchase related equipment for a leased line.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-59)

5C. Superintendent Maxwell briefly reviewed the ESD long-term building maintenance plan, which was adopted last year. One element of the plan is replacement of existing carpet. The Superintendent recommended that this project be initiated during this summer, with repainting of all interior walls to be coordinated with the recarpeting. Scheduling during the summer will minimize disruption to normal workflow of the agency.

The estimated cost of the carpet is based on a state bid price of \$8.21 per square yard for the type and quality of carpet recommended by the building architect.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the expenditure of \$45,434.55 from the Equipment Reserve Fund, for the removal of existing carpet and purchase and installation of replacement carpet.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-60)

5C. Carpet Replacement

Tuesday, May 1, 1990 Page 5



5D. Employee Assistance Plan 5D. Reports on the Employee Assistance Plan had been presented to the Board at the December 5 and March 27 meetings. Based on these discussions, the 1990-91 budget, as approved, was prepared to include an estimated amount for an EAP.

The Board reviewed program specifications to be sent to interested providers of the service, upon Board approval.

DIRECTOR McKAY MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that authorization is hereby given to advertise for proposals to provide the ESD with an Employee Assistance Plan.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-61)

5E. Superintendent Maxwell recommended that the Board approve a grant application in the amount of \$800.00 submitted by the forestry-agriculture teacher at Thurston High School. The grant provides for development of curriculum guides and teacher workshops to support a computerized information system currently in operation at Thurston. It has been approved by the SDE, subject to the provision that it actually be awarded to and managed by the ESD, in order that the ESD Regional Vocational Education Coordinator be involved in evaluation and delivery of the grant product. The grant includes the standard state established allocation to the ESD for managing the funds.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a grant application to the State Department of Education for Vocational Education funds in the amount of \$800 to be used to develop Ag-Forestry Curriculum.

BE IT FURTHER RESOLVED that the Board authorize the establishment of the appropriate special fund in the 1989-90 budget and appropriates the grant amount contingent upon receipt.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-62)

- 5F. Richard Ellingboe reviewed ESD and OTIS financial statements for March, 1990. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; and Revenue/Expenditure Summary for OTIS Funds.
- 6A. Board members reviewed the process and evaluation instrument to be used for the Superintendent's annual evaluation. Chairperson Swanson recommended that individual evaluations be returned by May 18 and that an executive session for the purpose of evaluating the Superintendent be held on May 29, in conjunction with the regular Board meeting scheduled for that date.

5F. Financial Statements

 <u>Action Items</u>
 Superintendent's Evaluation 6A. Superintendent's Evaluation (continued)

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors adopts the attached instrument and the Board's annual goals as the standard to be used in evaluation of the Superintendent.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-63)

6B. OAESD Conference
 Attendance
 6B. Directors Medford and Nearing expressed interest in attending the annual OAESD conference to be held next month in Bend. Because Director Lewellen is presently out-of-town, but may also wish to attend this conference, Chairperson Swanson suggested that his attendance also be considered in the same resolution.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OAESD Annual Conference to be held in Bend June 10-12 for Bill Medford, Frank Nearing, and Bill Lewellen.

This resolution authorizes payment of registration, lodging, meal and travel expenses, in accordance with Board Policy 108 and Administrative Regulation 1108-6, from Account No. 100/2310/340/100/10.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-64))

6C. The Board has previously considered drafts of new Board Policy 510 - <u>Corporal Punishment</u>. The policy was developed in order to bring ESD policy into conformity with amended statute ORS 339.250, relating to the prohibition of corporal punishment in public schools. The current revision has been reviewed by ESD legal counsel and by Kathryn Murdock, attorney at the State Department of Education.

The policy prohibits the use of corporal punishment as a routine measure in school discipline. It allows reasonable physical force to maintain order, prevent injury to students or staff and prevent damage to school property. It also allows allows physical restraint as part of a behavioral management program included in a student's Individual Education Program (IEP) which has been signed by the parent and is carried out under the direction of the administration.

Marty Sheehan, TMR Program Supervisor, was present to answer questions about behavorial management programs as related to the policy.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy 510: <u>Corporal Punishment</u>, as a part of its official Bylaws and Policy. The policy as adopted is appended to and made a part of the minutes of this meeting.

6C. Policy: Corporal Punishment 6C. Corporal **Punishment Policy** -(continued)

7. Discussion items 7A. Management Plan

7B. Administrative Re-

organization

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-510)

7A. A summary of the ESD Annual Management Plan with a status report for each planned activity was provided to Board members. (Complete copies of the management plan were also made available to Board members who wished to review it in more detail.) Superintendent Maxwell said that the management plan is one of the measurements of accomplishment for the district each year. It consists of a statement of the adopted Board goals for the year along with objectives and activities associated with each goal.

Chairperson Swanson reminded Board members that the status report has been adopted as a part of the standard to be used in evaluation of the Superintendent.

- Superintendent Maxwell presented an administrative reorganization plan for the 7B. Board's consideration. The reorganization is proposed to assist in managing the problem of declining OTIS revenues due to downsizing. Under provisions of the reorganization plan, the ESD Executive Director/OTIS Director (Wyatt Rosenbaum) would move to a position ESD Executive Director/Director Instructional Services (the director position in that division will become vacant due to retirement of the current director, Bob Taylor). The position of OTIS Deputy Director (held by Paul O'Driscoll) would be eliminated. Under the plan's provisions, the top management position at OTIS would be titled Managing Director. This position would be assumed by Ted Murray, currently support services manager. Paul O'Driscoll will assume a position entitled Marketing Manager. The purpose of that position would be to build and implement a marketing plan for "new OTIS" services.
 - The Board reviewed the OTIS Consortium Membership Status Report. 8A. Wyatt Rosenbaum also reported that the next OTIS Executive Board meeting will be held May 11 at the Airport Holiday Inn in Portland.
 - 8B. Director Medford reported briefly on his attendance at NSBA. He said that efforts to assure more topics related to regional education agencies are succeeding and there were several topics of interest to ESD Board members.

Additional board conference reports will be scheduled on the May 29 agenda.

- 9. Future agenda items include:
 - Evaluation of Superintendent and direction in developing goals Α.
 - Re-approve "unreviewed" Chapter 600 Policies В.
 - **Review expiring Budget Committee positions** C.
 - D. Set Summer Board Meeting calendar and approve next year's Board calendar
 - E. Bid Awards, Cooperative Purchasing

F. Affirmative Action Report

9. Future agenda items

8B. NSBA

8A. OTIS Consortium

8. Reports

10. Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 29, 1990, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

11. The meeting was adjourned at approximately 8:15 p.m.

James R. Swanson, Chairperson

James G. Maxwell, Superintendent-Clerk

Minutes approved:

SR

Attachments:

Superintendent's evaluation instrument

Board Policy 510: Corporal Punishment

Copies of approt instrument will be distributed

ANE ESD

SUPERINTENDENT EVALUATION

Instructions: Rate the superintendent on each of the items listed using a 1 to 5 scale. (1 EXCELLENT; 3 AVERAGE; 5 POOR)

1. Personnel management RATING:

Exercises sound judgment in providing leadership to the district staff. Follows district policies, state and federal statutes and administrative rules in managing the recruitment, hiring, evaluation, and termination of district employees. Establishes clear lines of staff responsibility.

Comments:

2. Fiscal management RATING: Follows standard procedures in managing the District's financial resources. Identifies and implements procedure to optimize the services received for the funds expended

Comments:

Board operations RATING: 3 Keeps the board informed about District activities. Provides leadership in providing efficient and effective decision making in meetings of the Board, Budget Committee, and Boundary Board. Follows Board policies.

Comments:

Service Programs RATING: 4 Implements systematic procedures in determining programs which will be provided to the constituent districts. Provides a system for evaluating service programs.

Comments:

State government relations **RATING:** 5.

Provides services mandated for the District by statute and administrative rules. Maintains good working relationship with State Department of Education, other administrative departments of state government and the legislature.

Comments:

Professional development RATING: 6.

> Participates in appropriate professional activities and encourages employees to engage in professional development programs related to their job assignments.

Comments:

6-A(2) attachmo. 5/1/90





Evaluation, in order to be helpful, should include suggestions for improvement. If possible, criticism should be of a constructive nature and will be accepted as such.

Please be frank. This narrative portion of the evaluation will more than likely be more helpful to the person being evaluated than the checklist on the first page. The evaluation form and the commendation and/or criticism will become a part of the permanent record of the individual being evaluated.

EVALUATION OF SUPERINTENDENT JIM MAXWELL BOARD MEMBER:

p

DATE:

Please return completed form to Sallie Rainville by May

5/1/90

POLICY Lane Education Service District

Proposed No. 510

STUDENTS

DRAFT

CORPORAL PUNISHMENT

ORS 339.250 outlaws the use of corporal punishment of students, but permits the use of reasonable physical force necessary to maintain order.

No teacher, administrator, or other school employee, or school volunteer shall inflict corporal punishment upon a student. The term "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a student. However, any teacher, administrator, other school employee or school volunteer may use reasonable physical force upon a student when and to the extent the individual reasonably believes it is necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming himself/herself, other students or school staff or property.

A school administrator, teacher, or other school employee or volunteer may use physical restraint or other approved techniques as part of a behavior management program in a student's individual education program which has been signed by the parent and/or legal representative and is carried out according to District procedures.

Date Adopted: Date Revised:

339.250

page 1/1

attachm. 5/1/90

EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

LANE ESD BOARD OF DIRECTORS

TUESDAY, APRIL 10, 1990

1. Executive Session 1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 5:30 p.m., Tuesday, April 10, 1990, as announced on the agenda and by public notice. The meeting was called under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Board members present in addition to Chairperson Swanson were Directors Copple, McKay, Medford, Nearing, and Weathers. Others attending were Superintendent Jim Maxwell, Joe Richards, Richard Ellingboe, Wyatt Rosenbaum, Bob Taylor, Marv Wilkerson, Jeff Foreman, and Sallie Rainville.

2. Adjourn

 The meeting was adjourned at 6:50 p.m., in order that members could take part in a scheduled Lane ESD Budget Committee meeting. No action was taken as a result of the Executive Session.

James R. Swanson, Chairperson

James G. Maxwell, Superintendent-Clerk

Minutes approved:

DUCATION SERVICE DISTRICT IGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

OFFICE OF THE SUPERINTEND MARCH 27, 1990

LANE ESD BOARD OF DIRECTORS TUESDAY, MARCH 27, 1990

1. Executive Session 1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 5:30 p.m., Tuesday, March 27, 1990, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Board members present in addition to Chairperson Swanson were Directors Copple, Medford, and Weathers. Director McKay attended a portion of the session. Others attending were Superintendent Maxwell, Richard Ellingboe, Wyatt Rosenbaum, Marv Wilkerson, Jeff Foreman, and Sallie Rainville.

Call to Order As announced on the agenda and public notice of this meeting, the regular 2A. meeting of the Lane ESD Board of Directors was called to order at 8:00 p.m., following the Executive Session, (No action was taken as a result of the Executive Session.)

The following persons were present:

Board members: Jim Swanson, Chairperson Bill Medford **Glen Weathers**

Lois Copple Doug McKay

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Sallie Rainville

Richard Ellingboe Mary Wilkerson Jeff Foreman

- 2B. The following written communications were presented:
 - 1. Information from OSBA/COSA regarding property tax limitation initiative
- 3A. Jeff Foreman announced a meeting of the Lane County School Boards Association meeting to be held Tuesday, April 17 at the Springfield School District administrative office. Speaker will be Norma Paulus, candidate for State Superintendent of Public Instruction.

DIRECTOR COPPLE MOVED TO ADOPT THE CONSENT AGENDA AS 4. PRESENTED.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the Consent Agenda approval:

2. 2A. Attendance

2B. Communications

3. Statements **3A. LCSBA**

Consent Agenda

(Consent Agenda - Continued)

- **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Board meeting minutes of February 27, 1990, as presented .
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Personnel Report dated March 20, 1990, as submitted, and approves the following personnel actions in accordance with the Superintendent's recommendations:
 - Employ: Sheila Thomas (temporary teacher for balance of 1989-90 school year.

(ESD Board Resolution #89-52)

Affairs5A.Richard Ellingboe reviewed ESD and OTIS financial statements for February,
1990. Reports included the Summary of General Fund Expenditures and
Encumbrances, General Fund Revenue Summary; and Revenue/Expenditure
Summary for OTIS Funds.

Α.

6A. The Board reviewed a recommendation with respect to renewal of probationary certified employees. Superintendent Maxwell said the recommendation represents a collective evaluation of the work of employees by their supervisors in consultation with the division director. In the case of school psychologists, it also represents an evaluation by the districts to which they are assigned.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD concurs with the administrative recommendation and hereby authorizes notification to all affected employees of their change of status. For those employees who are renewed, the effective date will be the first working day of the 1990-91 school year.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, MCKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-53. This recommendation is appended to an made a part of the official copy of the minutes of this meeting.)

6B. Following its meeting earlier on this date, the Special Education Division Advisory Council recommended the appointments of Paulette LaVrar and Joanne Ramsdell as parent members of the Council. Both would complete unexpired terms of members who resigned earlier.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints Paulette LaVrar and Joanne Ramsdell to fill unexpired terms on the Advisory Council for Special Education. Both terms of office will run through June 1990.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-54)

 <u>Business Affairs</u>
 Financial Statements

 <u>Action Items</u>
 Renewal of probationary staff

6B. Special Ed Advisory Council



Tuesday, March 27, 1990 Page 3

 <u>Discussion Items</u> Employee Assistance Plan 	7A.	On December 5, the Board heard a report on a recommendation to institute an Employee Assistance Program (EAP) at the ESD. At that time, the Wellness Advisory Committee had been in contact with one local provider of such programs. The Board asked that other providers and programs be reviewed and a report given at a later meeting.
		Richard Ellingboe presented a brief report on a second vendor of such services.
		Superintendent Maxwell said that based on the Board's previous discussion, the 1990-91 ESD budget is being prepared to include the estimated cost for an EAP. He and Richard Ellingboe answered questions about the programs.
7B. OAESD Legislative Platform	7B.	The OAESD Legislative Committee has requested that ESD Boards submit issues of concern in preparation for developing an OAESD Legislative Platform prior to the 1991 Legislative SEssion. A proposed platform will be prepared for approval at the June OAESD Conference, with final adoption during the November meeting.
		The Board reviewed a list of concerns developed by the Administrative Council and asked that they be submitted to OAESD.
7C. Lane School	7C.	Marv Wilkerson provided a brief report on the work of the Lane School Facilities Search Committee. A recommendation on a site for the 1990-91 year will be brought to the Board at its May 1 meeting.
8. <u>Reports</u> 8A. Staff Development	8A.	Board members received and reviewed a report on ESD staff development training over the past 12 months.
8B. Service Resolutions	8B.	The resolutions service package for 1990-91 has been approved as required by statute. All of the sixteen Lane County school districts have voted with approval unanimous in all but two districts. (Lowell voted in favor of 13 of the 15 resolutions; Mapleton in favor of 14.)
8C. Planetarium	8C.	Superintendent Maxwell expanded on a written update on the Planetarium/ Museum Facility issue.
8D. Other Reports	8D.	Other reports included in the agenda packet were the Special Education Advisory Council minutes and the OTIS Consortium Membership Status Report.
9. <u>Future agenda</u> items	9.	 Future agenda items include: A. Corporal Punishment Policy B. Chapter 600 Policies Revisions and Readoption C. Affirmative Action Plan D. Format and process for Superintendent's annual evaluation E. Report on progress of ESD Goals

10. Next meeting(s)

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 1, 1990, at the ESD Center, 1200 Highway 99 North, Eugene.

The first meeting of the Lane ESD Budget Committee will be held Tuesday, April 3, 1990, at 6:00 p.m.

11. Adjourn

11. The meeting was adjourned at approximately 9:00 p.m.

Jamès R. Swanson, Chairperson

ames G. Maxwell, Superintendent-Clerk

Minutes approved:

5/1/90

SR

Attachment: Administrative Recommendation: Probationary Employees

RECOMMENDED FOR RE-ELECTION

1

NAME	POSITION	HIRE DATE
SECOND YEAR PROBATION	ARY STATUS	
CAUFIELD, FREDA	LANGUAGE/SPEECH THERAPIST	09/13/89
DADSON, STELLA	TEACHER - TMR	08/29/89
DEEKS, VIRGINIA	LANGUAGE/SPEECH THERAPIST	03/13/89
AULKNER, CHERYL	TEACHER - TMR	08/29/89
JUNIPER, LEAH	TEACHER - TMR	08/29/89
ATHISEN, SUSAN PERRIN, CARY	TEACHER - TMR	08/29/89
PERRIN, CARY	TEACHER - TMR	08/29/89
GHEEHAN, KAREN	TEACHER - TMR	08/29/89
SMITH, STEPHANIE	SCHOOL PSYCHOLOGIST	08/29/89
ARBERG, ANN	PARENT/TEACHER CONSULTANT - SED	03/03/89
HIRD YEAR PROBATIONA	RY STATUS	
ISCHER, NANCY	TEACHER - TMR	08/30/88
EATON, C. J.	SCHOOL PSYCHOLOGIST	08/30/88
(OSLOWSKI, JEAN	TMR PROGRAM CONSULTANT	10/26/88
ESCH, SANDRA	TEACHER - SED	09/28/88
VILT, JOHN	TEACHER CONSULTANT - SED	08/30/88
RECOMMENDED FOR PERMA	NENT STATUS	
BERGER, CAROL LEE	LANGUAGE/SPEECH THERAPIST	09/01/87
BLUMBERG, DEBORAH		09/01/87
IONECK, HOLLY	TEACHER/CONSULTANT - SED	09/01/87
EMP, DOROTHY	TEACHER - SED	09/01/87
EMP, DOROTHY JENSON, DONNA	SCHOOL PSYCHOLOGIST	09/01/87
SIEMERINK, MONIQUE	SCHOOL PSYCHOLOGIST	02/02/87
	SCHOOL PSYCHOLOGIST	09/01/87
-	TEACHER - TMR	09/01/87
INTER, PHRIPH		
UNIER, HARINA	RECOMMENDED FOR NON-RENEWAL	
		01/10/90
HOMPSON, VICKI GARDNER, CHRISTINE	TEACHER - SED	01/10/90 02/14/90

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Altach . 3/27/90

E EDUCATION SERVICE DISTRICT HIGHWAY 99 NORTH, P.O. BOX 2680 NE, OREGON 97402

1.

OFFICE OF THE SUPERINTEN FEBRUARY 27, 1990

LANE ESD BOARD OF DIRECTORS TUESDAY, FEBRUARY 27, 1990

1. Executive Session

Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 5:30 p.m., Tuesday, February 27, 1990, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. The following persons were present:

Board members: Jim Swanson, Chairperson Bill Lewellen Bill Medford Glen Weathers

Lois Copple Doug McKay Frank Nearing

<u>ESD staff</u>: Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Sallie Rainville

Richard Ellingboe Bob Taylor Jeff Foreman

<u>Others</u>: Joe Richards

2. <u>Call to Order</u> 2A. Attendance

meeting of the Lane ESD Board of Directors was called to order at 8:00 p.m., following the Executive Session, (No action was taken as a result of the Executive Session.)

2A. As announced on the agenda and public notice of this meeting, the regular

The same persons listed above were present for the regular session. In addition, four persons representing the WISTEC Board of Directors attended part of the meeting.

2B. Communications

2B. The following written communications were presented:

- 1. Status report on ESD Service Resolutions
- 2. County-wide school enrollment statistics
- 3. Letter from Lincoln Junior High thanking the Media Booking staff for their extra efforts during the adverse weather days.
- 4. Memo from Superintendent Maxwell communicating an invitation for the Board to nominate a member to serve on the OAESD Legislative Committee.

3A. Wayne Nay, Chairman of the Willamette Science and Technology Center (WISTEC) Board, had requested time on the agenda to present a statement. He introduced WISTEC Board members Marie Jones and Edith Sorenson, and WISTEC Director Debbie McCarty. Mr Nay presented the WISTEC Board's viewpoint on communications problems that have arisen between WISTEC and Lane ESD. He requested that the Board consider appointing a subcommittee to work with the WISTEC Board on resolving these problems.

Chairperson Swanson thanked Mr Nay for his statement. The WISTEC delegation left the meeting at this point.

<u>Statements</u>
 Statements from audience

4. Consent Agenda

4. Superintendent Maxwell requested that Item 4C: (Approve Board Policy on Corporal Punishment) be withdrawn from the Agenda at this time. He also requested that Item 4D: (Purchase of Vehicle) be pulled from the Consent Agenda because of additional information received since the agenda was put together.

DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS REVISED.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the Consent Agenda approval:

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board meeting minutes of January 23, 1990, as presented .
- BE IT RESOLVED that the Board of Directors of Lane ESD engages the firm of Jones and Rosh P.C. as its auditor for the 1989 fiscal audit, contingent upon review of the contract by legal counsel. (ESD Board Resolution #89-47)
- C. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Personnel Report dated February 20, 1990, as submitted, and approves the following personnel actions in accordance with the Superintendent's recommendations:

Resignation: Paula Mills Resignation (for retirement): Bob Taylor Employ: Christine Gardner (temporary) Employ: Vicki Thomson (temporary) (ESD Board Resolution #89-48)

5A. The disk storage capacity that backs up the AS400 computer is near capacity. Superintendent Maxwell recommended that the Board authorize purchase of additional disk storage needed as OTIS continues to convert districts to the new system.

DIRECTOR LEWELLEN MOVED:

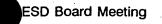
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the purchase of two IBM 600 megabyte storage units at a cost of \$12,628 each for a total of \$25,256 from the 1989-90 budget.

BE IT FURTHER RESOLVED that in order to accommodate this purchase, the Board authorizes the transfer of \$25,500 from OTIS budget Line 500-2660-412 (Data Processing Supplies), which is being underspent, to Line 500-2660-540 (New Equipment).

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-49)

5. <u>Business Affairs</u> 5A. OTIS Computer Disk Drives



5B. Financial Statements

5C. Purchase Replacement Vehicle

 <u>Action Items</u>
 Special Ed Advisory Council

Meeting extended

 <u>Discussion items</u>
 Public Use of Planetarium

- 5B. Richard Ellingboe reviewed ESD and OTIS financial statements for January, 1989. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; and Revenue/Expenditure Summary for OTIS Funds.
- 5C. Board members reviewed quotes received for the authorized purchase of a mid-size passenger vehicle to replace an existing one. The staff sought and received quotations from local dealers for a Ford Taurus similarly equipped to the one on the State bid list.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes purchase of a 1990 Ford Taurus from Kendall Ford at the cost of \$11,905; payment to be made from Budget Line 400-2010-542 in the Equipment Reserve Fund.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-50)

6A. Following its meeting earlier on this date, the Special Education Division Advisory Council recommended the appointment of Dan Crain as a parent member of the Council.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints Dan Crain to fill an unexpired term on the Advisory Council for Special Education. The term of office will run through June 1990.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-51)

By consensus, the ending time of the meeting was extended to 9:15 p.m.

7A. The Board reviewed a briefing memo answering questions about planetarium services available for users other than public schools. The State Department of Education and district legal counsel have advised that the ESD lacks authority to serve the general public via the planetarium. To accommodate other users' need for the planetarium, the ESD has arranged directly with Lane Community College and UO classes to use the facility. They pay the ESD for actual out-of-pocket costs. In the past, WISTEC has leased unused planetarium capacity at a fee representing actual out-of-pocket costs as determined by the ESD auditor and approved by legal counsel. WISTEC had in turn provided planetarium shows to the general public.

When WISTEC closed in August, the avenue for public access was temporarily disrupted. In December, a group of Lane County teachers organized under the name "Friends of the Planetarium." Working in consort with the City of Eugene Parks Department, Friends contracted with the ESD to offer public planetarium shows. The Friends continue to offer shows each Saturday and Sunday; they reimburse the ESD for costs and hire an off-duty ESD employee to operate the planetarium instruments.



Lane ESD Board Meeting

Tuesday, February 27, 1990 Page 4

7A. Planetarium (continued)

7B. Probationary

teachers

8. Reports

8A. Workforce 2000

8B. Other reports

9. Future agenda

items

planetarium instruments.

Since its reopening earlier this month, WISTEC has offered mid-week Planetarium shows to groups who come to the facility in the evenings to view the WISTEC exhibit.

Chairperson Swanson asked Board members for input about Mr. Nay's statement earlier on the agenda, especially his request that a Board subcommittee be appointed to work with the WISTEC Board. Board members agreed that the Board has delegated the operation of ESD programs to the Superintendent and appropriate administrative staff members and for that reason the Board did not wish to deal with these issues by subcommittee.

Director Weathers asked about efforts that have been made to date to resolve these issues. Superintendent Maxwell said that the Lane County Administrator has offered the services of a county mediator to work with the three parties. All have agreed but a date has not yet been established. Director Nearing expressed that he hoped this matter would be settled as soon as possible. He said also that he would like for the Superintendent to keep him informed of all developments regarding this issue as soon as possible after they occur.

7B. The Board received a list of employees who will be considered by the Board for renewal or non-renewal at the March 27 meeting. Board members also reviewed Policy 313 and Administrative Regulation 1313-1, which provide guidance for use of personnel files. Board members did not indicate at this time that they wished to review the files of any of the listed employees.

- 8A. Superintendent Maxwell provided a brief progress report on the Workforce 2000 grant application approved at the January meeting. The State Department of Education has indicated that funding totaling \$167,000 has been approved, contingent upon approval of the State Board. The Superintendent reviewed the _areas that were approved for funding.
- 8B. Other reports included in the agenda packet were the Special Education Advisory Council minutes and the OTIS Consortium Membership Status Report.

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for

Tuesday, March 27, 1990, at the ESD Center, 1200 Highway 99 North, Eugene. The first meeting of the Lane ESD Budget Committee will be held Tuesday,

9. Future agenda items include:

April 3, 1990, at 7:00 p.m.

- A. Authorize renewal of probationary certificated staff
- B. Second reading: Chapter 600 policies
- C. Report summary of staff development training
- D. Report on Resolutions voting

10. Next meeting

11. Adjourn

Minutes approved:

3/27/90

11. The meeting was adjourned at 9:15 p.m.

James R. Swanson, Chairperson

James G. Maxwell, Superintendent-Clerk



DUCATION SERVICE DISTRICT GHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

OFFICE OF THE SUPERINTEN JANUARY 23, 1990

LANE ESD BOARD OF DIRECTORS TUESDAY, JANUARY 23, 1990

1. Executive Session

 Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, January 23, 1990, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations and 192.660(1)(f) to consider records exempt from public inspection. Board members attending were Bill Lewellen, Doug McKay, Frank Nearing, Jim Swanson, and Glen Weathers. Others attending were Superintendent Jim Maxwell, Richard Ellingboe, Wyatt Rosenbaum, Bob Taylor, Marv Wilkerson, Jeff Foreman, Sallie Rainville and Joe Richards.

2A. Following the Executive Session, the regular meeting of the Lane ESD Board of Directors was called to order, as announced on the agenda and public notice of this meeting. (No action was taken as a result of the Executive Session.)

The following persons were present:

Board members: Jim Swanson, Chairperson Doug McKay Glen Weathers

Bill Lewellen Frank Nearing

ESD staff: Jim Maxwell, Superintendent Bob Taylor Wyatt Rosenbaum Sallie Rainville Marilyn Olson

Richard Ellingboe Marv Wilkerson Jeff Foreman Marv Clemons Jerry Miller

<u>Others</u>: Jim Ellison Ike Launstein

Fred Haynes

2B. Communications

2B. The following written communications were presented:

- 1. Update of Administrative Regulation 1108-1 (change in mileage reimbursement amount)
- 2. Memo describing records information available through the Superintendent's office

3A. Bob Taylor distributed preliminary information about "Education 2000, A Visionary Odyssey," a conference to be held August 2-4. Lane ESD is one of the co-presentors of this event, which will provide information vital to educators in the 21st Century.

4. Consent agenda

3. Statements

4. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

2. <u>Call to Order</u> 2A. Attendance Consent agenda (continued) The following Action Items were included in the Consent Agenda approval:

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board minutes of December 5, 1989, and December 18, 1989, as presented.
- BE IT RESOLVED that the Board of Directors of Lane ESD endorses the Chairperson's appointment of Bill Medford as alternate representative to the L-COG Board. (ESD Board Resolution 89-38)
- C. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated January 17, 1990, as submitted, and approves the Superintendent's personnel recommendations as follows: Authorize maternity leave: Carol Knobbe; Employ certificated staff: Cheryl Faulkner (ESD Board Resolution 89-39)
- 5A. The agenda packet included background information regarding application for a Work Force 2000 grant. Superintendent Maxwell recommended that the Board authorize the ESD to act as fiscal agent and program manager for vocational education funds available under that Act which was passed by the 1989 Legislature. The applications have been developed through the Lane County Vocational Education Consortium. He said that additional information would be given by Marv Clemons, Regional Coordinator for Vocational Education, and three guests who had been active with the Consortium in planning for the proposal.

Marv Clemons said Work Force 2000 grew out of Governor Goldschmidt's proposal to fund a method of upgrading Oregon's work force by the year 2000. The grant funds would accomplish this through training programs in public schools, community colleges, private schools, and the business community.

Ike Launstein, Superintendent of Junction City Schools, thanked the Board for the opportunity to speak on behalf of the sixteen Lane County school districts and said the grant application would be a tremendous assistance to local districts, especially in helping teachers to develop skills to keep up with changing technology and by enabling districts to purchase the expensive equipment which is needed to stay current in science and applied technology areas.

Fred Haynes, Director of Education for Point Control Inc., told the Board that the grant proposal is a good example of the strong commitment of business and industry leaders to work together with school districts in this area.

Jim Ellison, Director of Vocational Education at Lane Community College, discussed the LCC proposal which coordinates with this one. He pointed out the strong relationship between LCC vocational programs and local district programs, particularly through the 2+2 program, which allows students to begin their training sequence in high school and finish it in a coordinated program at LCC.

Clemons and the guests answered questions about the proposal and plans for implementation. Superintendent Maxwell said that complete copies of the proposal are available upon request.

 <u>Business affairs</u>
 Grant Application: Work Force 2000



Grant application (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the applications to the Oregon Department of Education on behalf of the Lane County Vocational Education Consortium, for Work Force 2000 Grant Funds in the amount of \$595,096.

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Tuesday, January 23, 199

Page 3

BE IT FURTHER RESOLVED that the Board appropriates the grant funds contingent upon receipt and authorizes the ESD to serve as fiscal agent and program administrator for any funding that is received.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-40)

5B. Superintendent Maxwell recommended that the Board authorize the purchase of a passenger car and a mini-van to replace existing vehicles in the ESD fleet. The mini-van is being recommended in place of a station wagon which the Board authorized last spring. The wagon has not been purchased because of unfavorable bids. The staff has reviewed needs and compared costs and now recommends that a mini-van be substituted. It will be equipped so that it can serve as a passenger and/or cargo vehicle.

State Purchasing Division bid specifications will be used for the passenger car and the state price will be used as one of the bids. Bid specifications for the min-van have been developed by the staff because no adequate mini-van is available on the State Bid list. All Lane County dealers selling vehicles meeting the specifications have been given an opportunity to bid.

Board members reviewed the quote list for the mini-van and a report of the current status of the ESD motor pool vehicles.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the call for bids for a motor pool passenger car.

BE IT FURTHER RESOLVED that the Board accepts Emerald Chyrsler's quote of \$15,900 for a 1990 Plymouth Voyager mini-van.

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-41)

5C. A planned transfer of \$55,000 from OTIS Enterprise Fund to OTIS Equipment Reserve Fund did not occur prior to the closing of the 1988-89 Fiscal Year. This created extra cash carryover in the general OTIS accounts which were intended to be placed in the Equipment Reserve Fund. The Superintendent recommended that the Board authorize a correcting transfer.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes transfer of \$55,000 from OTIS Fund 500/6110/810 (Contingency Reserves) to 500/2660/700 (Transfer/Hardware Reserves).

5B. Replacement vehicles

5C.OTIS Contingency Transfer **OTIS transfer** (continued)

5D. Financial Statements

6. Action items 6A. ESD Service Resolutions

6B. Board Conference attendance

6B. Director Swanson has indicated an interest in attending the National Council of Teachers of Mathematics Conference. The request was placed on the agenda in accordance with adopted Board policy.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Jim Swanson at the National Council of Teachers of Mathematics Conference, to be held in Salt Lake City, Utah, on April 18-21. Expenses will be reimbursed from funds budgeted for Board travel and conferences, in accordance with Board Policy 108 and Administrative Regulation 1108-1.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-44)

6C. The Board reviewed a proposal from TMR Teacher Carol Knobbe requesting a Sabbatical leave for the 1990-91 school year. Board policy and administrative regulations relating to Sabbatical Leave were also reviewed. Superintendent Maxwell said that the request had been reviewed and approved by the Special Education administrative staff. He also recommended approval, saying that Ms. Knobbe's proposal will directly benefit the ESD program and her ability to provide service to our TMR students.

Tuesday, January 23, 1990 Page 4

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Resolution #89-42)

- 5D. Richard Ellingboe reviewed ESD and OTIS financial statements for October. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; and Revenue/Expenditure Summary for OTIS funds.
- Board members reviewed the 1990-91 ESD Service Resolution Package, 6A. including changes made since the December 5 first reading. Superintendent Maxwell said the 16 school district superintendents have reviewed and unanimously approved all changes, which include a proposed new program, Resolution #15 (Looking Glass Educational Services); and a modification to Resolution #7 (School Psychology Services), which adds services for small rural districts. A funding reallocation recommended by a Superintendents' subcommittee was also unanimously approved. Under this reallocation, \$40,000 would be taken from the second sub-fund of Resolution #11 (Special Education High Cost Student Support Fund) and \$6,000 will come from the rural portion of additional state TMR Support funds.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1990-91 service resolutions as written and authorizes them to be submitted to the local Lane County school boards for review and action.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-43)

6C. Sabbatical leave



6C. Sabbatical (continued)

6D. Special Ed

Advisory Committee

6E. Calendar change

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves a Sabbatical leave for the 1990-91 school year, in accordance with ESD Board Policy 310.

Tuesday, January 23,

Page 5

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-45)

Information requested by Board members regarding Sabbatical Leave policy and procedures will be provided by Administrative staff.

- No appointments to the Special Education Advisory Committee were 6D. recommended at this time.
- 6E. DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby revises the adopted Board calendar by changing the next regularly scheduled Board meeting from Tuesday, March 6, 1990, to Tuesday, February 27, 1990.

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-46)

- 7A. As a first reading, Board members reviewed a briefing memo regarding continuation of services for the auditor. Superintendent Maxwell said that the quality of the audit report and technical assistance provided by Jones and Roth has continued to be quite satisfactory. Jones and Roth staff members have given very good support during the past year as the key leadership position in internal accounting has changed. He recommended that the Board authorize the Superintendent to establish an agreement that extends the contract for audit services to cover the 1989-90 fiscal year audit.
- 7B. In accordance with Board direction, the draft of a policy on corporal punishment, which was first presented at the December meeting, has been reviewed by legal counsel, Joe Richards. Since his suggested modifications were extensive, the proposed policy was placed back on the agenda as a first reading. Superintendent Maxwell said that the Special Education staff has completed administrative regulations to go with the policy. These also are being reviewed by Mr Richards.
- 7C. A plan to ensure timely review of all policies over the next two years was presented at the June 27 meeting. The first chapter to be reviewed by Administrative Staff is Chapter 600 - Fiscal. These policies and associated administrative regulations have been reviewed by the Administrative Council. Richard Ellingboe and Gwen Gardner have given special attention to this chapter and it has also been reviewed by Mike Lewis, of the District's auditing firm.

7. Discussion Items 7A. Review process, auditor

7B. Policy: Corporal Punishment

7C. Policy review

7C.Policy review (continued)

8. Reports 8A. Writing Assessment

Meeting extended

8B. Public use of planetarium

8C. Other reports

9. Future agenda items

10. Next meeting

Center, 1200 Highway 99 North, Eugene.

11. Adjourn

Minutes approved:

The Board reviewed the policies, including a suggested modification to Policy 605 (Purchases Subject To Bid) in order to bring it into accordance with current statutes. Superintendent Maxwell said the policies are also being reviewed by Joe Richards, who has suggested that the Board may wish to modify language in the last paragraph of Policy 607 (Finance), since the language is no longer required by statute.

Tuesday, January 23, 1990

Page 6

The policies, with suggested changes, will be brought to a future Board meeting for a second reading.

8A. Curriculum Specialist Marilyn Olson distributed a packet of information and provided an overview of the countywide writing assessment project which began in 1985-86. Forty teachers from 13 districts participated in this year's assessment. A total of 2,864 students in Grades 5, 8, and 11 were assessed. Dr Olson explained the scoring methods and shared results and highlights of this year's assessment. Board members expressed thanks for the informative report.

(In accordance with adopted procedures requiring formal action to extend the meeting beyond 9 p.m., the Board voted to extend the meeting to 9:35 p.m. The motion carried unanimously.)

8B. Board members had received a briefing memo regarding public use of the Planetarium. Bob Taylor elaborated on the memo and discussed activities related to WISTEC, including its reopening plans and transfer of the property title to the City of Eugene. He also filled the Board in on activities of the newly formed organization "Friends of the Planetarium."

In discussion following, Board members expressed concern about reported communications problems with WISTEC and made several suggestions which were noted by the staff.

- 8C. Other reports included in the agenda packet were the Special Education Advisory Council minutes and the OTIS Consortium Membership Status Report.
- 9. The following future agenda items were noted:
 - Α. Authorize renewal of probationary certificated staff (March 27)
 - Report summary of staff development training (March 27) Β.
 - C. Employee Assistance Plan (March 27)
 - D. Affirmative Action Report (April)
- 10. The next regular meetings of the Lane ESD Board of Directors are scheduled for Tuesday, February 27, at 5:30 p.m. and Tuesday, March 27, at the ESD
- The meeting was adjourned at 9:35 p.m. 11.

Jamès R. Swanson, Chairperson

James G. Maxwell, Superintendent-Clerk

SR

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

1.

OFFICE OF THE SUPERINTENDENT DECEMBER 18, 1989

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LANE ESD BOARD OF DIRECTORS

TUESDAY, DECEMBER 18, 1989

1. Executive Session

Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, December 18, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. All Board members were in attendance. Others present for the entire meeting were Superintendent Jim Maxwell and Sallie Rainville. In addition, the following persons were in attendance for the latter portion of the Executive Session: ESD administrative staff members Richard Ellingboe, Wyatt Rosenbaum, Marv Wilkerson, and Jeff Foreman, and ESD attorney Joe Richards.

 A special meeting of the Lane ESD Board of Directors was called to order in open session at 8:00 p.m., as announced on the agenda and public notice of this meeting. The following persons were present:

Board members: Jim Swanson, Chairperson Bill Lewellen Doug McKay Glen Weathers

Lois Copple Bill Medford Frank Nearing

ESD staff: Jim Maxwell, Superintendent Marv Wilkerson Jeff Foreman

Richard Ellingboe Wyatt Rosenbaum Sallie Rainville

2B. DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District designates Joe B. Richards as labor relations consultant and District Spokesperson for labor negotiations.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #89-36)

2. <u>Call to Order</u> 2A. Attendance

2B. Action as a result of Executive Session

Lane ESD Board Meeting

Tuesday, December 18, 1989 Page 2

2C. Collective Bargaining Workshop 2C. Information on OSBA's Collective Bargaining Simulation Workshop was included in the agenda packet for the regular December 5 Board meeting. Directors Nearing and Weathers indicated an interest in attending.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors Nearing and Weathers at the OSBA Collective Bargaining Simulation Workshop, January 12-13 in Newport, Oregon.

Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-37)

 The next regular meeting of the Lane ESD Board of Directors will be at 6:00 p.m., Tuesday, January 23, 1990, at the ESD Center, 1200 Highway 99 North, Eugene.

4. Adjourn

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3. Next meeting

4. The meeting was adjourned at approximately 8:30 p.m.

R. Swanson, Chairperson James

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James G. Maxwell, Superintendent-Clerk

Minutes approved:

SR

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402 OFFICE OF THE SUPERINTENDENT DECEMBER 5, 1989

LANE ESD BOARD OF DIRECTORS

TUESDAY, DECEMBER 5, 1989

 Executive Session
 Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 5:30 p.m., Tuesday, December 5, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Board members attending in addition to the Chairperson were Lois Copple, Bill Lewellen, Doug McKay, Bill Medford, and Glen Weathers. Others attending were Superintendent Jim Maxwell and Sallie Rainville.

2. The regular meeting of the Lane ESD Board of Directors was called to order at approximately 7:30 p.m., as announced on the agenda and public notice of this meeting. The following persons were present:

Board members: Jim Swanson, Chairperson Bill Lewellen Doug McKay

Lois Copple Bill Medford Glen Weathers

ESD staff:

Jim Maxwell, Superintendent Bob Taylor Wyatt Rosenbaum Ted Murray Richard Ellingboe Marv Wilkerson Jeff Foreman Sallie Rainville

(No action was taken as a result of the Executive Session. The Chairperson announced that a special Executive Session meeting of the ESD Board will be held on Monday, December 18, 1989, at 6 p.m.)

Chairperson Swanson altered the agenda so that Dr Larry Irvin could present his program evaluation report at this point.

(8A). Marv Wilkerson introduced Dr Larry Irvin of the Oregon Research Institute. As a part of the ESD's ongoing evaluation of resolution service programs, Dr Irvin has recently completed an evaluation of school psychologist services. Also present to hear the report were school psychologists Richard Hess, Debbie Holmes, and Anne Moffitt.

Dr Irvin expanded on the Executive Summary of his report which had been included in the Board agenda background packet. The evaluation focused on user satisfaction with services provided by the program. He said that all services provided by the resolution were regarded as important by the respondents, with assessments regarded as the highest priority. Users were satisfied with all services and resources provided by Lane ESD and expressed high satisfaction with the professionalism of the psychologists. Limited time availability was identified as the major dissatisfaction noted by respondents. A few districts also expressed problems with turnaround time. Board members thanked Dr. Irwin for providing the report. Marv Wilkerson noted that the evaluation report and summary are available in the ESD office.

(8A) (School Psych Report)

2. Call to Order

2A. Attendance

2B. Communications 2B. The following written communications were presented: A. Announcement of filing deadlines for Board elections Β. Proposed Ballot Measure: Tax Limitation С. 1989 ESD United Way Campaign D. Announcement from OSBA re: Mock Bargaining Conference, January 12 and 13 in Newport E. Letter from Bill Porter, Lane Community College, regarding Career Education F. Home School Registration Data G. Article from Daily Emerald about ESD Community Classroom 3. Statements З. No statements were presented. 4. Consent agenda 4. DIRECTOR COPPLE MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. The following Action Items were included in the Consent Agenda approval: Α. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board minutes of October 24, 1989, as presented. Β. BE IT RESOLVED that the Board of Directors of Lane ESD hereby adopts the calendar for preparation of the 1990-91 Lane ESD Budget. A copy of the adopted calendar is attached to the official copy of the minutes of this meeting. (ESD Board Resolution 89-30) BE IT RESOLVED that the Board of Directors of Lane ESD accepts the C. personnel report dated November 27, 1989, as submitted, and approves the Superintendent's personnel recommendations as follows: Authorize maternity leave for Monique Siemerink. (ESD Board Resolution 89-31) 5. Business affairs 5A. Financial 5A. Richard Ellingboe reviewed ESD and OTIS financial statements for October. statements Reports included the Summary of General Fund Expenditures and

Summary for OTIS funds.

Encumbrances; General Fund Revenue Summary; and Revenue/Expenditure



December 5, 1989

Tuesday, December 5, 1989 Page 3

5B. OTIS Equipment Upgrade
5B. Board members reviewed a briefing memo from the Superintendent in which he recommended that the Board authorize the purchase of equipment and software to upgrade the existing OTIS AS/400 Model 50 computer to an AS/400 Model 70. This "super-mini computer" is the central unit for the new OTIS system. Superintendent Maxwell said that the upgrade would carry new OTIS services through the end of the current school year. The staff anticipates that a second AS/400 unit will be needed in the fall of 1990 in order to accommodate additional users who will convert by that time to new OTIS.
The total cost of the requested upgrade, including required hardware and operating software, is \$170,374.50. Superintendent Maxwell recommended that the package be acquired under a lease-purchase contract, with payments to be

made from funds included within the regular budget.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into a lease-purchase contract in the amount of \$170,374.50 for equipment and software to upgrade the existing IBM AS/400 Model 50 computer.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES.

Lane ESD Board Resolution #89-32

6A. Board members reviewed a summary of services provided to Lane ESD by Lane Council of Governments (L-COG). There were no questions or comments. Superintendent Maxwell recommended that the membership be continued.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD declares its intent to continue membership in Lane Council of Governments (L-COG) for the coming membership year.

Director McKay seconded. DIRECTORS COPPLE, McKAY, MEDFORD, SWANSON, and WEATHERS VOTED YES. DIRECTOR LEWELLEN VOTED NO. THE MOTION CARRIED.

(ESD Board Resolution #89-33)

6. Action items

6A. Membership, L-COG

Tuesday, December 5, 1989 Lane ESD Board Meeting Page 4 Several members expressed interest in attending the NSBA Annual Convention 6B. Conference 6B. which is being held in New Orleans April 21 through 24. attendance **DIRECTOR MCKAY MOVED:** BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors Copple, Lewellen, McKay, Medford, and Nearing at the National School Boards Association Convention April 21-24 in New Orleans. Director Lewellen seconded. DIRECTORS COPPLE, LEWELLEN, McKAY, MEDFORD, and, SWANSON, VOTED YES. DIRECTOR WEATHERS VOTED NO. THE MOTION CARRIED. (ESD Board Resolution #89-34) Superintendent Maxwell said the staff had completed its review of the audit 6C. Audit report 6C. report and auditor's management letter submitted at the October meeting. The primary recommendation from the management letter relates to the decentralized expenditure authority used by the ESD. The auditors have recommended greater centralized control on larger expenditures. The authority of division directors was limited two years ago when procedures were adopted to require that the Superintendent directly authorize capital outlay purchases. In response to the auditor's concern, the procedures will be further modified in the near future to require that the Superintendent directly authorize any purchase order exceeding \$10,000. DIRECTOR LEWELLEN MOVED: WHEREAS Oregon statutes require Lane Education Service District to note audit recommendations, and WHEREAS the ESD Board has received the financial audit report for 1988-89, BE IT RESOLVED that the Lane ESD Board of Directors accepts the audit report and directs the administration to implement the modified procedure mentioned above relating to purchase orders exceeding \$10,000. Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-35) Board members reviewed draft copies of the 1990-91 ESD Service Resolutions. 7. Discussion items 7A. They also received a summary of administrators' visits to each of the sixteen 7A. ESD service school districts. These visits are held annually for the purpose of reviewing resolutions existing and suggested resolution programs.

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Tuesday, December 5, 1989 Page 5

7A. Resolutions (continued)

7A. (Continued)

Superintendent Maxwell provided a brief summary of the review process and also highlighted changes in the proposed resolution package, particularly in the Data Processing and TMR resolutions. He pointed out that two additional proposed resolutions (Looking Glass Educational Program and Substance Abuse Education) have been included. If these remain in the final package, the cost of their operation must come from current programs.

Director Lewellen expressed concern about a proposed change in Resolution No. 13 (TMR services) which would remove specifications that all TMR classrooms be in the Eugene-Springfield metropolitan area. He was concerned that enrollment in smaller districts may not be consistent enough to warrant the opening of a classroom. Superintendent Maxwell said that the Special Ed Administration is working on a demographic study which includes age levels and numbers of students. Parent placement concerns must also be considered.

Director Swanson was concerned that administrative overhead costs of new or revised programs may not have been considered. He said additional clerical staff may be needed.

The Superintendent said that the Lane County Superintendents' group will meet on Wednesday, December 13 to review the proposal and decide on a final recommendation which will be brought to the Board at the January meeting.

7B. Superintendent Maxwell expanded on a briefing memo which provided information on the role and accomplishments of the Wellness Advisory Committee since it was established last winter. He summarized the Committee's proposal to establish an "employee assistance plan" (EAP). An EAP is a service to employees and supervisors, the general purpose of which is to provide assistance to employees in overcoming factors that negatively impact work productivity. The Superintendent said that in addition to providing services to help solve problems that are affecting employee productivity, an EAP will help the ESD to comply with requirements of the new Drug Free Work Place Act.

The Wellness Advisory Committee estimates that the annual cost of an EAP for the ESD would be \$6,500 to \$7,500. The Superintendent said that he and the Administrative Council believe that this service is needed and support the Wellness Committee's recommendation. He asked for Board members' comments and questions before this new program is included in the draft budget. Board members asked several clarifying questions and expressed some concerns which were noted for further discussion at a future meeting.

(The Board has set the time for regular meetings as from 7 p.m. to 9 p.m.. Formal action is required to extend the meeting. DIRECTOR COPPLE MOVED that the Board of Directors extend the ending time of this meeting to 9:15 p.m. Director Lewellen seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.)

7B. Employee Assistance Plan

(Meeting extended)

Lane ESD Board Meeting

Tuesday, December 5, 1989 Page 6

- 7C. Policy: Corporal 7C. Proposed language for a policy on corporal punishment was before the Board Punishment for a first reading. The language is derived from OSBA's recommendations as a result of legislation passed during the 1989 sesion. Superintendent Maxwell said that procedures are already in place in the ESD classrooms which exclude the use of corporal punishment. Adoption of the proposed policy will have no procedural impact on ESD teachers. Board members' suggestions for editorial changes were noted. Director Lewellen also asked that the proposed language be reviewed by ESD legal counsel. 8. Reports 8B. Wyatt Rosenbaum reviewed the OTIS Consortium Membership Status Report 8B. OTIS Consortium showing changes to new OTIS through November 30. He also reported that he had received a letter from Eugene District 4J stating that the district will remain with OTIS business services through June 30, 1991. 8C. Special Ed 8C. Director Weathers reported briefly on the Special Education Advisory Council **Advisory Council** Meeting held earlier this day. He said that three additional parent members are needed to fill vacancies. Minutes from the previous Council meeting were included in the agenda packet. 8D. OSBA 8D. Frank Nearing's written report on the OSBA conference was included in agenda background information. Directors Lewellen and Medford commented briefly on sessions which they had attended and on the OAESD booth. 9. Future agenda 9. The following future agenda items were noted: items A. Writing Assessment Report В. Authorize renewal of probationary certificated staff Approve resolutions and authorize submission to local district Boards C. Begin review process for auditor D. 10. Next meeting 10. The following Board meetings are scheduled:
 - A. The next meeting of the Lane ESD board of Directors will be a special meeting in Executive Session at 6:00 p.m., Monday, December 18, 1989.
 - B. The next regularly scheduled meeting will be at 7:00 p.m., Tuesday, January 23, 1990, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

11. The meeting was adjourned at approximately 9:15 p.m.

Minutes approved:

SR

James R. Swanson, Chairperson

Jan Murene

James G. Maxwell, Superintendent-Clerk



LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

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OFFICE OF THE SUPERINTENDENT OCTOBER 24, 1989

LANE ESD BOARD OF DIRECTORS TUESDAY, OCTOBER 24, 1989

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1. Executive Session	1.	Executive Session at 5:30 p.m., Tueso to order under provisions of 192.660(designated to carry on labor negotiati Others attending were Superintendem Richards; Jack Liles, OSBA; and ESD Taylor, Marv Wilkerson, Gwen Gardne Chairperson Swanson closed the Exe	ions. All Board members were present. t Jim Maxwell; ESD Legal Counsel Joe staff members Richard Ellingboe, Bob
2. <u>Call to Order</u> 2A. Attendance	2.		Board of Directors was called to order at ada and public notice of this meeting. The
		<u>Board members</u> : Jim Swanson, Chairperson Bill Medford Jim Swanson	Doug McKay Frank Nearing Glen Weathers
		<u>ESD staff</u> : Jim Maxwell, Superintendent Bob Taylor Gwen Gardner Jeff Foreman	Richard Ellingboe Marv Wilkerson Sallie Rainville
		<u>Others</u> : Mike Lewis	Steve Christiansen
2B. Communications	2B.	The following written communications A. Background information regardin Council of Governments (L-COG)	g District-held membership in Lane
		B. Memo from Vern Bittner, Douglas Information Booth at OSBA Confe	ESD, requesting volunteers for ESD erence
			nd coach at Thurston High School, ESD employee Mark Boren, who is a
3. <u>Statements</u>	3A.	Chairperson Swanson altered the age their report at this point.	nda so that the auditors could present
(8A Audit Report)	8A.	on the 1988-89 audit and management to each Board member. Mike Lewis the cooperation throughout the audit proc material weaknesses this year. He brin explained several changes in the form management letter and recommendation	iefly summarized the audit report and at. Steve Christiansen reviewed the ons. Superintendent Maxwell told the ide a formal plan of action at the January

Audit Report (cont'd) Lewis commended the ESD fiscal staff for excellent fiscal procedures and encouraged application to a national program which awards a Certificate of Excellence in Financial Reporting by School Systems.

4. Consent agenda

4. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the Consent Agenda approval:

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board minutes of September 26, 1989, as presented.
- B. BE IT RESOLVED by the Board of Directors of Lane ESD that DAN TEALL is hereby appointed to a three-year term representing Zone 4 on the Lane ESD Budget Committee. The appointment begins July 1, 1989, and ends June 30, 1992.

ESD Board Resolution #89-25

C. BE IT RESOLVED that the Board of Directors of Lane ESD authorizes an application on behalf of the Lane Vocational Education Consortium for a Phase V continuation grant of up to \$50,049, through the Oregon Department of Education.

BE IT FURTHER RESOLVED that the Board authorizes, contingent upon grant approval, the establishment of the appropriate special fund in the 1989-90 budget and appropriates the grant amount contingent upon receipt.

ESD Board Resolution #89-26

- D. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated October 17, 1989, as submitted.
- 5A. Richard Ellingboe reviewed ESD and OTIS financial statements for September. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; and Revenue/Expenditure Summary for OTIS funds.
- 6A. Board members reviewed the Governor's proclamation declaring Classified School Employee Week. Superintendent Maxwell pointed out that a large percentage of ESD staff members are classified employees who provide important services directly to students, teachers, and those who serve students and teachers. He said that appropriate recognition activities are being planned.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD recognizes the important contributions made by its classified employees and proclaims the week of November 13 through November 17 as "Classified School Employee Week." Director Nearing seconded. The MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.

ESD Board Resolution #89-27

 <u>Business affairs</u>
 Financial statements

<u>Action items</u>
 Classified
 Employee Week



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Tuesday, October 24, 198 Page 3

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6B. Maternity Leave	6B.	Board members reviewed the Superintendent's personnel recommendation to grant maternity leave to a staff member.
		DIRECTOR NEARING MOVED:
		BE IT RESOLVED that the Board of Directors of Lane ESD approves a maternity leave for Holly Honeck, in accordance with the Superintendent's personnel recommendation.
		Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.
		ESD Board Resolution #89-28
6C. Advisory Council	6C.	At its meeting earlier on this date, the Special Education Division Advisory Council recommended the appointment of two Eugene 4J special education employees to share a position on the Council. The two would share the position, as one voting member, in order to complete a term vacated by a Eugene District employee who is on a leave of absence this year.
		DIRECTOR COPPLE MOVED:
		BE IT RESOLVED that the Board of Directors of Lane ESD appoints CHRIS GILLESSE and PEJA SCHUSSLER to fill an unexpired term on the Special Education Advisory Council, sharing one voting position. The term of office will run through June 1990.
· · · ·		Director Medford seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.
		Lane ESD Board Resolution #89-29
 7. <u>Discussion Items</u> 7A. Lane School Facilities 	7A.	Superintendent Maxwell informed the Board that the Eugene School District has given notice of its intent to terminate the ESD's lease of space at Silver Lea School. The space houses the classrooms and staff for severely emotionally disturbed students (Lane School). A staff committee has been established to assess available alternative facilities. The program currently occupies approximately 8,000 square feet of space in the Silver Lea Building.
7B. L-COG Non-Profit Corporation	7B.	Board members discussed a briefing memo regarding an issue currently being explored by the Lane Council of Governments (L-COG) Board. The Board is considering the establishment of a non-profit corporation to market services to non-member clients and to more easily access philanthropic support and certain federal grants.
		Director Nearing, who represents the ESD on the L-COG Board, has asked for guidance in helping to determine his stand and vote on this proposal. The L-COG Board will next consider the proposal at its December 14 meeting. Concerns and questions were noted and will be given to the L-COG staff to research.

 <u>Reports</u> 8B. OTIS Executive Board Meeting 	8B.	Superintendent Maxwell highlighted agenda items from the October 20 meeting of the OTIS Executive Board. A major topic for discussion at that meeting was financial projections for OTIS through the 1994 year. The Superintendent said that briefing meetings will be scheduled in order to provide detailed background information on this issue. On behalf of OTIS staff and users, the Superintendent expressed thanks to Chairperson Swanson for his attendance at the October 13 Users Conference.
8C.OTIS Consortium report	8C.	Board members reviewed the OTIS Consortium Membership Status Report for September.
8D. Special Ed Advisory Council	8D.	Director Weathers briefly reviewed the agenda for the Special Education Advisory Council meeting held earlier this day. Minutes from the previous meeting were included in agenda background information.
9. <u>Future agenda</u> items	9.	 Future agenda items include the following: A. Report on resolutions planning visits B. First reading: ESD service resolutions for 1990-91 C. Writing Assessment Report D. Program evaluation report: School Psychologist Services E. Review and accept audit report F. Review district-held memberships G. Announce Board election date H. Review personnel files in preparation for March recommendation
10. <u>Next meeting</u>	10.	The next regular meeting of the Lane ESD Board of Directors will be at 6:00 p.m., Tuesday, December 6, 1989, at the ESD Center, 1200 Highway 99 North, Eugene.
11. <u>Adjourn</u>	11.	The meeting was adjourned at approximately 9:15 p.m.
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James R. Swanson, Chairperson James G. Maxwell, Superintendent-Clerk

Minutes approved: 12/5/89

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P O BOX 2680 EUGENE, OREGON 97402

OFFICE OF THE SUPERINTENDENT SEPTEMBER 26, 1989

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LANE ESD BOARD OF DIRECTORS TUESDAY, SEPTEMBER 26, 1989

1. 1A.	Call to order Attendance	1A.	The regular meeting of the Lane ESD Boa at 7:00 p.m., Tuesday, September 26, 199 and public notice of this meeting. The fo	89, as announced on the agenda
			<u>Board members</u> : Jim Swanson, Chairperson Bill Lewellen Glen Weathers	Lois Copple Frank Nearing
			<u>ESD Staff</u> : Jim Maxwell, Superintendent Wyatt Rosenbaum Jeff Foreman Jon Elvert Brian Reid Jerry Miller	Richard Ellingboe Marv Wilkerson Gwen Gardner Kermit Horn Sallie Rainville
		·	<u>Others</u> : Wayne Nay Sharon McBurney Brigid Flannery	Debbie McCarty Jeff Sprague
1B.	Communications	1B.	The following written communications were	e presented:
			A. Letter from Dick Whitmore, Siuslav commending Alan Livingston and excellent service to Siuslaw schoo	the production department staff for
2.	Statements		 B. Announcement of future OTIS even members to attend. These include October 12-13 and OTIS Executive 	e OTIS Users Conference on
2. 2A.	Agenda modification	2A.	Superintendent Maxwell requested that the statements section in order to accommoda	e WISTEC report be moved to the ate guests from WISTEC.
2B.	LCSBA	2B.	Jeff Foreman reminded Board members of Meeting next Monday. Director Lewellen i	f the LCSBA/OSBA Legislative ndicated he would attend.
2C.	WISTEC	2C.	Wayne Nay, Chairperson of the Willamette (WISTEC) Board of Directors and Debbie I status of WISTEC. The museum board is is a recovery plan which includes tempora establishing stable funding sources. The if the Board is unable to find the stable funding	McCarty, Director, reported on the considering two options. The first ry moth-balling of exhibits while second plan will go into effect only

suggestions and continued support.

involves permanent closure of WISTEC. Both guests said they had appreciated the chance to meet earlier with Superintendent Maxwell and to learn of the ESD's willingness to cooperate with and support the museum within the ESD's statutory restrictions. They asked for Board members' Consent

agenda

3.

3. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.

Director Lewellen seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

The following Action Items were included in the Consent Agenda Approval:

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Board minutes of August 22, 1989, as presented.
- BE IT RESOLVED that the Board of Directors of Lane ESD endorses the Chairperson's committee and liaison appointments as presented. (ESD Board Resolution #89-18)
- C. BE IT RESOLVED that the Board of Directors of Lane ESD approves application for Elementary/Secondary Grant funds (Title II, PL 98-377) on behalf of Lane Regional Science Consortium and authorizes the establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant funds of up to \$91,126.00, as received. (ESD Board Resolution #89-19)

- D. BE IT RESOLVED by the Board of Directors of Lane ESD that FRANCISCA JOHNSON is hereby appointed to a three-year term as an at-large representative on the Lane ESD Budget Committee. The appointment begins July 1, 1989, and ends June 30, 1992. (ESD Board Resolution #89-20)
- E. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated September 19, 1989, as submitted, and approves the following personnel action in accordance with the Superintendent's recommendation as presented: <u>Freda Caufield, Speech/Language Therapist</u> (ESD Board Resolution #89-21)
- Business affairs4A.Richard Ellingboe reviewed ESD and OTIS financial statements for August,
1989. Reports presented included the Summary of General Fund
Expenditures and Encumbrances, General Fund Revenue Summary; and
Revenue/Expenditure Summary for OTIS funds.
- Action items5A.The Annual OSBA Conference is scheduled for November 10-12 at the
Portland Marriott. Directors Nearing and Lewellen indicated they wished to
attend. Chairperson Swanson asked that the resolution to approve
attendance also include approval for absent Board members, if they indicate
they wish to attend.



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Tuesday, September 26, 1989 Page 3

5A.	OSBA Conference		DIRECTOR NEARING MOVED:
	(continued)		BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OSBA Annual Conference for Directors Bill Lewellen, Frank Nearing, Bill Medford, and Doug McKay. This resolution authorizes payment of registration, lodging, meal, and travel expenses, in accordance with Board Policy 108 and Administrative Regulation 1108-6, from Account #100/2310/340/100/010:
			Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES.
			(ESD Board Resolution #89-22)
5B.	Annual Report	5B.	Board members reviewed copies of the 1988-89 Annual Report.
			DIRECTOR COPPLE MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD has reviewed and approves the 1988-89 ESD Annual Report, as required by Oregon Administrative Rule 581-24-226. A copy of this resolution, along with a copy of the Annual Report, will be mailed to the Oregon Department of Education by October 1 to officially document Lane ESD's compliance with OAR 581-24-226.
			Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Board Resolution #89-23)
5C.	Advisory Council Appointments	5C	At its meeting earlier on this date, the Advisory Council for the Special Education Division recommended three persons as new members of the Council. Superintendent Maxwell concurred with the recommendations.
			DIRECTOR LEWELLEN MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD appoints KEITH GILLIS, CARL COLE, and SUSAN HAMMOND to the Advisory Council for Special Education. The terms of office will run through June, 1991.
			Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-24)
6. 6A.	<u>Discussion</u> <u>items</u> Workshop on understanding audit reports	6A.	Superintendent Maxwell told the Board that auditors field visits needed to prepare the 1988-89 audit report have been completed. It is expected that copies will be mailed during October and that the auditors will review the report at the December 6 Board meeting.
			After the 1987-88 report was reviewed, the Board requested a training session on understanding audit reports. In response, Gwen Gardner, Accounting Supervisor, was at this meeting to provide a brief overview of important elements for Board members to look for as the audit report is read.

6A.	Audit Workshop (continued)	·	Ms. Gardner's review covered the role of audits and auditors, the new guide to errors, irregularities and illegal acts; the auditors' responsibility for internal control as well as a reading guide to the audit document. She explained the accountant's report; what to look for in the combined, general fund and special fund financial statements; property tax and insurance schedules; and the audit comments and disclosures. The review also covered the purpose of the Management Letter and the Board's responsibility following the audit. After a question and answer period, Board members thanked Ms. Gardner for
			her comprehensive and concise report.
6B.	ED-NET Report	6 B .	Several Board members had earlier expressed interest in receiving a report on ED-NET, the electronic network for delivering educational communications in Oregon. The 1989 legislature appropriated \$8,000,000 from lottery funds to purchase the network infrastructure. ED-NET will function as a separate governmental agency with a board appointed by the Governor. The ESD has a copy of a video tape and fact sheet prepared to explain the ED-NET concept. It was the consensus of the Board that they would prefer to have the video made available for Board members to borrow and view at home rather than scheduling a showing during or before a Board meeting.
			Superintendent Maxwell said he will keep the Board informed about the network as planning continues.
7. 7A.	Reports School enrollment	7A.	Mid-September student enrollment figures for TMR, Lane School (SED) and Skipworth programs were included in the Board packet for information and review.
7 B .	Direction Service	7B.	An executive summary of the program evaluation report on Lane County Direction Service resolution program was included in agenda background information. The survey was conducted by Jeff Sprague and Brigid Flannery, doctoral students at the University of Oregon, under the direction of Dr Larry Irwin. A questionnaire was sent to Superintendents and Directors of Special Education as well as a sample group of parents. A major focus of the program review and questionnaire was the possibility of conflict of interest because Direction Service is both a vendor for the ESD and serves as a mediator for parents, the ESD, and local districts in issues relating to appropriate education for handicapped students.
			reviewed their work in conducting the survey. They addressed the procedures used in sending out the questionnaire, definition of conflict of interest and procedures for safeguards, results of the survey and recommendations. These will be addressed by Special Education staff and the Division's Advisory Committee.

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Tuesday, September 26, 1989 Page 5

7C.	OTIS Consortium	7C.	The OTIS Consortium Membership Status Report for August 1989 was reviewed.
7D.	Other reports	7D.	Director Nearing reported that he has asked the Superintendent to place a proposal from Lane Council of Governments on a future Board agenda.
8.	Future agenda items	8.	 Future agenda items include: A. Work session on labor negotiations/collective bargaining B. Report on resolutions planning visits C. Writing Assessment Report D. Program evaluation report: School Psychologist Services E. Audit Report
9.	Next_meeting	9.	The next regular meeting of the Lane ESD Board of Directors will be at 5:30 p.m., Tuesday, October 24, 1989, at the ESD Center. 1200 Highway 99 North, Eugene.
10/11	Executive Session	10./11.	No Executive Session was held.
12.	Adjourn	12.	The meeting was adjourned at 9:00 p.m.

James R. Swanson, Chairperson

James G. Maxwell, Superintendent-Clerk

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LANE EDUCATION SERVICE DISTRICT OFFICE OF THE SUPERINTERNDENT 1200 HIGHWAY 99 NORTH, P O BOX 2680 AUGUST 22, 1989 LANE ESD BOARD OF DIRECTORS TUESDAY, AUGUST 22, 1989 1. Executive Session As announced on the agenda and public notice of this meeting, the Lane 1. ESD Board of Directors met in Executive Session at 7:00 p.m., Tuesday, August 22, 1989, under provisions of ORS 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations; and 192.660(1)(h) to confer with legal counsel. Attending were all Board members except Doug McKay. Also present were Superintendent Jim Maxwell, Richard Ellingboe, Wyatt Rosenbaum, Marv Wilkerson, Bob Taylor, Jeff Foreman, and Joe Richards, legal counsel. The regular meeting of the Lane ESD Board of Directors was called to order 2. Call to order 2A. Attendance at 7:55 p.m., Tuesday, August 22, 1989, as announced on the agenda and 2A. public notice of this meeting. The following persons were present: Board members: Jim Swanson, Chairperson Lois Copple Bill Lewellen **Bill Medford** Frank Nearing **Glen Weathers ESD Staff:** Jim Maxwell, Superintendent **Richard Ellingboe Bob Taylor** Wyatt Rosenbaum Marv Wilkerson Jeff Foreman Jerry Miller Marty Sheehan **Opal Jacobson** 2B. Communications 2B. The following written communications were presented: Α. Letter from William Worrell regarding the OSBA Fall Collective Bargaining Workshop to be held at the Columbia River Red Lion Inn on September 22 and 23. Β. Letter from Lisl Waechter expressing regret that 1989/90 will be the last year of Pearl Buck Center's TMR school program, unless there are referrals of new students, and to thank the ESD for their support over the years. C. Final report of activities from Marv Wilkerson regarding Resolution No. 8, Hearing-Impaired and Audiological Services. Revised Guidelines for Advisory Council for Special Education D. Division, which were approved by the Board at July 25 meeting. E. Letter to Ray Klappenbach from Superintendent Maxwell expressing thanks from the Board and Administrative Staff for completing evaluations of the ESD Attendance/Truancy Program, and the OTIS Testing Program. F. Memo to Board from Superintendent Maxwell to inform them that Paul Plath has passes available for 5AAA League games. G. Letter from Springfield Mayor Bill Morrisette presenting the Springfield Community Development Plan and the accompanying Report on the

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3. Statements

- 3A. Jerry Miller expressed thanks to the Superintendent on behalf of the staff for responding to concerns with a recommendation for a change in custodial services contractor, and commented that he hoped the Board would approve the recommendation.
- 3B. Director Medford reported that he was on the Nominating Committee for OSBA Board, and that Alan Petersen will appear on the ballot for one of the positions from this area. He also commented that two people appeared equally qualified for the Vice-President Elect position, so both names will be placed on the ballot, which will be a unique situation.
- 3C. Superintendent Maxwell explained that Opal Jacobson was at the meeting as recording secretary in the absence of Sallie Rainville who is on vacation this week.

Jeff Foreman reported that OSBA will be holding its Regional Fall Conference in Eugene in conjunction with LCSBA on October 2, 1989. The Legislative Report will be given at that meeting.

4. <u>Consent Agenda</u> 4. **DIRECTOR COPPLE MOVED TO ADOPT THE CONSENT AGENDA AS** PRESENTED.

Director Nearing seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

The following Action items were included in the Consent Agenda Approval:

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board minutes of July 25, 1989, as presented.
- B. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated August 16, 1989, as submitted, and approves the following personnel action in accordance with the Superintendent's recommendation as presented.
 Employ: Sue Mathisen, TMR teacher (ESD Board Resolution 89-10)
- 5A. Board members reviewed the summary of custodial service bids. Superintendent Maxwell recommended that the Board approve the contract presented.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into a contract with Scankraft to provide custodial services at the Planetarium, Pioneer to provide custodial services to Lane School, and Potterf's to provide custodial services to the ESD Center building, with the three contracts to be in accordance with bid responses previously received by the ESD.

Director Copple seconded and the MOTION CARRIED with DIRECTORS COPPLE, LEWELLEN, MEDFORD, NEARING, SWANSON, AND WEATHERS VOTING YES.

(ESD Board Resolution 89-11)

5. Business Affairs

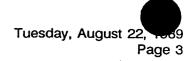
5A. Custodial services



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5B.	Financial Statements	5B.	Richard Ellingboe reviewed financial statements, and explained a few changes which will be reflected in the next report.
5C.	Mentor Teacher Grant	5C.	Superintendent Maxwell explained the Mentor Teacher Program and recommended that the Board authorize acceptance of the grant.
	Grant		DIRECTOR MEDFORD MOVED:
			BE IT RESOLVED that the Lane ESD Board of Directors approves the application to the State Department of Education for Mentor Teacher Program grant funds and authorizes establishment of a special fund for grant funds received.
			BE IT FURTHER RESOLVED that the Board appropriates the grant amount of up to \$18,000 upon receipt.
6 4 00	ion Items		Director Nearing seconded. THE MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MEDFORD, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Board Resolution 89-12)
 6A.	Management Plan/Goals	6A.	DIRECTOR LEWELLEN MOVED:
	Fiail/Guais		BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1989- 90 organizational goals as attached to this memo and to the official minutes of this meeting.
			Director Copple seconded. THE MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MEDFORD, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Board Resolution 89-13)
6B.	Budget Committee	6B.	DIRECTOR MEDFORD MOVED:
	vacancies		BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to request Budget Committee members Wayne Watkins and Francisca Johnson to accept re-appointment to the Committee. BE IT FURTHER RESOLVED that the Superintendent is authorized to contact other districts if either is unable to serve another term.
			Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.
			(ESD Board Resolution 89-14)

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6C.	Martin Luther King Day	6C.	DIRECTOR NEARING MOVED:
			BE IT RESOLVED that the Lane ESD Board of Directors authorizes the administration to respond to the Association proposal regarding Martin Luther King Day.
			BE IT FURTHER RESOLVED that the Board of Directors believes it retains the discretion to meet with the Association to provide alternatives that are consistent with the statute.
6D	Demonsol		Director Copple seconded and THE MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MEDFORD, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Board Resolution 89-15)
6D.	Personnel resignations	6D.	DIRECTOR LEWELLEN MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Mary Simon affective immediately.
			BE IT RESOLVED that the Lane ESD Board of Directors accepts the resignation of Kristin Lawrence effective immediately.
			Director Medford seconded and THE MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MEDFORD, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Board Resolution 89-16)
7. <u>Dis</u> 7A.	cussion items Contracted service providers	7A.	Superintendent Maxwell reviewed services of the current contracted service providers and stated that he was not recommending a change in vendors for Employee Benefits Insurance Agent of Record or Legal Counsel. He did express a slight concern about services provided by the Auditor, and since we are nearing the end of a three-year cycle with the present vendor he stated their services will be evaluated in January and reviewed with the Board at that time, but did not at this time recommend any change. Superintendent Maxwell commented that the staff is pleased with the services of the Agent of Record for Property Casualty insurance so did not recommend further review or any change at this time.
7B.	Resolutions calendar	7B.	The resolutions plan and calendar were briefly reviewed and discussed by Superintendent Maxwell, and he asked for any comments or questions.
7C.	Chairperson's appointments	7C.	Director Swanson discussed committee and liaison appointments and asked for volunteers, suggestions and comments for further discussion at the September meeting.

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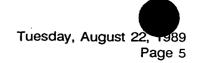
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7D.	Meeting length	7D <u>.</u>	Superintendent Maxwell discussed the issue of length of meetings, and asked if any changes were wanted. Since no changes were requested, he recommended that the following resolution be adopted.
			DIRECTOR LEWELLEN MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD hereby sets the time for regular Board meetings from 7:00 p.m. to 9:00 p.m. If the meeting is to be extended beyond 9:00 p.m., formal action by the Board to extend the meeting is required.
			Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MEDFORD, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Resolution 89-17)
7E.	Work session, labor negotiations	7E.	Superintendent Maxwell suggested several dates for the Board to meet with staff to discuss Labor Negotiations. Board consensus was that it will meet at 5:30 p.m. preceding the Board meeting on October 24, 1989.
8. <u>F</u> 8A.	<u>Reports</u> TMR Work Placement	8A.	Marv Wilkerson introduced Marty Sheehan to give a report on the TMR Work Placement Program. He reported on the number of handicapped students who have graduated from the program since 1979, and the percentage of those still employed. He also discussed the types of work experience and job sites.
			Marty explained that paid employment is normally not available for TMR students who are being trained in job skills. Non-paid sites provide for an increased number of jobs and kinds of experience. Marty completed his report by stating that it is legal for these students to be placed in non-paid positions, and it is much more important that they get the needed skills and experience than to limit employment to paid positions.
			Several Board members expressed appreciation for work done on the program.
			(Director Copple left the meeting at 8:55 p.m.)
8B.	Evaluation Committee	8B.	Superintendent Maxwell explained that this was the second time this item has been on the agenda, but it was brought up at this meeting to keep the Board apprised of the fact that the Evaluation Committee has filed its report, and the Superintendent and Administrative Council are going to spend a half day next week reviewing the report and developing an action plan for implementation.
8C.	"New OTIS"	8C.	A revised monthly report on "new OTIS" was distributed, and Superintendent Maxwell gave a concise explanation of the report, and asked for questions or discussion. Director Nearing suggested that a contact person be named for comments or suggestions on the report.

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Lane ESD Board Meeting

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8D.	Curriculum Program of Work	8D.	Superintendent Maxwell called on Bob Taylor to give a report on the 1989-90 Curriculum/Staff Development/Media Program of Work. Using transparencies, Bob gave a fairly detailed report explaining these services. He distributed a booklet, Instructional Services Division Report on Resolution No. 6,Program of Work, and encouraged the Board to study the booklet and bring up questions at a later date.
8E.	Planetarium/ WISTEC	8E.	Superintendent Maxwell asked Bob Taylor to give the Planetarium report. Bob discussed briefly recent developments regarding the WISTEC closure and the impact on the Planetarium, and reported that there is a chance at this time that the closure will be a temporary situation while some options are studied to obtain funding which would allow the organization to reopen on a long-term basis, but until there is a definite decision, the facility will not be made available to anyone else.
			Bob also reported that there is confusion about whether WISTEC and the Planetarium are two separate agencies, so it is important that schools and the public understand that the continued operation and existence of the Planetarium is not affected by the WISTEC closure.
			Director Nearing reported that he had covered a meeting of the Lane County Commissioners this morning in which the issue of WISTEC funding was discussed, and he felt there was a great deal of confusion regarding the Planetarium and WISTEC relationship. He also suggested that minutes of that portion of the meeting be reviewed so staff will be prepared for any questions that are asked to clear up the confusion that exists.
8F. O	her reports	8F.	Director Swanson asked for other regular committee and liaison reports, and Director Nearing reported that he had attended an L-COG meeting and had brought some correspondence which he had given to the Superintendent for review. He stated that a fund-raising issue was discussed which will require some direction from this Board. Director Nearing asked the Superintendent to summarize the material for a future Board meeting.
9. <u>Fut</u> iten	<u>ure agenda</u> <u>ns</u>	9.	 Future agenda items include: A. Work session on negotiations/collective bargaining B. Direction Service Report C. Program Evaluation Report: Psychologist Services D. OSBA attendance
10. <u>N</u> e	ext meeting	10.	The next regular meeting of the Lane ESD Board of Directors will be at 7:00 p.m., Tuesday, September 26, 1989, at the ESD Center, 1200 Highway 99 North, Eugene.
11. <u>Ac</u>	ljourn	11.	The meeting was adjourned at 9:30 p.m.
			James R. Swanson, Chairperson
Attach	nent:		
1989-9	0 Organizational		Altrenels

James G. Maxwell, Superintendent-Clerk

1989-90 MANAGEMENT PLAN

<u>GOAL #1</u>

Within its fiscal resources, the ESD will provide programs and services that are requested by constituent school districts and/or required by Oregon Statute or Administrative Regulations. Programs provided by the ESD at the request of local districts will be those that they are unable to provide for themselves, or are better provided on a regional basis because of economy of scale, improved quality or countywide availability.

<u>GOAL #2</u>

The ESD will provide information to constituent districts about services that meet regional agency criteria and are not presently being offered by the ESD.

<u>GOAL #3</u>

The ESD will review and evaluate ESD programs and services. Program reviews will include, whenever possible, both measures of user satisfaction provided by the constituent districts and a comparison with recognized "best practices" in the field.

<u>GOAL #4</u>

The ESD will maintain and enhance methods of informing educators and the general public about the mission, goals and programs of the ESD, and its financial structure,

GOAL #5

The ESD will maintain and enhance a functional two-way communication system between the ESD and the local school districts and among the ESD Board, administration and staff.

<u>GOAL #6</u>

The ESD will encourage and support staff members to develop and improve skills necessary to effectively carry out their job roles and to use their experience, knowledge, and creativity in helping to develop plans and policies for ESD operations.

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<u>GOAL #7</u>

The ESD will maintain financial stability with its revenues and expenses in balance. The financial position of the ESD will be regularly documented and communicated to the staff, Board and interested citizens.

<u>GOAL #8</u>

The ESD will use a team management approach which stimulates creative thinking, provides an open and critical forum for ideas, balances individual programs with overall organizational needs and provides a support system for problem solving.

<u>GOAL #9</u>

The ESD will maintain and monitor a comprehensive labor relations plan.

<u>GOAL #10</u>

Lane ESD programs and services each will have goals and objectives stated in a consistent format.

<u>GOAL #11</u>

The ESD will be involved in the legislative and rule making processes of state and federal government. An advocacy position for cost effective, cooperative educational services will be maintained. Activities of Congress, the state legislature, legislative interim committees and rule-making administrative agencies which have an impact for the ESD and its services to local districts will be identified, analyzed, and monitored.

<u>GOAL #12</u>

The ESD will establish and maintain a physical work environment that encourages efficient and effective performance by employees.

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LOCEDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402 OFFICE OF THE SUPERINTEN

LANE ESD BOARD OF DIRECTORS TUESDAY, JULY 25, 1989

Chairperson Copple administered the oath of office to newly elected Board member Bill Medford and re-elected member Bill Lewellen. Copies of the signed oath are attached to the official copy of these minutes.

 Executive Session
 As announced on the agenda and public notice of this meeting, the Lane ESD Board of Directors met in Executive Session at 6:00 p.m., Tuesday, July 25, 1989, under provisions of ORS 192.660(1)(f) to consider records that are exempt by law from public disclosure; and 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Attending were all Board members, Superintendent Jim Maxwell, Richard Ellingboe, Wyatt Rosenbaum, Marv Wilkerson, Jeff Foreman, and Sailie Rainville. Chairperson Copple closed the Executive Session at approximately 6:30 p.m.

er2.A regular meeting of the Lane ESD Board of Directors was called to order at
6:30 p.m., Tuesday, July 25, 1989, as announced on the agenda and public
notice of this meeting. The following persons were present:

<u>Board members</u>: Lois Copple, Chairperson Doug McKay Frank Nearing Glen Weathers

Bill Lewellen Bill Medford Jim Swanson

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Sallie Rainville Brian Reid

Richard Ellingboe Marv Wilkerson Jeff Foreman Jerry Miller

Ray Klappenbach

Others attending:

B. Communications

- 2B. The following written communications were presented:
 - A. A paper by Dr. Milt Baum, Associate Superintendent, State Department of Education, titled "A Case Study of Oregon's Education Service Districts."
 - B. Memo from the OSBA Nominating Committee requesting nominations both for OSBA officers and for committee membership. Nominations may be turned in to Director Medford, who is on the Committee, to OSBA, or to the Superintendent's office by August 21.
 - C. Letter from Peyton Lieuallen, Polk ESD Superintendent, thanking the Board for its hospitality and friendliness on his June visit.
 - D. Announcement of OSBA Fall Collective Bargaining Conference to be held in Portland September 22 and 23.
 - E. Board Procedures Handbook, updated for 1989-90.
 - F. Preliminary Board Planning Calendar for 1989-90.

2. Call to Order

2A. Attendance

3.	<u>Statements</u>	3A.	Director Nearing said he had heard an excellent talk by UO Professor Dr. Gerald Bogan on participatory management. The presentation was given at a Lane Community College Board work session. He said he would send an outline of the presentation to the Superintendent for distribution.
4.	Consent agenda	4.	DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.
			Director Swanson seconded and THE MOTION CARRIED WITH ALL PRESENT VOTING YES.
			The following Action items were included in the Consent Agenda Approval:
			A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board minutes of June 27, 1989, as presented.
			B. BE IT RESOLVED that the Board of Directors of Lane ESD reaffirms as its official statement of policy the Bylaws and Policies of the Lane Education Service District, as adopted May 20, 1980, and amended to date.
			(ESD Board Resolution #891)
			C. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated July 18, 1989, as submitted and approves the following personnel action in accordance with the Superintendent's recommendations:
			BE IT RESOLVED that the Manager II grade of the Administrative Salary Schedule for 1989-90 be amended to remove the job classification of OTIS Systems Manager and to add to the job classification Data Processing/Communications System Manager. (ESD Board Resolution #89-2)
	Business Affairs Substance Abuse Grant	5A.	Board members reviewed the Executive Summary of a proposed third-year continuing grant application on behalf of the Lane County Substance Abuse Consortium. Superintendent Maxwell recommended that the Board approve submission of the grant.
			DIRECTOR SWANSON MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD authorizes submission of a grant application for Drug-Free Schools and Communities Prevention/Education funds on behalf of Lane County Substance Abuse

BE IT FURTHER RESOLVED that the Board authorizes appropriation of any grant funds received up to the amount of \$100,000.

Director Lewellen seconded and THE MOTION CARRIED with Directors Copple, Lewellen, McKay, Medford, Nearing, Swanson, and Weathers voting yes.

(ESD Board Resolution #89-3)

Consortium.



Tuesday, July 25, 1989 Page 3

5B. Financial 5B. Richard Ellingboe reviewed ESD and OTIS financial statements for May, 1989. Statements Reports presented included the Summary of General Fund Expenditures and Encumbrances: the General Fund Revenue Summary: and the Revenue/Expenditure Summary for OTIS funds. 6. Action Items 6A. **DIRECTOR SWANSON MOVED:** 6A. Action following **Executive Session** BE IT RESOLVED that the Board of Directors of Lane Education Service District approves a temporary modification to the labor contract with respect to Article XVII, Voluntary Early Retirement and authorizes the Superintendent to sign the Memorandum of Agreement as presented. (A copy of the is attached to the official copy of the minutes of this meeting.) Director Nearing seconded. DIRECTORS COPPLE, MCKAY, MEDFORD, NEARING, and SWANSON VOTED YES. DIRECTORS LEWELLEN and WEATHERS VOTED NO. THE MOTION CARRIED. (ESD Board Resolution #89-4) 6B. Election of Board 6B. Chairperson Copple declared nominations open for the position of Board Officers Chairperson for 1989-90. Director McKay nominated JIM SWANSON and MOVED THAT NOMINATIONS CEASE AND A UNANIMOUS BALLOT BE CAST FOR JIM SWANSON FOR CHAIRPERSON. Director Nearing seconded and the MOTION CARRIED WITH ALL DIRECTORS VOTING YES. (ESD Board Resolution #89-5) Nominations for Vice-Chairperson were opened. Director Lewellen nominated DOUG McKAY and MOVED THAT NOMINATIONS CEASE AND A UNANIMOUS BALLOT BE CAST FOR DOUG McKAY FOR VICE-CHAIRPERSON. Director Nearing seconded and the MOTION CARRIED WITH ALL **DIRECTORS VOTING YES.** (ESD Board Resolution #89-6) 6C. Guidelines, 6C. The Board reviewed revised guidelines for the Special Education Division Special Ed Advisory Committee, formerly the Advisory Council for Handicapped Children. Advisorv Rules for operation are subject to Board approval because this group fulfills a Committee legal function as an advisory committee for programs receiving federal funds to educate handicapped students. Superintendent Maxwell gave a brief summary of the history of this committee and reviewed concepts which drive the proposed language changes. Marv Wilkerson and Glen Weathers, who represents the Board on the Council, also answered questions and discussed the Committee's work.

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Special Ed Committee		6C. Guidelines, Special Education Committee (continued)
(continued)		DIRECTOR WEATHERS MOVED:
		BE IT RESOLVED that the Board of Directors of Lane ESD approves the guidelines for the Special Education Division Advisory Committee as presented. A copy of the Guidelines is attached to the official copy of the minutes of this meeting.
		Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-7)
6D. Superintendent's Contract	6D.	In May of 1988 the Board authorized the subcommittee on the Superintendent's Contract to meet with the superintendent regarding extension of the contract past June 30, 1989. (Subcommittee members were Chairperson Copple and Director Lewellen.) Chairperson Copple said that the original contract required some modification because it contained language related to salary that was uniquely applicable during the first three years of employment. She reviewed the following concepts which the Subcommittee and Superintendent had agreed on and said they also have been reviewed by legal counsel:
		1. The basic contract that currently exists should remain the basis for the new contract.
		2. The salary of the Superintendent should be established by the Board annually in conjunction with the evaluation process rather than to have a salary schedule or formula built into the contract itself.
		The Subcommittee recommends that the salary for 1989-90 be increased by 3% over the 1988-89 salary. The recommended 1989-90 salary with the 3% increase will be \$59,497.
		3. An automobile is presently provided for the Superintendent for business purposes. The use of the automobile should be extended for home-to-work use and other limited personal travel. The Superintendent will reimburse the ESD for any personal mileage.
		 This should be a continuing two-year contract which is extended or not extended annually.
		Board members reviewed a draft of the revised contract which includes language to carry out these concepts. Questions centered on the provision for extended use of the automobile. Chairperson Copple said that this was the biggest change in the contract. She and Director Lewellen said that research showed that this practice was common in other ESDs in Western Oregon. Chairperson Copple pointed out that a provision in the revised contract states that the Superintendent will reimburse the District \$1,500 for non-District use. The amount to be reimbursed is based on the number of miles to and from work plus 2800 additional miles. The Superintendent will keep records of the number of miles traveled and will keep the subcommittee informed of any variation.



Tuesday, July 25, 1989 Page 5

Superintendent's Contract (continued)	6D.	Superintendent's Contract (continued) DIRECTOR LEWELLEN MOVED:	
(BE IT RESOLVED that the Board of Directors of Lane Education Service District hereby adopts the revised employment contract with Superintendent James G. Maxwell as proposed by the subcommittee to review the contract, subject to final review and editing by legal counsel. A copy of the revised contract is attached to the official copy of the minutes of this meeting.	
		Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #89-8)	
 <u>Discussion Items</u> Board meeting process 	7A.	As part of the transition into the new fiscal year, Chairperson Copple asked Board members to review the 1988-89 year and especially to comment on the Board meeting process. A checklist was provided in the Board agenda packet. Comments and suggestions were noted by the recording secretary and will be discussed by the administrative staff in a continuing effort to ensure that the business of the Board is handled in the most timely and efficient manner.	
		(Director McKay left the meeting at 7:10 p.m.)	
Agenda modification		Chairperson Copple interrupted this discussion to modify the agenda so that reports to be given by Ray Klappenbach could be presented at this time.	
8. <u>Reports</u> 8A/8B. Program Evaluations: Attendance/Truancy OTIS Testing	8A.	Superintendent Maxwell introduced Ray Klappenbach, retired Superintendent of the Bethel School District, who has assisted the staff during the past six months by coordinating program evaluations on the OTIS Testing Service and the Attendance/Truancy programs. Mr. Klappenbach's primary assignment was to conduct user satisfaction surveys based on the stated goals of each program, to summarize the results of the surveys, and to make recommendations with respect to the operation of each program.	
		Board members had received the reports of each evaluation in the agenda packet. The summary of the Attendance/Truancy evaluation stated that the program is successful to the extent described and should be continued. There seems to be no need for expansion at this time.	
		The summary for the OTIS Testing program evaluation stated that this resolution is used to the fullest extent of its offerings; it is efficient and meets the expectations of the clients.	
		Mr. Klappenbach provided a concise overview of each evaluation and answered questions. He said that he had enjoyed doing both of the evaluations and was happy to be able to help the ESD in this way. Superintendent Maxwell said that Wyatt Rosenbaum and Bob Taylor have prepared working papers on actions to be taken as a result of the suggestions for improvement made in the evaluations.	

Meeting recessed and Chairperson Copple recessed the Board meeting at 7:55 p.m., so that a reconvened Boundary Board meeting scheduled for 8:00 p.m. could be convened. The Chairperson reconvened the Board meeting at 9:00 p.m., following the Boundary Board hearing. Discussion continued on the Board meeting process as recorded above. Chairperson Copple said she had enjoyed chairing the Board and hoped the cooperation she had experienced would continue. Board members complimented and thanked Ms. Copple for her service. The following agenda items were deferred to the August meeting: Discussion of 1989-90 Management Plan 7B. 7C. Review of contracted service providers 8D. **Evaluation Committee Report** 9. Future agenda items include: 9. Future agenda items Α. **Collective Bargaining Consultant Timeline** В. TMR Work Placement program report C. 1989-90 Curriculum/Staff Development/Media Program of Work Appoint Budget Committee members D. E. Approve Management Plan/Goals for 1989-90 F. **Direction Service Report** 10. Next meeting 10. The next regular meeting of the Lane ESD Board of Directors will be at 7:00 p.m., Tuesday, August 23, 1989, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

11. The meeting was adjourned at approximately 9:30 p.m.

Lois Copple, Chairpersor

James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Oaths of Office, Directors Lewellen and Medford^L Memorandum of Agreement re. Article XVII, Labor Contract Superintendent's Contract

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LANE ESD BOARD MEETING

TUESDAY, JULY 25, 1989

OATH OF OFFICE

I, _____BILL D. MEDFORD _____, do hereby swear or affirm

that I will support the laws and constitutions of the United States of America and of the State of Oregon,

and that I will faithfully discharge the duties of my office

as a member of the Board of Directors of the Lane Education Service District,

representing At-Large Position 6,

to the best of my ability throughout the four-year term, July 1, 1989, through June 30, 1993.

Medford. Director

Attest:

This oath of office was administered by Chairperson Lois Copple on July 25, 1989, prior to the July Board meeting

amuelle

Sailie S. Rainville) Recording Secretary Lane ESD Board of Directors

altachn, 7/25/89

LANE ESD BOARD MEETING

TUESDAY, JULY 25, 1989

<u>OATH OF OFFICE</u>

I, <u>BILL LEWELLEN</u>, do hereby swear or affirm

that I will support the laws and constitutions of the United States of America and of the State of Oregon,

and that I will faithfully discharge the duties of my office

as a member of the Board of Directors of the Lane Education Service District,

representing Zone 3,

to the best of my ability throughout the four-year term, July 1, 1989, through June 30, 1993.

Lewellen, Director

Attest:

This oath of office was administered by Chairperson Lois Copple on July 25, 1989, prior to the July Board meeting.

amville

Sallie S. Rainville Recording Secretary Lane ESD Board of Directors

attachm 7/25/89

MEMORANDUM OF UNDERSTANDING

The Lane Education Service District (LESD) Board of Directors and the Lane County Education Association (LCEA) agree to modify Article XVII, Voluntary Early Retirement in the following manner:

1) The parties agree that for a six (6) month period commencing July 1, 1989, and terminating December 31, 1989, the requirement that an employee who has reached age 58 and completed twelve (12) consecutive years of employment in the District be modified to waive the requirement that the twelve (12) years of employment be consecutive.

2) The parties agree all other requirements and benefits in the Agreement remain in full force and effect.

3) It is specifically agreed by the parties that any employee affected by this modification must elect early retirement no later than December 31, 1989. Thereafter all provisions of Article XVII must be met as set forth in the 1987-1990 Collective Bargaining Agreement.

4) The parties agree this memorandum does not create any precedent or past practice by either the ESD or the Association.

For the LESD

For the LCEA

by

(Superintendent)

by	
(President)	

Attachm. 7/25/89

Date

Date

EMPLOYMENT CONTRACT BETWEEN JAMES G. MAXWELL and the

BOARD OF DIRECTORS OF THE LANE EDUCATION SERVICE DISTRICT

This Employment Contract, made and entered into this 1st day of July, 1989, by and between the Board of Directors of the Lane Education Service District, hereinafter referred to as District, and James G. Maxwell, hereinafter referred to as Superintendent.

WHEREAS District desires to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity, which the District believes generally improves the quality of its educational programs; and

WHEREAS the District and the Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the District hereby employs the Superintendent as chief administrative officer of said District; and the Superintendent hereby accepts such employment upon the terms and conditions following:

1. <u>TERM</u>. The District hereby employs the Superintendent for a period beginning on the 1st day of July, 1989, and ending on the 30th day of June 1991.

The contract will be automatically extended on July 1 of each year for one (1) additional year beyond the second year of the contract unless by the preceding June 15 the District by resolution of its Board of Directors has elected not to extend this contract.

2. <u>COMPENSATION</u>. For the 1989-90 fiscal year the District shall pay the Superintendent a salary of \$59,497, payable in monthly installments of 1/12th of the annual salary at the same time and in the same manner as salary payments are made to other administrative employees of the District. The Superintendent may receive a salary increase each year, effective July 1, in an amount to be determined mutually by the Superintendent and the Board.

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The District shall pay to the Superintendent \$3,864 per year as a tax sheltered annuity in addition to the normal contribution to the State of Oregon Public Employee Retirement System.

The Superintendent's annual salary adjustments shall be coordinated with his annual evaluation. The adjusted salary shall not be less than the salary for the previous year. All adjustments shall be in the form of an amendment and shall become part of this contract.

3. <u>PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF</u> <u>SUPERINTENDENT</u>.

- A. <u>Certification</u>. The Superintendent shall maintain and hold throughout the life of this contract a valid, current and appropriate certificate issued by the State of Oregon. Should the Superintendent fail to maintain such certificate in good standing, the District may seek any appropriate remedy under this contract.
- B. <u>Responsibilities</u>. The Superintendent shall serve as the chief executive officer of the District. As such, the Superintendent shall have the primary responsibility for execution of District policy, whereas the District shall retain the primary responsibility for formulating and adopting said policy.

As chief executive officer of the District the Superintendent shall perform the duties of the ESD Superintendent as prescribed by the laws of the State of Oregon. In addition to the powers and duties set forth in the Oregon Revised Statutes and Oregon Administrative Rules, the Superintendent shall have the additional powers and duties set forth in the position description of Superintendent attached hereto and made a part hereof as Exhibit #1.

The Superintendent shall organize, reorganize and arrange the administrative staff, and shall be responsible for all personnel matters including selection, assignment, and transfer of employees, subject to approval of the District.

The Superintendent shall:

- (1) Periodically evaluate or cause to be evaluated all District employees as provided by Oregon statutes and District policy;
- (2) Establish and maintain an appropriate community relations program;
- (3) Endeavor to maintain and improve his professional competence by appropriate available means, including reading appropriate professional journals, and participating in the activities of appropriate professional associations;
- (4) Present his recommendation to the District on any subject under consideration prior to action being taken by the District;
- (5) Be entitled to attend all Board meetings and all Board and citizen committee meetings, serving ex officio on such committees.
- 4. <u>CRITICISM/COMPLAINTS</u>. The Board of Directors, individually and collectively, shall promptly refer all material criticism, complaints and suggestions regarding the district, its program and staff that are called to its attention to the Superintendent for study and recommendation.
- 5. <u>GOALS AND OBJECTIVES</u>. At an appropriate time as set forth in District policies, the parties shall meet to establish District goals and objectives for the ensuing school year. By September 30 of each year those goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated as hereinafter provided.

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6. <u>EVALUATION</u>. By May 31 of each year of this agreement the District and the Superintendent shall meet in executive session for the purpose of mutual evaluation of the performance of the Superintendent and the District, and the District's purpose of determining its intent to extend or not to extend this contract. The time and date of the executive session shall be agreed upon by the parties sufficiently in advance to permit adequate preparation for a constructive exchange of views.

This evaluation and assessment shall be reasonably related to the position description of the Superintendent and the goals and objectives of the District for the year in question.

- 7. <u>VACATION AND OTHER BENEFITS</u>. The Superintendent shall be entitled to all benefits applicable to 12 month administrative employees, including but not limited to vacation, illness benefits, leaves, insurance, and retirement programs.
 - A. The Superintendent shall be entitled to 22 days vacation annually in addition to holidays normally observed by the District. In the event of termination or expiration of this agreement the Superintendent shall be compensated for all accrued vacation days at the salary effective at the time of termination or expiration. All accrued vacation days remaining at the end of each year shall be carried forward for use by the Superintendent in whatever position he fills for the Lane ESD.
 - B. Sick leave shall accrue to the Superintendent's account in accordance with Oregon Revised Statutes (ORS 342.596).
- 8. <u>AUTOMOBILE ENTITLEMENT</u>. In light of the unique nature of the professional duties of the Superintendent, District shall provide Superintendent with an automobile for his use and activities as Superintendent. The automobile may also be used for transportation to and from work and for minor personal activities. The automobile shall be fully maintained by the District including but not limited to keeping the automobile in safe, usable condition and providing for all business-related expenses incidental to automobile usage. Superintendent shall compensate District fifteen-hundred dollars (\$1,500) a year for non-District use.

- 9. <u>EXPENSES</u>. The District shall reimburse the Superintendent for all actual and necessary expenses, other than transportation costs described in Clause 8 above, incurred by him within the scope of his employment.
- 10. <u>TERMINATION OF EMPLOYMENT CONTRACT</u>. This Employment Contract may be terminated by:
 - (1) Mutual agreement of the parties.
 - (2) Disability of the Superintendent.
 - (3) Retirement of the Superintendent.
 - (4) Resignation of the Superintendent.
 - (5) Discharge for cause.
 - In the event of disability by illness or incapability, the Α. Superintendent shall be entitled to exhaust accrued sick leave and vacation. If the Superintendent remains unable to resume the normal discharge of his duties for a period of 30 days beyond exhaustion of such leaves, the District may terminate this contract by serving written notice 10 days prior to the effective date. If a question or disagreement exists concerning the capacity of the Superintendent to return to his duties, the District may require the Superintendent to submit to a medical examination, to be performed by a physician mutually agreed upon by the parties. The expense of the examination shall be borne by the District. The physician shall limit his/her report to the issue of the Superintendent's ability or disability to discharge the duties of his position at the time of the examination and in the foreseeable future.

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- B. Discharge for cause shall mean discharge for failure to comply to the terms of this contract or for any reason that is grounds for termination of a permanent teacher as specified in ORS Chapter 342. Notice of discharge for cause shall be given in writing and the Superintendent shall be entitled to a hearing before the Board to discuss and refute such charges. The Superintendent may choose to be accompanied by legal counsel at such a meeting, which shall be conducted in closed, executive session unless the Superintendent requests a public hearing. The Superintendent shall be provided with a written record of the meeting and the Board's determination.
- 11. <u>SAVINGS CLAUSE</u>. If, during the term of this Employment Contract, it is found that a specific clause or portion of a clause is contrary or becomes contrary to state or federal law, the remainder of the contract not affected by such a ruling shall remain in force.

IN WITNESS WHEREOF the District, by authority vested in the Board of Directors, has caused this Employment Contract to be approved and effective on the day and date specified in Clause #1.

LANE EDUCATION SERVICE DISTRICT

BY:

James R. Swanson Board Chair James G. Maxwell Superintendent

empcontr.jim

EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OREGON 97402

OFFICE OF THE SUPERINTENDE JUNE 27, 1989 ٨

LANE ESD BOARD OF DIRECTORS TUESDAY, JUNE 27, 1989

- 1. Executive Session 1. As announced on the agenda and public notice of this meeting, the Lane ESD Board of Directors met in Executive Session at 6:00 p.m., Tuesday, June 27, 1989, under provisions of ORS 192.660(1)(f) to consider records that are exempt by law from public disclosure; and 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Attending were all Board members, Superintendent Jim Maxwell, Richard Ellingboe, Wyatt Rosenbaum, Jeff Foreman, and Sallie Rainville. Chairperson Copple recessed the Executive Session at approximately 7:15 p.m. 2. Call to Order 2. A regular meeting of the Lane ESD Board of Directors was called to order at 2A. Attendance 7:20 p.m., Tuesday, June 27, 1989, as announced on the agenda and public notice of this meeting. The following persons were present: Board members: Lois Copple, Chairperson **Beverly Ficek** Bill Lewellen Doug McKay Frank Nearing Jim Swanson **Glen Weathers** ESD staff: Jim Maxwell, Superintendent **Richard Ellingboe** Wyatt Rosenbaum Marv Wilkerson . Sallie Rainville Jeff Foreman Linda Boren Jerry Miller Others attending: **Peyton Lieuallen** 2B. Communications 2B. The following written communications were presented: Α. Letter from Estacada School District Board regarding the emergency that exists in state education funding Two letters thanking Marilyn Olson and Barbara Awmiller for their Β. work with the "Images" presentation. (Copies of the "Images" book were given to Board members.) C. Memo from OSBA announcing the annual conference for new board members D. Report of Activities - Resolution No. 8: Hearing-Impaired and Audiological Services E. Letter from Jim Howard, Superintendent, Pleasant Hill School District.
 - commending Marty Sheehan for his care and hard work with disadvantaged persons. (Superintendent Maxwell commented that Dr. Howard had also phoned him to commend Marv Wilkerson and Marv Clemons for their help during the past year in his district.)

3. <u>Statements</u> 3A. Director Ficek thanked the Board and staff for the two farewell events which were held in her honor and said she would have many special memories of her years on the Board. She listed several issues which she would like to see the Wellness Advisory Committee consider in the future. She also

Superintendent Maxwell thanked Director Ficek for her twelve years of service to the ESD. He presented her with a certificate from OSBA and a thank you mug from the Instructional Services Division.

3B. Superintendent Maxwell introduced Peyton Lieuellen, Superintendent of Polk ESD, who had come to observe the meeting.

urged Board members to keep current on the WISTEC issue.

4. <u>Budget Hearing</u>
4. Chairperson Copple opened the Hearing on the 1989-90 Lane ESD Budget. An outline of the budget, which is within the tax base, was included in the agenda packet and is attached to the official copy of the minutes of this meeting. Notice of the Hearing was published, as required by law, in two issues of the <u>Register-Guard</u>. Copies of the Budget were distributed and are available for public inspection. The Chairperson invited public comments on the budget. There were none. Chairperson Copple declared the Budget Hearing closed.

5. <u>Consent Agenda</u> 5. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS** PRESENTED.

Director Swanson seconded and THE MOTION CARRIED WITH ALL. PRESENT VOTING YES.

The following Action items were included in the Consent Agenda Approval:

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board minutes of May 23, 1989, and June 13, 1989, and the Budget Committee minutes of May 31, 1989, as presented.
- B. BE IT RESOLVED that the Board of Directors of Lane ESD adopts the budget for 1989-90 as approved by the Budget Committee in the total sum of \$16,376,008. The Budget is on file in the Office of the Superintendent. (ESD Board Resolution #88-79)
- C. BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1989, the amounts shown on the memo which is attached to these minutes for the purposes indicated within the funds listed. (See Attachment 5C) (ESD Board Resolution #88-80)
- D. BE IT RESOLVED that the Board of Directors of Lane ESD determines the required tax levy for 1989-90 to be the aggregate amount of \$6,499,509; that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., January 1, 1989; and that the District clerk is hereby directed to certify the levy to the County Assessors of Lane, Linn, and Douglas Counties. (ESD Board Resolution #88-81)

Tuesday, June 27, 1989 Page 3



- 5. <u>Consent Agenda</u> (continued)
- E. BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves the regular Board meeting calendar for 1989-90 as presented. The approved calendar is attached to the official copy of the minutes of this meeting. (See Attachment 5E) (ESD Board Resolution #88-82)
- F. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby:

DESIGNATES James G. Maxwell as Clerk of the District and Custodian of Funds for Fiscal Year 1989-90, in accordance with ORS 334.225. (ESD Board Resolution #88-83)

APPOINTS James G. Maxwell as Budget Officer for the District for Fiscal Year 1989-90, in accordance with ORS 294.331. (ESD Board Resolution #88-84)

DESIGNATES James G. Maxwell 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 return information pertaining to the Lane Education Service District (#93-6010866) and to Project OTIS (#93-0555496) with respect to all tax forms and for all tax periods. (ESD Board Resolution #88-85)

DESIGNATES James G. Maxwell and Richard Ellingboe as signatories for all district financial accounts for the Fiscal Year 1989-90. (ESD Board Resolution #88-86)

AUTHORIZES a Clerk's Bond for James G. Maxwell for the face amount of \$50,000 for Fiscal Year 1989-90. (ESD Board Resolution #88-87)

DESIGNATES the following financial institutions as official depositories for District funds during the 1989-90 Fiscal Year: First Interstate Bank of Oregon; United States National Bank of Oregon; Key Bank; SELCO Credit Union; Benjamin Franklin Savings & Loan Assn; Local Government Investment Pool (ESD Board Resolution #88-88)

AUTHORIZES Superintendent James G. Maxwell 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 Election Officer. The Board shall subsequently affirm the canvass so certified. (ESD Board Resolution #88-89)

- G. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated June 22, 1989, as submitted and approves the following personnel actions in accordance with the Superintendent's recommendations as presented:
 - EMPLOY: Cary Perrin; Virginia Deeks; Stephanie Smith; Stella Dadson; Leah Juniper; Karen Sheehan; Paula Mills; Cheryl Faulkner

ACCEPT RESIGNATIONS: Gwen Meyer; Candice Styer (ESD Board Resolution #88-90) 6A.

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 <u>Business affairs</u>
 Tax Sheltered Annuities (Director Copple declared a possible conflict of interest in this matter.)

Board members reviewed background information on Tax Sheltered Annuities (TSAs) which the ESD makes available to its employees as a means to assist employees with their retirement plans. When the ESD initially considered TSAs, a request for proposals was circulated from which one company, VALIC, was selected as the ESD's primary TSA carrier. Subsequently, the Employee Benefits Committee and the Administration have several times sought disinterested third-party advice regarding this program. Recently, John Thomas of the ESD's insurance agent of record firm, has been requested to provide consultation regarding this benefit. Mr. Thomas' consultation has been with the understanding that he would not market TSA products to ESD employees, therefore remaining free of potential conflict of interest.

The Superintendent recommended approval of the following criteria, developed by the Employee Benefits Committee, with the assistance of Mr. Thomas.

- 1. That the number of approved TSA companies be limited to twelve.
- 2. That the criteria for a company to be on the ESD approved list be:
 - a. To hold an AM Best Rating of A+
 - b. To have financial classification of VIII or above
 - c. Represented by a broker or agent with five or more years in business in Lane County
 - d. To have an agent on staff who is qualified to sell and service TSAs and to explain to employees the options available
 - e. To service the employee accounts on a regular basis.
- That companies currently servicing ESD accounts which do not meet the criteria listed above be allowed to continue to serve existing ESD clients but not allowed to add other clients until the ESD criteria are met.
- 4. That John Thomas be retained as a consultant to advise the administration and committee and to provide services and educational information on TSAs to the staff members.
- 5. That ESD employees be allowed to select any ESD-approved company to receive ESD-paid TSA contributions.

Richard Ellingboe and Superintendent Maxwell answered Board members' questions about the criteria. Mr. Ellingboe explained that the recommendation limiting the number of approved companies to twelve was based on the number that the fiscal office can handle for payroll deductions and also because it was felt that twelve or fewer companies would have enough of a client base to provide good customer service. He said that the Committee would review the approved companies on a semi-annual basis. Another question concerned Mr. Thomas' role as advisor. Superintendent Maxwell said this role would be a subset of the firm's service as insurance agent-of-record and would be reviewed during the regularly scheduled Board review of this service provider.



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6A. TSA Companies (continued)

6B.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to implement the actions recommended by the Employee Benefits Committee with respect to tax sheltered annuities and to enter into a contract with Johnson-Thomas for an amount not to exceed \$2,000 per year to provide consultation, educational information and training services.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, SWANSON and WEATHERS VOTING YES. (Director Copple abstained.)

(ESD Board Resolution #88-91)

Equipment Replacement Fund 400 was established by the ESD Board on June 12, 1979, for the purpose of replacement of ESD equipment. ORS 280.100 allows special funds to exist for up to twelve years, at which time the money must revert to the general fund. After ten years existence, the fund can be used for expenditures but no further revenues can be added to the fund. Since this is an active fund, the statute requires that the Board act to transfer the balance of this fund to the General Fund on June 30 and establish a new fund effective July 1.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD, in accordance with ORS 280.100, which requires that any unobligated balance in a special reserve fund revert to the General Fund after a specified period of time, authorizes the transfer of the fund balance in the Equipment Replacement Fund (Fund 400) to the General Fund as of June 30, 1989.

BE IT FURTHER RESOLVED that the Board authorizes establishment of a new fund, effective July 1, 1989, the purpose of which is to account for funds to be used for the purpose of financing the purchase of motor vehicles or other major capital additions.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #88-92)

6C. Board members reviewed a briefing memo giving background information on the cooperative purchasing fund. Richard Ellingboe said that in the past three years the program has continued to move toward the goal of becoming completely self-sustaining. He explained that accumulated deficit figures are not offset by any internal handling charges for ESD purchases. (Other agencies pay a five to eight percent surcharge.) Additionally, the purchasing clerk-secretary salary is totally paid from this fund even though she spends approximately forty percent of her time stocking ESD work rooms and maintaining and ordering supplies and equipment for the ESD on a yearround basis. If these offsets were included, Ellingboe said, the operation would meet the goal of being completely self-sustaining. Director Nearing requested that the staff research the records to see whether the Board set a target date by which this program was to become self-sustaining.

6A. TSA Companies (continued)

6B. Equipment Replacement Fund

6C. Cooperative Purchasing

6C.	Co-op purchasing	Cooperative Purchasing transfer (continued)
	(continued)	

The Superintendent concurred with Ellingboe's recommendation that there be a transfer from the general fund to cover anticipated deficits in the cooperative purchasing fund for this year.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the transfer of funds for 1988-89 to the cooperative purchasing fund to cover any accumulated deficits remaining at the end of the 1988-89 fiscal year. 1988-89. The amount of funds is not to exceed \$15,000, to be repaid from cooperative purchasing receipts prior to the end of the 1989-90 fiscal year. BE IT FURTHER RESOLVED that said funds are to come from the contingency reserve fund.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #88-93)

6D. Superintendent Maxwell provided a summary of a briefing memo received by the Board regarding a grant application to the U.S. Department of Education under the Drug Free Schools and Communities Program. The grant is entitled "Extended Training for CORE Teams." The purpose of this program is to assist local schools in their efforts to identify and refer students with substance abuse problems. Superintendent Maxwell said he authorized the application subject to Board approval because of the narrow time window and because the intent of the program closely matched the activities of the Substance Abuse Consortium in Lane County.

> An abstract of the twenty-four page application was provided for Board review.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the submission of the grant "Extended Training for CORE Teams" and the appropriation of any funds received up to the amount of \$77,960.

Director Lewellen seconded.

Director Nearing asked that the motion include the following: BE IT FURTHER RESOLVED that the Board requests a thorough evaluation of the results of the grant if it is received and that the Board hear a meaningful report on the project in terms of how it has impacted students.

DIRECTOR SWANSON amended the motion to include Director Nearing's request. Director Lewellen concurred.

THE MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #88-94)

6D. CORE Team Grant



Tuesday, June 27, 1989 Page 7

6E. Vehicle Bids 6E. The Board reviewed a summary of bids received for three replacement vehicles (courier van, sedan, station wagon) and a briefing memo stating the Administration's recommendations.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts Bruce Chevrolet's bid of \$15,995 for a hi-cube courier van; accepts Emerald Chrysler's quote of \$9,300 for a sedan (dealer rental vehicle), and rejects all bids for sedan and station wagon.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (A copy of the bid summary is attached to the official copy of these minutes.)

(ESD Board Resolution #88-95)

6F. Gold Beach-OTIS
Contract6F.The Board received a letter from Joe Taber, Superintendent of Gold Beach
School District 3C, on behalf of the Gold Beach School Board. He requested
that time limits be waived in the contract between Gold Beach and the Lane
ESD related to OTIS data processing services.

Superintendent Maxwell reviewed the two provisions of the contract that relate to the request:

- 1. It is a two-year continuing contract. After the first anniversary date, a 270-day notice prior to the next anniversary date must be given or the contract remains in force for another year. This is to allow the ESD and OTIS to fairly predict resources in developing a budget for the subsequent school year.
- 2. At cancellation there is a debt service fee. This is to provide the OTIS consortium (and the Lane ESD) with funds to help reduce the long-term debt and leases which have been obligated for equipment on behalf of all Consortium members.

Superintendent Maxwell recommended that the Board not waive the time limits. A draft copy of a letter to be sent to the District on behalf of the Board if this recommendation is approved has been reviewed and approved by legal counsel.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD board of Directors respectfully declines to waive the time limits in its contract with Gold Beach School District 3C.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #88-96)

6G. Financial 6G. Statements

 Richard Ellingboe reviewed ESD and OTIS financial statements for May, 1989.
 Reports presented included the Summary of General Fund Expenditures and Encumbrances; the General Fund Revenue Summary; and the Revenue/Expenditure Summary for OTIS funds.

,

7. Action Items	7A.	Chairparson Connig proported the follo				
7A. Superintendent's evaluation	7.	Chairperson Copple presented the following written summary of the Board June 13 evaluation of Superintendent Maxwell:				
evaluation		The Lane ESD Board of Directors met in Executive Session on Tuesday, June 13, 1989, for the purpose of the annual evaluation of the Superintendent.				
		The evaluation instrument, which was adopted at a public session of the Board on April 15, included six areas in which the Superintendent's performance was rated on a scale of 1 to 5, with 1 being excellent.				
		The areas are:	Composite Rating of seven Board members			
		Personnel Management	4 4 4			
		Fiscal Management	1.14			
		Board Operations	1.14 1.0			
		Service Programs	1.0			
		State Government Relations				
		Professional Development	1.14 1.14			
		rocasional Development	1.14			
		DIRECTOR LEWELLEN MOVED:				
		BE IT RESOLVED that the Board of Dire a true summary of written evaluations fro were reviewed and discussed at the Jur	om individual Board members which			
		Meeting.	ie 10, 1909, Lane EOD Board			
		Director Swanson seconded and THE M COPPLE, FICEK, LEWELLEN, McKAY, N WEATHERS VOTING YES. (ESD Board Resolution #88-97)				
8. <u>Discussion Items</u> 8A. Board policies	8A.	The Board reviewed a list of policies whi past four years. The Superintendent pre Board review of all policies. Within the r policies will be reviewed by the Superint whose general area of responsibility the also be reviewed by legal counsel. Follo brought to the Board for consideration a staff will continue to include in the agend applicable to matters being considered to	esented a plan to ensure timely next two-year period, all "unreviewed" endent and the Administrator in policy falls. If necessary, they will owing this input, the policy will be and re-adoption. Meanwhile, the da those packet policies which are			
8B. Management Plan	8B.	Superintendent Maxwell distributed a rep modified areas of direction for the 1989-9 Discussion on this topic was deferred to	90 ESD Management Plan.			
9. <u>Reports</u> 9A. Accrued vacation	9A.	The annual progress report on use of ac As of July 5, only 348 carryover hours w has been authorized for a limited number and Personnel areas where staff member several months because of the mid-year Supervisor. Superintendent Maxwell said cooperation in reducing the number of a	ill remain. Most of that (332 hours) or of employees in the Accounting rs have been doing double duty for resignation of the Accounting d he is very pleased with the staff's			



Tuesday, June 27, 1989 Page 9

9B. Legislative Report	9B.	Jeff Foreman provided a brief summary of several bills included n the status report on legislation affecting ESDs.
9C. Teacher Turnover	9C.	Director Weathers, in his role as Board representative to the Advisory Council for Handicapped Children, had requested a report on teacher turnover in the TMR program. A copy of the report was included in the agenda background material for the information of other Board members.
9D. Conference Reports	9D.	Director Nearing provided a summary of a talk by Dr. Robert Stevens at the OAESD annual conference which he attended June 11-13 in Bend.
		Director Swanson provided a report on the NCTM Conference which he attended in Orlando, Florida, on April 12 through 15.
10. Future agenda	10.	Future agenda items include:
<u>items</u>		 A. Collective Bargaining Consultant Timeline B. Review and evaluate Board meeting process C. TMR Work Placement program report D. Program Evaluation Report: Direction Service E. Elect Board Officers for 1989-90 F. Re-affirm Board Bylaws and Policy
11. Next Meeting	11.	The next meeting of the Lane ESD Board of Directors will be at 6:00 p.m., Tuesday, July 25, 1989, at the Lane ESD Center.
Recess Declared	a brief	person Copple recessed the regular session at 8:40 p.m., in order to convene meeting of the Lane County School District Boundary Board and to reconvene bard in Executive Session.)
Meeting Reconvened	(Chair	person Copple reconvened the ESD Board in open session at 9:25 p.m.)
12. <u>Action following</u> Executive Session	12.	DIRECTOR FICEK MOVED:
Executive Session		BE IT RESOLVED that the Board of Directors of Lane ESD concurs that certain reductions in staff are necessary within the OTIS Division.
		BE IT FURTHER RESOLVED that the Board authorizes the Superintendent to determine the positions to be eliminated and to carry out the procedures set forth in Board Policy 422.
		Director Copple seconded and THE MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #88-98)
		DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent and assigned administrative staff members to reopen negotiations with LCEA with such negotiations being limited to the concerns expressed in the Association's letter of June 19, 1989, and the issues raised in Richard Ellingboe's memo of June 21, 1989. (Copies of both letters are attached to the official copy of the minutes of this meeting.)

(Action following Executive Session, continued)

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to sign a memorandum of understanding as an addendum to the current labor contract if the memorandum substantially complies with the recommendations contained in the June 21, 1989, Ellingboe memo.

Director Copple seconded and THE MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Board Resolution #88-99)

13. Adjourn

The meeting was adjourned at approximately 9:30 p.m.

Lois E. Copple, Chairperson

13.

James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

- 5C. Budget Appropriations
- 5E. Board meeting calendar
- 12. Letter from LCEA dated 6/19/88 Memo from Richard Ellingboe dated 6/21/89

SR

11. (S. S.)

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1989, the amounts shown below for the purposes indicated within the funds listed:

	1989-90
GENERAL FUND INSTRUCTION	3,062,017
SUPPORT SERVICES	4,012,292
FUND TRANSFERS	1,266,362
DEBT SERVICE	1,200,502
CONTINGENCY	200,000
GENERAL FUND	8,540,681
TITLE I - SKIPWORTH	
INSTRUCTION	10,659
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	200,000
SCIENCE/TEXTBOOKS-TITLE I	
SUPPORT SERVICES	20,000
SUBSTANCE ABUSE-YEAR 3 Support services	50,000
	30,000
SUBSTANCE ABUSE-YR. 1/SRI PT. B	
SUPPORT SERVICES	27,646
SPECIAL EDUCATION	
INSTRUCTION	1,048,400
SUPPORT SERVICES	60,000
SPECIAL EDUCATION	1,108,400
VOC. ED. CONSORTIUM	
SUPPORT SERVICES	53,708
VOC. ED. CONSORTIUM/YR. 3	
INSTRUCTION	2,500
SUPPORT SERVICES	22,000
VOC ED CONSORTIUM	24,500
VOC. ED. CONSORTIUM YEAR 3	
SUPPORT SERVICES	10,000
SPECIAL EDUCATION RESERVE	
SUPPORT SERVICES	160,000
EQUIPMENT RESERVE SUPPORT SERVICES	160,000
SULONI SERVICES	100,000
OTIS EQUIPMENT RESERVE	
SUPPORT SERVICES	91,000
BUILDING MAINTENANCE (50)	0
SUPPORT SERVICES	90,000

attachm? 6/27/89

CONSENT AGENDA PROPOSAL

. .

APPROPRIATION OF THE BUDGET (continued)

BOOKING AND SCHEDULING SUPPORT SERVICES	40,000
OTIS FUND	
SUPPORT SERVICES	3,946,060
TRANSFERS	55,000
CONTINGENCY	138,354
OTIS	4,139,414
COOPERATIVE PURCHASING SUPPORT SERVICES	800,000
WORKING CAPITAL	
OTHER REQUIREMENTS	100,000
TOTAL APPROPRIATIONS	15,626,008 15,626,008
(There is an unappropriated ending fund balanc	e of \$750,000.)

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DATE: June 19, 1989

TO: Board members

FROM: Jim Maxwell

SUBJECT: Board Calendar, 1989-90

Regular Lane ESD Board meeting dates for 1989-90 are scheduled as follows:

July 25, 1989 August 22, 1989 September 26, 1989 October 24, 1989 December 5, 1989 * January 23, 1990 March 6, 1990 * March 27, 1990 May 1, 1990 * May 29, 1990 * June 26, 1990

Exceptions to the regular fourth Tuesday meeting date are as follows:

Because of conflict with the Holidays, the November and December meetings have been combined and changed to the first Tuesday in December.

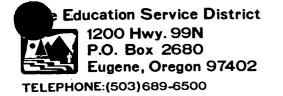
The regular February meeting has been postponed to the first Tuesday in March because the regular date would conflict with AAESA/AASA.

The regular April meeting has been postponed to the first Tuesday in May, because of conflicts with NSBA. The regular May date has been changed to May 29 (a fifth Tuesday) to give more time between the two meetings scheduled during that month.

I will again recommend that Budget Committee meetings be scheduled for the month of April. The Budget Committee calendar will be submitted for approval at a later time, but for calendaring purposes, the dates would be April 3, 10, 17, and, if necessary, May 1 following the regular Board meeting.

attachment

*



DATE: June 21, 1989

TO: Jim Maxwell

FROM: Richard Ellingboe

RE: Modification to Collective Bargaining Agreement

The LCEA is requesting a change in Article XIII, C, of the Collective Bargaining Agreement. The current language requires that only insurance increases which exceed seven (7) percent be absorbed by those employees who have family coverage. Based on the current insurance coverage, 79 employees who have family coverage would pay the increased costs for all 189 employees who have medical insurance. Stated another way, 42% of the employees would be absorbing the total out-of-pocket costs.

Because this creates an inequitable burden on one group of employees, the LCEA is requesting the language be modified to allow the increase to be proportionately divided among all covered employees with the apportionment based on the level of coverage provided. The withholding under to proposal would be:

Employee only	2.83 per month
Employee and spouse	6.12 per month
Employee and family	7.10 per month
Employee and child(ren)	3.81 per month

If the current language applied, the withholding for the 79 employees affected would be \$12.50 per month or \$5.40 per month more for each family member.

It is my recommendation the Board of Directors approve the LCEA request with two (2) modifications to the proposal.

1) The coverage will remain <u>substantially</u> the same. The PHA vision plan is based on a set schedule, not a level of benefits as provided by the OSBA Blue Cross Plan.

2) Those employees who have SelectCare medical coverage will have SelectCare vision insurance.

(Machm). 6/27/89

Modification To Collective Bargaining Page 2

Both PHA and SelectCare administer their combined medical/vision plans. If PHA provides the administration for individuals covered by SelectCare, there will be additional fees. The SelectCare vision plan is equal to or superior to PHA so the employees will not be penalized by this modification. Other than these changes, the coverage should be the same, but <u>substantially</u> protects the employee in the event there are minor differences between the Oregon Dental Services (ODS) coverage offered by PHA and the current OSBA Blue Cross Dental Plan.

If you wish further information or data either Del Johnson, Agent-of-Record, or I should be able to provide clarification.

ulu

Richard Ellingboe Director of Administrative Services

RE:tc

c: Linda Boren Employee Benefits Committee Del Johnson

Lane County ESD Education Association

PO Box 2680 ♦ Eugene, OR 97402

June 19, 1989

James G. Maxwell, Superintendent Lane Education Service District

Dear Jim,

This letter is written to request a modification to the current contract between the Lane County ESD Education Association and the Lane ESD Board of Directors.

Due to an 11% increase in medical insurance effective July 1, 1989, the Association is requesting that a portion of language in Article XIII Section C be changed to read:

If the aggregate increase exceeds 7% all employees covered for medical benefits will be assessed the additional percentage for their selected coverage, chargeable to the employee through payroll deductions to cover excess costs of the fringe benefits program specified in this Article.

The Association understands that the coverage for all benefit programs (medical, dental, vision, LTD, life) will remain the same, only the providers will change and be under a PHA type of "umbrella".

The Association feels that a memorandrum of understanding containg the above language would be sufficient for making the changes suggested.

If you have any questions or concerns, please contact me.

Sincerely,

Linda L. Boren, President Lane County ESD Education Association

cc: Pat Wilson LCEA Executive Board

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH EUGENE OR 97402

Tuesday, June 13, 1989

LANE ESD BOARD MEETING Tuesday, June 13, 1989

Attendance

Chairperson Lois Copple called the Lane ESD Board to order in Executive Session at 6:00 p.m., Tuesday, June 13, 1989, under provisions of ORS 192.660(1)(f). The Executive Session was announced on the agenda and public notice of the meeting and was held for the purpose of the annual evaluation of the Superintendent, using criteria which was adopted in open session at the April 25 Board meeting.

Board members attending were Lois Copple, Bill Lewellen, Doug McKay, Frank Nearing, Jim Swanson, and Glen Weathers. ESD staff present were Superintendent Jim Maxwell and Sallie Rainville.

The Board did not go into open session following the Executive Session. The meeting adjourned at approximately 7:00 p.m.

Lois Copple, Chairperson

James G. Maxwell, Superintendent-Clerk

SR



LANDEDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH; P.O. BOX 2680 EUGENE, OREGON 97402

OFFICE OF THE SUPERINTENDENT MAY 23, 1989

LANE ESD BOARD OF DIRECTORS TUESDAY, MAY 23, 1989

 <u>Call to Order</u> Attendance 	1.	A regular meeting of the Lane ESD Board of Directors was called to order at 6:00 p.m., Tuesday, May 23, 1989, as announced on the agenda and public notice of this meeting. The following persons were present:		
		<u>Board members</u> : Jim Swanson, Vice-Chairperson Doug McKay Glen Weathers	Beverly Ficek Frank Nearing	
		<u>ESD staff</u> : Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Jeff Foreman	Richard Ellingboe Bob Taylor Sallie Rainville Brian Reid	
1B. Communications	1.	The following written communication	ons were presented:	
			ores, PhD., Vanderbilt University, chool Program, which he visited during a	
		B. Report of Activities - Resol Audiological Services	ution No. 8: Hearing Impaired and	
		C. Letter from long-time ESD retirement effective June 3	employee Bernie David, announcing her 0.	
2. <u>Statements</u> 2A. Brian Reid	2A.		out special education funding. He said anding issue with TMR teachers and he ideration to the special problems of these	
2B. Director Ficek	2B.	Director Ficek asked that the staff look into current or proposed regulations regarding radon testing of classrooms and legislation dealing with drug-free and smoke-free school zones.		
2C. Agenda modifications	2C.	Superintendent Maxwell asked that Agenda Items 5-C (Recommendation to replace H-VAC control unit) and 6A (Long-term maintenance plan) be combined. He also requested that an additional conference attendance request be added to agenda item 5B.		
3. Consent agenda	3 .	DIRECTOR NEARING MOVED TO PRESENTED.	ADOPT THE CONSENT AGENDA AS	
		Director Ficek seconded and THE VOTING YES.	MOTION CARRIED WITH ALL PRESENT	

Consent Agenda (continued)

4. Business affairs

Cooperative

Purchasing

4A. Bid awards:

The following Action items were included in the Consent Agenda Approval:

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of April 25, 1989, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby accepts the personnel report dated May 17, 1989, as submitted and approves the following personnel recommendations:

Resignation at end of school year: Connie Johnson

(ESD Resolution #88-73)

4A. Board members reviewed the summary of bids for Cooperative Purchasing supplies. The opening took place earlier this month, with several committees composed of local school district personnel reviewing the bids, inspecting samples, and comparing products. The evaluation generally resulted in selection of the lowest bid price. Richard Ellingboe distributed a list of exceptions, which resulted from past performance concerns and/or problems with specific brands.

DIRECTOR McKAY MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that contracts be awarded vendors for Cooperative Purchasing supplies and equipment for the 1989-90 year, according to the bid award recap which is attached to the official copy of the minutes of this meeting.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, MCKAY, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Resolution #88-74)

- 4B. Richard Ellingboe reviewed ESD and OTIS financial statements for April, 1989. Reports presented included the Summary of General Fund Expenditures and Encumbrances; the General Fund Revenue Summary; and the Revenue/Expenditure Summary for OTIS funds.
- 5A. Board members reviewed the 1989-90 instructional year calendar for all classes operated directly by the ESD.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the school year calendar for 1989-90 as presented and attached to the official copy of these minutes.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Resolution #88-75)

4B. Financial Statements

 <u>Action items</u>
 School calendar for 1989-90

5B.	Board Conference Attendance OAESD	5 B.	The annual Oregon Association of Education Service Districts (OAESD) conference will be held in Bend June 11-13. In accordance with Board policy, the request to attend was placed on the agenda for review and approval. Director Nearing indicated that he would like to attend. Director McKay requested that Board members absent from this meeting be contacted regarding their interest in attending.
			DIRECTOR MCKAY MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Frank Nearing (and Lois Copple and Bill Lewellen if they are wish to attend) at the annual OAESD Conference, June 11-13 in Bend. Expenses for registration, travel, lodging, and meals will be paid from funds budgeted for Board travel and conference attendance in accordance with Board Policy No. 108 and Administrative Regulation 1108-1.
			Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Resolution #88-76)
	Educational Fechnology		Director Swanson requested that the Board approve his attendance at the Technology in Education Conference to be held at the Eugene Hilton on July 6 and 7. The only cost for this conference would be \$38 for registration.
			DIRECTOR NEARING MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Jim Swanson at the Technology in Education Conference on July 6 and 7 in Eugene. Expenses for registration will be paid from funds budgeted for Board travel and conference attendance in accordance with Board Policy No. 108 and Administrative Regulation 1108-1.
			Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Resolution #88-77)
	<u>Discussion items</u> Long-term maintenance plan	6A.	Board members reviewed a summary of the long-range plan for maintenance and repair of the ESD Center building and an outline of a reserve fund budgeting approach to finance it. The staff has developed the plan during the past year with the assistance of two consultants (Ed Waterbury, Architect and Reid Hart, Engineer). Purposes of the project are:
			1. To provide an attractive, comfortable and safe workplace that will allow employees to be productive and efficient.
			2. To develop a systematic maintenance program in order to reduce expensive emergency repairs and to protect the investment in the building.
			3. To identify any deferred maintenance needs.
			4. To develop a long-range budgeting plan in which a relatively constant

4. To develop a long-range budgeting plan in which a relatively constant investment is made from year to year and to avoid expenditure peaks such as that experienced with the roof replacement in 1986.

Long-range maintenance plan (continued) 6A. (Continued)

A copy of the summary is attached to the official minutes of this meeting and the complete report from the two consultants is available from the Superintendent's office.

Superintendent Maxwell said it is intended that the reserve amount budgeted for 1989-90, \$35,000, represents a high point which will remain constant (after adjustment for inflation) for a five-year period in order to finance deferred maintenance needs. After the five-year period, the annual allocation to the reserve fund will decrease.

Many of the routine recommendations included in the plan are now being implemented or will be implemented during the coming summer. Projects using reserve funds will be brought to the Board for approval except in instances where an emergency expenditure is required to protect the building or the work force.

Superintendent Maxwell called special attention to the section of the summary referring to the air system. The engineer found major deficiencies in the supply fan and its control system and recommended replacement of the control unit. Subsequent to that recommendation, the control system has malfunctioned and destroyed itself by overheating. The staff has been negotiating with Johnson Controls to share in the cost of a replacement unit. Superintendent Maxwell said Johnson Control's latest offer is still being evaluated by the staff. The recommendation and a proposal to use building maintenance reserve funds to fund the replacement unit will be brought to a future meeting.

Superintendent Maxwell and Richard Ellingboe answered Board members' questions about use of consultants and about the air system problems.

6B. The agenda packet included a briefing memo regarding allocation of potential enhanced state funding for special education services. Although the defeat of Ballot Measure #1 on May 16 creates uncertainty about the amount of additional state help for educating handicapped students, the possibility still exists that the state legislature will allocate funds for this purpose. The Board reviewed priorities that have been identified by a subcommittee of the County Superintendents Group and which will be reviewed at the May 24 Superintendents meeting. The recommendations will then be proposed as a special fund at the May 31 Budget Committee meeting. (The list of identified priorities is available through the Superintendent's office.)

(Director McKay left the meeting at 7:20 p.m.)

Board members expressed concern about the uncertainty of legislative action. Director Weathers asked whether funding would be for this year only or would continue. Superintendent Maxwell said that any funding granted would be for this biennium, but there would be no assurance for continuation after that time. He pointed out that many of the proposed new services would be provided on a contract basis. Director Swanson expressed a preference for using added funds to provide new services rather than to shift local district special education costs to the ESD.

6B. State funding for special education

6C.	Budget Committee positions	6C.	Superintendent Maxwell informed the Board that terms of Budget Committee members Wayne Watkins (representing Zone 4) and Francisca Johnson (at- large position 6) will expire on June 30. In order to prepare the 1990-91 budget, the Board will need to appoint (or reappoint) constituent district Board members to fill these positions. This item will be returned to a future agenda so that the Board may provide general direction for soliciting candidates. The Superintendent will then contact district superintendents and board chairpersons regarding these appointments.
	Reports Oregon Project	7A.	A report on "The Oregon Project" was placed on the agenda at the request of Director Lewellen. Since he was absent from this meeting, the report was deferred to a future agenda.
7B.	Legislative Report	7B.	Jeff Foreman provided brief summaries of several bills included in the status report on pending legislation affecting ESDs.
7C.	"New OTIS" Report	7C.	The OTIS System 38 Status Report, including district training schedules, was included in the agenda packet for the Board's information.
7D.	OTIS Executive Board	7D.	Wyatt Rosenbaum distributed and reviewed the May 5 OTIS Executive Board agenda. Director Nearing requested that audio tapes of the meeting be provided.
7E.	Advisory council for Handicapped Children	7E.	Director Weathers reported briefly on the May 23 meeting of the Advisory Council for Handicapped Children. He said discussions of the proposed new guidelines continue to be positive. The Executive Committee is meeting to plan meeting agendas for next year.
_	<u>tuture agenda</u> items	8.	 Future agenda items include: A. Evaluation of Superintendent B. Custodial services bids C. TMR Work Placement program report D. Budget Hearing E. Routine start-of-year designations and authorizations F. Approve next year's Board calendar. G. Review and evaluate Board meeting process H. Report summary of staff development training I. Program Evaluation Report: Truancy/Attendance J. Program Evaluation Report: Direction Service K. Program Evaluation Report: OTIS Testing Services
9 & <u>E</u>	10. Executive Session	9. & 10.	No executive session was held.

11. Next meeting

- 11. The Lane ESD Board of Directors/Lane County School District Boundary Board has scheduled the following meetings:
 - 1. Budget Committee Meeting: Wednesday, May 31, 7:00 p.m.
 - 2. Executive Session (Evaluation of Superintendent): June 13, 6 p.m.
 - 3. Boundary Board Hearing (Teuscher): June 13, 7:30 p.m.
 - 4. Regular Board Meeting and Budget Hearing: Tuesday, June 27, 7:00

All meetings will be held at the ESD Center, 1200 Highway 99 North, Eugene.

12. Adjourn

The meeting was adjourned at 7:30 p.m.

es R. Swanson, Vice-Chairperson Jan

James G. Maxwell, Superintendent-Clerk

SR

Attachments to official minutes:

Cooperative Purchasing bid summary Long-range maintenance plan summary

12.

CODPERATIVE FURCHASING BID AWARD RECAP 1989-90

SECTION	# <u>788</u> -	AUDIO VISUAL EQUIPMENT	\$	24,610.62
SECTION	# <u>10</u> –	AUDIO VISUAL SUPPLIES		17,655.16
SECTION	# <u>20</u> –	LIBRARY SUPPLIES		3,820.51
SECTION	# <u>30</u> –	OFFICE/INSTRUCTIONAL SUPPLIES	3	195,213.11
SECTION	# <u>35</u> -	FILING CABINETS/FURNITURE		14,605.52
SECTION	# <u>40</u> –	CUT PAPER		179,202.98
SECTION	# <u>50</u> -	ART SUPPLIES		107,696.03
SECTION	# <u>60</u> –	CUSTODIAL SUPPLIES		82,945.74
SECTION	# <u>Z</u> <u>0</u> −	FIRST AID SUPPLIES		15,935.03
SECTION	# <u>80</u> -	PLAYGROUND/ATHLETIC SUPPLIES		32,244.21

TOTAL

\$ 673,948.91

* THIS TOTAL DOES NOT INCLUDE:

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1. Drop Shipments to L.C.C. on Cut Paper.

Attachm). 5/23/89

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COOPERATIVE FURCHASING BID AWARD SUMMARY 1989-90 SUPPLIES

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AUDIO VISUAL EQUIPMENT: #788

Aatronics Audio Visual Wholesalers 3M Business Equipment Center Columbia Audio Specialists Great West Business Machines J&R Film Company Long's Electronics Northwestern Photo & Sound	‡ .	5,386.50 1,100.59 199.93 3,073.72 2,925.83 44.22 2,553.80 3,367.34 2,661.79
		•

TOTAL

AUDIO VISUAL SUPPLIES: #10

Aves Audio Visual Systems	\$ 603.00
Boise Cascade Office Products	129.88
Elgin School Supply	56.70
Force 4	4,037.91
Northwestern	455.46
Paper Impressions	113.25
Rose City Business Supply	1,896.05
Snyder-Crecelius Paper	3,288.81
Standard Stationery Supply	6,756.45
J. Thayer Company	317.65

TOTAL

\$ 17,655.16

24,610.62

\$

LIBRARY SUPPLIES: #20

Brodart	≢ 1,762.8 3
Demco	950.49
Gaylord Bros.	604.5 3
Standard Stationery Supply	502.66

TOTAL

\$ 3,820.51

INSTRUCTIONAL/OFFICE SUPPLIES: #30

American Tara Corporation	\$	249.90
Automated Office Systems		306.20
Beckley-Cardy		339.19
Boise Cascade Office Products		35,618.96
Business Stationers		3,099.30
Creative Cache		54.74
Data Impressions		1,274.75
Dick Blick West		454.87
Elan Publishing Company		223.50
Elgin School Supply		6,522.87
Eugene Forms		1,313.34
GW School Supply		2,063.24
Hammond & Stephens		1,703.03
Myron Manufacturing		658.37
Pacific Stationery Supply		561.32
Paper Impressions		5,533.49
Rose City Awning	-	1,098.90
Service-On-Supplies		8,025.60
Snyder-Crecelius Paper		54,709.34
Sound School Supply		362.96
Standard Stationery Supply		14,218.94
Tersch Products		1,321.68
J. Thayer Company		4,134.62
Tru-Art Distributing		7,348.29
United Distributors		7,747.99
West Coast Wholesale		819.00
Western Paper Company		87.64
Western School Supply		9,064.79
Westvaco		10,076.41
Willamette Industries		16,192.05
Zellerbach Paper Company		27.83

TOTAL

\$ 195,213.11

Attack 5/23 4A (2)

EILING CABINETS/FURNITURE: #35

Liska School & Office Equipment Virco Manufacturing	
TOTAL	\$ 14,605.52

CUT PAPER: #40

 Unisource, Inc.
 \$ 4,606.66

 Western Paper Company
 171,554.57

 Zellerbach Paper Company
 __3,041.75

TOTAL

ART SUPPLIES: #50

American Tara Corporation	\$	2,251.08
Art Pak		3,765.35
Boise Cascade Office Products		1,176.90
Creative Cache		294.97
Dick Blick West		4,512.10
Oregon Clay Company		573.55
Pacific Stationery Supply		11,176.07
Sax Arts & Crafts		2,753.28
Snyder-Crecelius Paper		48,576.35
Standard Stationery Supply		7,826.25
Tersch Products		258.57
Tru-Art Distributing		3,887.51
Western Paper Company		533.14
Western School Supply		8,936.48
Zellerbach Paper Company		11,174.42
	_	

TOTAL

\$ 107,696.03

\$ 179,202.98

CUSTODIAL SUPPLIES: #60

American Janitorial Supply Art Pak Bidall Corporation Brodhead Garrett Company Chown, Inc. Consolidated Electrical Forrest Paint Furbish Chemical Galifco Industrial Chemical Lab Industrial Supply McDonald Wholesale MCK Tool & Supply Mednik Wiping Materials Mount Hood Chemical National Builders Hardware National Sanitary Supply Paulsen & Roles Laboratories Scot Supply Spintex Company Standard Stationery Supply Taylor Electric Unisource, Inc. Western Paper Company World Wide Industrial Supply Zellerbach Paper Company

1,807.91 93.61 1,700.00 1,503.45 2,058.11 353.28 952.18 1,941.45 322.70 1,727.84 10,722.07 2,504.50 1,231.03 1,927.20 1,922.81 754.51 2,001.06 607.20 925.15 620.45 372.69 1,141.65 17,455.02 3,775.93 1,086.02 23,457.92

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TOTAL

FIRST AID SUPPLIES: #70

Burgin Medical Supply Coast First Aid Supply McKenzie Outfitters Micro Bio-Medics Moore Medical Corporation Normed Fortland Athletic Supply Sanderson Safety Supply

TOTAL

82,965.74

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15,935.03 ±

5/23/89 4A(3)

PLAYGROUND/ATHLETIC SUPPLIES: #80

Coast First Aid Supply **\$** 52.80 GSC Sports 846.35 McKenzie Outfitters 5,878.30 Mohinder Sports 5,252.67 Portland Athletic Supply 12,939.88 Professional Towel Company 5,890.55 Sound School Supply 1,228.05 Val's Sports 155.61

TOTAL

\$ 32,244.21

GRAND IDIAL ALL SECTIONS

\$ <u>673,948.91</u>

5/16/89

ESD Long-Term Maintenance Program

Two consultants have worked with the ESD staff during the past year to assist in developing a long-range plan for budgeting for the maintenance and repair of the ESD Center Building. There are several purposes for the project.

- 1. To provide an attractive, comfortable and safe workplace that will allow employees to be productive and efficient.
- 2. To develop a systematic maintenance program in order to reduce expensive emergency repairs and to protect the investment in the Center Building.
- 3. To identify any deferred maintenance that needs to be accomplished.
- 4. To develop a long-range budgeting plan in which a relatively constant investment is made from year to year and to avoid the expenditure peaks such as that experienced with the roof replacement in 1986.

The consultants are:

Ed Waterbury, Architect. Mr. Waterbury is with the firm, Unthank Poticha and Waterbury, which assisted the ESD with the original design and construction of the building. Mr. Waterbury's consultation is in the area of the external surfaces of the building, including the roof and downspout system; parking lot; sidewalk and curbing; and internal building surfaces, including floor covering, wall surface, ceiling and lighting covers.

Reid Hart, Engineer. Mr. Hart is with Systems West Engineers which has consulted with the ESD in recent years regarding both the lighting and air systems of the building. Mr. Hart's consultation is in the area of mechanical and electrical systems including both the heating, ventilating and air conditioning (HVAC) system and the lighting system. Mr. Hart was specifically asked to evaluate the continuing difficulties with the original air system in maintaining a consistent comfort level.

The complete report from the two consultants is available from the Superintendent's office for review by staff, Board members and other interested individuals.

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Summary of Full Reports

The following project categories are summarized from the reports submitted by Mr. Waterbury and Mr. Hart.

All money figures are calculated in 1988 dollars and will, in the future, be adjusted to account for inflationary increases.

1. Prior maintenance work which is still a financial obligation of the ESD.

In 1983-84 the ESD initiated efforts to better manage its energy costs (electricity and natural gas). An energy management system was subsequently installed and financed through a loan from the Oregon Department of Energy. The 1989-90 budget includes funds to pay off that loan.

Maintenance work that has been deferred in the past, that needs immediate attention, and that can be covered with the 1988-89 or 1989-90 regular maintenance budget.

The primary areas in this category are the exterior wall surfaces and certain minor modifications to the air system.

Exterior walls.

Concrete surfaces. Staff will contract to have the exterior concrete walls cleaned and sealed during the summer. Mr. Waterbury recommends that this be scheduled on a fiveyear cycle.

Wood surfaces. Certain of the fascia boards on the west and south exposures are weathered and warped and will be replaced during the summer. Other exterior wood surfaces will be on a three to four-year cycle for repainting and ongoing maintenance.

3. Deferred maintenance or other major projects that are expensive to the degree that they cannot be financed within the routine maintenance budget.

<u>Carpet</u>. It has been apparent for the past two to three years that zones of excessive wear are developing in the original carpet in the building. A substantial amount of the carpet should be replaced during the next two to three years. Estimated cost is 36,000. This should be funded with existing reserves which would be replaced

2.

over a six-year period. Further reserves should be established for the subsequent replacement cycle ten to twelve years hence.

<u>Air system</u>. The major deficiency found by the engineer in the HVAC system relates to the supply fan and its control system. The fan which supplies the building's air (either warm or cool) is rated at 60 horsepower. The control which regulates the fan and allows it to supply varying levels of air is rated at a maximum of 15 horsepower. In effect, the system which is designed and built to deliver the maximum volume of a 60 horse power fan is limited to using one-quarter of that capacity. Replacement of the control unit is estimated at \$42,000.

(In the period of time since Mr. Hart provided the above information, the control system has malfunctioned and, in fact, destroyed itself via overheating. The staff is negotiating with Johnson Controls to share in the cost of a replacement unit which will be adequate for the system's need.)

4. Routine maintenance that can be funded within the regular annual budget.

<u>HVAC</u>. Regular maintenance of the basic system.

<u>Domestic hot water</u>. Replacement of heating elements and maintenance of circulating pumps.

Lighting. Replacement of fluorescent light ballasts and selected lenses.

Exterior walls. Routine cleaning, painting, sealing and related maintenance.

<u>Parking lot, walkways and curbing</u>. Routine patching, repair and maintenance.

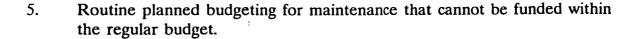
Non-carpet floor coverings. Routine cleaning and sealing.

Interior walls and ceiling surfaces. Routine cleaning and painting.

<u>Casework, cabinets, doors, windows, partitions, etc.</u> Routine cleaning and maintenance.

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5/23/89



<u>Roof</u>. A new roof was installed in 1986 at a cost of \$162,000. A projected life expectancy is fifteen years. To assure that adequate reserves are available to replace the roof at the time of malfunction (estimated date is 2001) \$13,000 per year should be put in reserve.

<u>Carpet</u>. To establish an adequate reserve for carpet replacement at the end of a 10-12 year cycle, \$3,000 per year should be put in the reserve. This would be in addition to the relatively immediate replacement now needed for which \$7,000 per year should be budgeted for the next five years.

<u>Chiller</u>. The water chiller associated with the HVAC system is projected to be in need of overhaul after fifteen to twenty years of use. This should be planned for the 1990-95 period. Projected cost is \$12,000. An annual amount of \$1,000 should be regularly put in reserve for this purpose. An additional \$2,000 per year should be budgeted for the next six years to fund the "catch up" project.

<u>Cooling tower</u>. The cooling tower is also associated with the chiller and the HVAC system. Some deferred maintenance is needed and will be handled within the regular maintenance budget during 1989-90. The engineer estimates that its remaining useful life is ten years. Replacement cost is estimated to be \$15,000. Fifteen hundred dollars per year should be placed in reserve for this replacement.

<u>Boiler</u>. The boiler for the HVAC system has a projected life expectancy of 30 to 50 years. Replacement costs are estimated at \$40,000. An annual amount of \$2,500 should be placed in reserve to assure that adequate funds are available to replace the boiler if needed at the end of the 30 year use period (2005).

JM:jv 039

Building Maintenance Reserve Fund Sample Accumulation and Expenditure Pattern All Amounts are in 1988 Dollars

	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-20	
HVAC Fan Control Unit and HVAC Misc.			5,000 (42,000)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	2,000	2,000	
Carpet #1			7,000 (12,000)	7,000 (12,000)	7,000 (12,000)	7,000	7,000	1,000						
Carpet #2			3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Roof			13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	
Chiller #1			2,000	2,000	2,000	2,000 (12,000)	2,000	2,000						
Chiller #2			1,000	1,000	1,0 00	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Cooling Tower			1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500 (15,000)	
Boiler			2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Resources	5,000	30,000	65,000	46,000	69,000	92,000	115,000	142,000	166,000	190,000	216,000	240,000	263,000	
Expenses			<u>56,000</u>	<u>13,000</u>	<u>12,000</u>	12,000							15,000	
Balance	,		11,000	34,000	57,000	80,000							248,000	

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Building Maintenance Reserve Fund Sample Accumulation and Expenditure Pattern All Amounts are in 1988 Dollars

	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
HVAC Fan Control Unit and HVAC Misc.	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Carpet #1		-					
Carpet #2	3,000	3,000	3,000 (12,000)	3,000 (12,000)	3,000 (12,000)	3,000	3,000
Roof	13,000 (176,000)	13,000	13,000	13,000	13,000	13,000	13,000
Chiller #1							
Chiller #2	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Colling Tower	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Boiler	2,500	2,500	2,500	2,500 (40,000)	2,500	2,500	2,500
Resources	271,000	118,000	141,000	152,000	123,000	134,000	157,000
Expenses	176,000		<u>12,000</u>	52,000	12,000		
Balance	95,000		129,000	100,000	111,000		

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EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH; P.O. BOX 2680 EUGENE, OREGON 97402

OFFICE OF THE SUPERINTENDENT APRIL 25, 1989

LANE ESD BOARD OF DIRECTORS TUESDAY, APRIL 25, 1989

1. Call to Order 1. A regular meeting of the Lane ESD Board of Directors was called to order at 1A. Attendance 7:00 p.m., Tuesday, April 25, 1989, as announced on the agenda and public notice of this meeting. The following persons were present: **Board members:** Jim Swanson, Vice-Chairperson **Beverly Ficek Bill Lewellen** Doug McKay Frank Nearing **Glen Weathers** ESD staff: Jim Maxwell, Superintendent **Richard Ellingboe Bob Taylor** Marv Wilkerson Sallie Rainville Jeff Foreman Brian Reid 1B. Correspondence 1. The following written communications were presented: Α. Letter from Nancy Johnson, District 4J, thanking Bob Taylor for use of ESD facilities and support for Heart Association Inservice Β. Letter from Geoff Colvin acknowledging UO football players presentation to Lane School students and responses from Bill Byrne and Rich Brooks C. Report of Activities - Resolution No. 8: Hearing Impaired and Audiological Services D. Announcement of OAESD Annual Conference, June 11-13 2. Statements 2A. The following items were added to the agenda as distributed: 2A. Agenda additions 6E. Superintendent's Professional Activities 6F. **TMR Work Experience** 7D. Legislative Report 2B. Request for 2B. Director Lewellen said he had received an inquiry from a constituent information regarding WISTEC's relationship with the ESD. Superintendent Maxwell and Bob Taylor responded that they would follow up. З. 3. Consent agenda Superintendent Maxwell requested that the Personnel Report be pulled from the Consent Agenda, in order to provide background for four items in the report. DIRECTOR LEWELLEN MOVED TO ADOPT CONSENT AGENDA ITEMS 3A AND 3B AS PRESENTED.

Director Ficek seconded and THE MOTION CARRIED WITH ALL PRESENT VOTING YES.

The following Action items were included in the Consent Agenda Approval:

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of March 28, 1989, as presented.
- B. BE IT RESOLVED that the Board of Directors of Lane ESD hereby affirms the Superintendent's canvass of votes cast in the March 28 Director election and the certification of Bill Lewellen as elected to Board position 3 and Bill Medford to Board Position 6. (ESD Resolution #88-67)
- ffairs4A.The Board reviewed a briefing memo and background materials requesting
authorization to purchase three vehicles (passenger car, station wagon, and
courier van) to replace three existing vehicles in the ESD fleet.
Replacements would be funded from the equipment reserve fund; the cost is
not expected to exceed \$37,000. Bid specifications for the car and station
wagon will be those used by the State Purchasing Division; specifications for
the courier van will be developed by the ESD staff as the State does not
place such vehicles on its bid list. All dealers in Lane County will be
provided an opportunity to bid.

DIRECTOR NEARING MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that authorization is hereby given for a call for bids for the purchase of three new motor pool vehicles in accordance with specifications.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, SWANSON and WEATHERS VOTING YES.

(ESD Resolution #88-68)

4B. Supplementary 4B. Substance Abuse Prevention Grant

Subsequent to the March Board meeting, the Lane County Health and Human Services Department requested that the Substance Abuse Prevention Consortium apply for a supplementary gramt. The supplement, in the amount of \$1,817, would be added to the \$45,000 already granted to the Consortium and would be used for the purpose of involving young people in the team planning and implementation of the project's goals. Superintendent Maxwell said that because of time constraints imposed by the granting agency, he had approved submission of the grant document pending Board approval.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the submission of a supplementary grant proposal in the amount of \$1,817 for funds to assist with the Alcohol and Drug Prevention/Early Intervention Program and appropriates that amount if received.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Resolution #88-69)

4. <u>Business affairs</u>
4A. Vehicle Replacement

4C. Financial Statements

5. Action items

5A. Format and

Process for Superintendent's

evaluation

4C.

5A.

Board members reviewed the process and evaluation instrument to be used for the Superintendent's annual evaluation.

Richard Ellingboe reviewed ESD and OTIS financial statements for March.

Expenditures and Encumbrances; the General Fund Revenue Summary; and

1989. Reports presented included the Summary of General Fund

the Revenue/Expenditure Summary for OTIS funds.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the evaluation instrument as presented and attached to the official copy of these minutes and the Board's annual goals as the standard to be used in evaluation of the Superintendent.

Director Nearing seconded and the MOT8ION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Resolution #88-70)

Vice Chairperson Swanson recommended that individual evaluations be returned by Board members to the Board's Executive Assistant by the May 23 meeting. He also recommended that a special executive session for the purpose of evaluating the Superintendent be held on June 13 prior to the Boundary Board Hearing scheduled for that date.

5B. Board members reviewed the personnel report and background information.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Personnel Report as submitted and approves the following personnel actions as recommended by the Superintendent.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(ESD Resolution #88-71)

Personnel actions included in the motion are as follows:

<u>Unpaid Leave of absence</u>: William Britton, Graphic technician Joanne Singer, Teacher

Maternity Leave: Kristen Wallace: Maternity leave 9/1/89 through Christmas vacation

Recommendations to the Board:

Betsy Fernandez:	Reduce regular assignment to one-half time (Lane
	School teacher)
Ann Warberg:	Employ on one-half time basis (teacher, Lane School)

5B. Personnel report

6. <u>Discussion items</u> 6A. ESD Goals

6B. Employee Evaluation Policy 6A. A copy of the ESD Annual Management Plan with a status report for each planned activity was provided to Board members. The management plan is one of the measurements of accomplishment for the district each year. It consists of a statement of the adopted Board goals for the year along with objectives and activities associated with each goal. Chairperson Swanson reminded Board members that the status report had been adopted as a part of the standard to be used in evaluation of the Superintendent.

Board members reviewed the Superintendent's briefing memo regarding the work of the Employee Evaluation Committee. The Committee was authorized by the Board to review and recommend changes to staff evaluation Policies. The written report of the Committee, including the proposed evaluation instrument and a minority report, was also included in the agenda packet.

Superintendent Maxwell said that the report is being circulated to employees for review, comment, and recommendations and was brought to this meeting in order to receive comments and recommendations from Board members. Substantive issues arising from the review by Board or staff members will be referred back to the Committee. Recommendations considered minor in nature will be considered by the Superintendent and Administrative Council.

Following the review process, a revised Board policy and associated administrative regulations will be recommended and reviewed by legal counsel and then submitted to the Board for consideration.

Richard Ellingboe, the Committee Chair, said that the members had done an excellent job; he stressed that the report was a Committee effort with no individual pride of ownership. Ellingboe briefly summarized the report and said he, Superintendent Maxwell, and other Committee members would be happy to answer questions.

Director Swanson expressed several concerns, which included his feeling that a great deal of time and paperwork would be required by the new process. He said he also shared concerns mentioned in the minority report. These and other questions and concerns were noted by the staff and will be taken back to the Committee and Administrative Council.

Board members reviewed the schedule of meetings for the rest of this fiscal year. It appeared that there will be no problem in obtaining a quorum on each of the scheduled dates. If the fourth Tuesday schedule is continued, summer meeting dates will be Tuesday, July 25 and Tuesday, August 22. Superintendent Maxwell asked that Board members keep the staff informed if vacation or other plans would interfere with any of the scheduled dates.

Board members were asked to let the staff know whether they wished to renew subscriptions to professional journals which they are receiving currently or to substitute another publication.

6C. Board meeting calendar

6D. Professional journals

6D.

6C.

6B.

6E. Superintendent's Activities in Professional Associations 6E.

6F. TMR Work Experience

7. <u>Reports</u> 7A. "New OTIS"

7B. Board Conference Reports

7C. Regular Committee and liaison reports

7D. Legislative Report

Superintendent Maxwell told the Board that he has been asked to allow his name to be placed in nomination for OAESD President-Elect. If elected, this would be a three-year commitment. He said he is interested in helping OAESD in this way and would be willing to serve if elected. However, he said, the service would impinge not only on personal time but could also impinge on time available to carry out the basic role of the ESD Superintendent. He said he was not willing to proceed without the prior knowledge and support of the Board.

Board members indicated that they supported whatever decision the Superintendent made in the matter.

6F. Director Nearing requested that the staff provide a program report on TMR Work Experience in the near future. He asked that the report particularly emphasize the rationale regarding whether or not such work experience is paid.

7A. The OTIS System 38 Status Report, including district training schedules, was included in the agenda packet. Superintendent Maxwell briefly reviewed the report. He told the Board that Wyatt Rosenbaum was out of the state due to a death in his family.

7B. Directors Nearing, Ficek, and Weathers gave brief reports on various sessions which they attended at the NSBA Annual Convention in Anaheim, April 1 through 4.

7C. Director Weathers reported that the Advisory Council for Handicapped Children had met Monday, April 24. He said members expressed positive views of the proposed re-organization of the Committee.

Director Nearing reported on the agenda for the next meeting of the Lane Council of Governments (L-COG) Board. He said the group will begin to plan for another public awareness forum on an issue of major concern to the community.

eport 7D. Jeff Foreman provided brief summaries of several bills included in the status report on pending legislation. Richard Ellingboe gave additional information on Senate Bill 1000, which would make class size a mandatory subject for bargaining.

DIRECTOR NEARING MOVED to request that the staff draft a letter stating opposition to Senate Bill 1000 for interested Board members to sign and mail individually to appropriate legislators.

Director Weathers seconded. Directors Lewellen, McKay, Nearing, and Weathers voted yes. Directors Ficek and Swanson abstained. THE MOTION CARRIED.

(ESD Resolution #88-72)

8. <u>Future agenda</u> items

Future agenda items include:

8.

9.

12.

& 10.

- A. Evaluation of Superintendent
- B. Review budget committee positions for 1989-90
- C. Bid Awards, Cooperative Purchasing
- D. Custodial Services bids

No executive session was held.

E. TMR Work placement

9 & 10. Executive Session

- 11. Next meeting
- 11. The next regular meeting of the Lane ESD Board of Directors will be at 6:00 p.m., Tuesday, May 21, 1989, at the ESD Center, 1200 Highway 99 North, Eugene.

12. Adjourn

The meeting was adjourned at approximately 9:00 p.m.

James R. Swanson, Vice-Chairperson

ames G. Maxwell, Superintendent-Clerk

SR

Attachments to official minutes:

Instrument to be used in evaluation of Superintendent

LANE ESD

SUPERINTENDENT EVALUATION

Instructions: Rate the superintendent on each of the items listed using a 1 to 5 scale. (1 EXCELLENT; 3 AVERAGE; 5 POOR)

1. <u>Personnel management</u> RATING:

Exercises sound judgment in providing leadership to the district staff. Follows district policies, state and federal statutes and administrative rules in managing the recruitment, hiring, evaluation, and termination of district employees. Establishes clear lines of staff responsibility.

Comments:

2. <u>Fiscal management</u> RATING: Follows standard procedures in managing the District's financial resources. Identifies and implements procedure to optimize the services received for the funds expended

Comments:

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3. <u>Board operations</u> RATING:

Keeps the board informed about District activities. Provides leadership in providing efficient and effective decision making in meetings of the Board, Budget Committee, and Boundary Board. Follows Board policies.

Comments:

Attachment \$\$/25/89

4. <u>Service Programs</u> RATING:

Implements systematic procedures in determining programs which will be provided to the constituent districts. Provides a system for evaluating service programs.

Comments:

5. State government relations RATING:

Provides services mandated for the District by statute and administrative rules. Maintains good working relationship with State Department of Education, other administrative departments of state government and the legislature.

Comments:

6. Professional development RATING:

Participates in appropriate professional activities and encourages employees to engage in professional development programs related to their job assignments.

Comments:

NARRATIVE EVALUATION

Evaluation, in order to be helpful, should include suggestions for improvement. If possible, criticism should be of a constructive nature and will be accepted as such.

Please be frank. This narrative portion of the evaluation will more than likely be more helpful to the person being evaluated than the checklist on the first page. The evaluation form and the commendation and/or criticism will become a part of the permanent record of the individual being evaluated.

EVALUATION OF SUPERINTENDENT JIM MAXWELL BOARD MEMBER:

DATE:

Please return completed form to Sallie Rainville by May 23.

HWAY 99 NORTH: P.O. BOX 2680 OFFICE OF THE SUPERINTENDE OREGON 97402 EUG MARCH 28, 1989 LANE ESD BOARD OF DIRECTORS **TUESDAY, MARCH 28, 1989** 1. Call to Order A regular meeting of the Lane ESD Board of Directors was called to order at 1. 1A. Attendance 6:00 p.m., Tuesday, March 28, 1989, as announced on the agenda and public notice of this meeting. The following persons were present: Board members: Lois Copple, Chairperson **Beverly Ficek** Bill Lewellen Doug McKay Frank Nearing Jim Swanson ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Richard Ellingboe Marv Wilkerson Sallie Rainville Jeff Foreman Jerry Miller **Brian Reid** 1B. Communications 1B. The following written communications were presented: Letter from Don Fineran, State Department of Education, thanking Α. staff member Judie Rhoads for her help in evaluating math textbooks Β. Report of Activities - Resolution No. 8: Hearing Impaired and Audiological Services C. Update on ESD Service Resolutions for 1989-90 D.-"Drug Free" -- A Drug/Alcohol Information Newsletter for Lane County Schools, published by Lane ESD 2. Statements 2A. Director McKay thanked Board members for their expressions of sympathy Director McKay and donation in memory of his father. **Director Nearing** Director Nearing called the Board's attention to the current Public Television Series on Education in the United States. Calendar 2B. Superintendent Maxwell announced that a Boundary Board meeting would be held following the regular April Board meeting, for the purpose of accepting the petition which has been submitted by William Teuscher to merge the Lowell School District with Springfield. He said he will recommend that the Hearing on that petition be held on June 13. **LCSBA** Jeff Foreman announced a Lane County School Boards Association meeting to be held May 2. OSBA staff members will present a workshop. Board members offered program suggestions to be discussed with the LCSBA planning committee. 3. Consent agenda З. DIRECTOR SWANSON MOVED to accept the consent agenda as presented. Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING and SWANSON VOTING

YES.

YES

DUCATION SERVICE DISTRICT

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Consent agenda (continued)		The following Action Items were included in the consent agenda approval:
		A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of March 7, 1989, as presented.
		 BE IT RESOLVED that the Board of Directors of Lane ESD hereby amends Board Policies 320 and 424: <u>Grievance Procedure</u>. The revised policies are attached to the official copy of the minutes of this meeting. (ESD Resolution #88-61)
		 BE IT RESOLVED that the Board of Directors of Lane ESD adopts, as a part of its Bylaws and Policies, Board Policies #322/426: "Wellness." The adopted policy is appended to the official copy of the minutes of this meeting. (ESD Resolution #88-62)
 <u>Business affairs</u> Grant Applications 	4A.	Board members inquired earlier in the year about the propriety of including both authorization for applying for a grant and appropriation of any resulting grant funds in the same resolution, as opposed to two separate resolutions. A letter from Steve Christiansen, of Jones and Roth, responding to this question was included in the Board agenda packet. The auditing firm expressed no preference for either approach.
4B. Financial statements	4B.	Richard Ellingboe reviewed ESD and OTIS financial statements for February 1989. Reports presented included the Summary of General Fund Expenditures and Encumbrances; the General Fund Revenue Summary; and the Revenue/Expenditure Summary for OTIS and OTIS Fund 410 (Equipment replacement).
4C. Mileage rate	4C.	The contract with ESD employees represented by the bargaining unit provides mileage reimbursement for use of personal cars at the rate established by the Internal Revenue Service. District policy provides that Board members also are reimbursed at the IRS rate. Administrators and confidential employees are reimbursed for mileage "at the District-approved rate." (The current IRS rate is \$.24 per mile.)
		DIRECTOR LEWELLEN MOVED:
		BE IT RESOLVED that the Board of Directors of Lane ESD establishes the District-approved mileage reimbursed rate as the prevailing rate approved by the Internal Revenue Service.
		Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, and SWANSON VOTING YES. (ESD Resolution #88-63)
 <u>Action items</u> Recommendation for Certificated Probationary Staff 	5A.	The Board reviewed a recommendation with respect to renewal of probationary certified employees. Superintendent Maxwell said the recommendation represents a collective evaluation of the work of employees by their supervisors in consultation with the division director. In this case of school psychologists, it also represents an evaluation by the districts to which they are assigned.

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Lane ESD Board Meetir March 28, 1989 Page 3

5A Certificated Staff (continued)

5B. Affirmative Action Plan

5B.

5C.

5C. Administrative/ Confidential salaries and

benefits

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD concurs with the administrative recommendations and hereby authorizes notification to all affected employees of their change of status effective with the first working day of the 1989-90 school year. The recommendation is appended to and made a part of the official copy of the minutes of this meeting.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING and SWANSON VOTING YES.

(ESD Resolution #88-64)

Board members reviewed the Affirmative Action Committee's report and action plan, as well as Policy and Administrative Regulations related to Affirmative Action. Richard Ellingboe gave a brief summary of the Committee's work. Superintendent Maxwell recommended approval of the plan.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Affirmative Action Committee report and action plan dated March 7, 1989, as submitted. (A copy is attached to the official copy of these minutes.)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

(ESD Resolution #88-65)

A briefing memo concerning recommendations of the Board Subcommittee on Administrative/Confidential Salaries and Benefits was included in the agenda background mailing. Members of the subcommittee are Bill Lewellen, Chairperson; Bev Ficek; and Jim Swanson.

Superintendent Maxwell briefly reviewed research and rationale used by the Committee in making these recommendations.

Director Swanson noted a possible conflict of interest.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the salary schedule for Administrative/Confidential employees for 1989-90 as recommended by the Board subcommittee on Administrative/Confidential salaries and the Superintendent and authorizes compensation of each employee at the appropriate placement on the adopted schedule.

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD adopts the Administrative/Confidential Staff Benefits document as presented and authorizes the provision of these benefits to the affected employees for the 1989-90 year. 5C. Administrative/ **Confidential Staff** (continued)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

(ESD Resolution #88-66)

6. Discussion items

6A. Budgeting for Data Processing

7. Reports

7A. Recycling efforts

7B. AIDS Education

7C. "New OTIS"

6A. Superintendent Maxwell presented a brief summary of a proposed change in

budgeting procedures having to do with accounts for OTIS rent and Media Booking/Scheduling. From 1975 (when OTIS moved to the ESD Center Building) until 1982, rent

for building space occupied by OTIS was paid directly to the ESD. (Rent was charged to OTIS because move than 75% of its services are provided to users outside of Lane County.) During the same period, the Media Division paid OTIS for operating and maintaining its booking and scheduling system.

In budgeting for the 1983-84 fiscal year, a decision was apparently made to remove both these accounts from the budget, since they roughly offset each other. Subsequent budgets excluded both these payments, along with associated revenues.

Now, 'new" OTIS will not have an available booking and scheduling system to offset the rental charge. It appears that the ESD may have to develop and implement its own system, once old OTIS is phased out.

For that reason, it is proposed that both the OTIS and Media Booking charges be re-instituted in the 1989-90 budget, anticipating the time that OTIS rent will be an offsetting revenue for expenses incurred by the ESD in operating the Booking and scheduling system.

Director Lewellen commented that office space is becoming more valuable and said he felt this budgeting change would be a good move.

7A. In response to a request from Board members, a report on ESD Recycling was provided in the Board agenda packet. A memo was also provided reporting on ESD use of non-biodegradable materials. Superintendent Maxwell said it is the intent of staff to switch from styrofoam to paper-coated cups as soon as possible.

Superintendent Maxwell thanked Jeff Foreman for compiling this data. A copy of the report is available in the ESD office.

Board members reviewed a report on AIDS education being provided by the ESD. All staff members have attended informational meetings at which Board policy and administrative rules regarding communicable diseases were explained. Additional educational opportunities for the staff are being developed by the ESD Wellness Advisory Committee.

The OTIS System 38 Status Report dated March 21, 1989, was included in the agenda packet. In response to Director Nearing's question, Wyatt Rosenbaum provided an update on the future plans of Beaverton Schools. That District now plans to remain with OTIS for a much longer period of time than they had earlier thought.



7B.

7C.



Lane ESD Board Meetin March 28, 1989 Page 5

 7D. Evaluation Committee 7D. Richard Ellingboe provided a brief update on the Evaluation Committee, which is now completing the new evaluation instrument. He said the Committee plans to have this material ready for Board review by next month's meeting. 7E. Advisory Council 7E. The next meeting of the Advisory Council for Handicapped Children is Monday, April 24. The agenda for that meeting as well as minutes from the March 7 meeting were distributed in the agenda packet. 7F. Legislative Issues 7F. A summary of legislative bills that could potentially affect the ESD was distributed for Board review. Also distributed was the COSA summary of HJR 1 and other elements of the Legislation includes provisions for additional funds for Special Education, contingent upon passage of the referendum on the May 16 ballot. 7G. AAESA 7G. Director Lewellen said that AAESA leadership provided a substantive program at its convention this year and he was also plansed to legislation members at the NSBA continue to encourage continued cooperation between AAESA and NSBA. 8. Future agenda items and NSBA. 8. Future agenda items include: A. Review format and process for Superintendent frame AAESA and MSBA. 9. & 10. Executive Session 9. & 10. No Executive Session was held. 11. Next meeting 11. The next regular meeting of the Lane ESD Board of Directors will be at 7 p.m., Tuesday, April 25, at the Lane ESD Board of Directors will be at 7 p.m., Tuesday, April 25, at the Lane ESD Board of Directors will be at 7 p.m., Tuesday, April 25, at the Lane ESD Board of Directors will be at 7 p.m., Tuesday, April 25, at the Lane ESD Board of Directors will be at 7 p.m., Tuesday, April 25, at the Lane ESD Center, 1200 Highway 99 N, Eugene. 12. Adjourn 12. Director Lewellen moved to adjourn the meeting. Director Swanson seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. Attachments to official			
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	minutes: Grievance Policies: 320/424 Wellness Policies: 322/426 Change of Status recommendation Affirmative Action Plan Salary/Benefits		James G. Maxwell

SR



No. 320 (and 424)

CERTIFICATED STAFF (CLASSIFIED STAFF)

GRIEVANCE PROCEDURE

The intent of this procedure is to facilitate the resolution of employee grievances and complaints. The purpose is to contribute to good human relations in the workplace, to maintain good employee morale and to achieve maximum efficiency within the organization.

The following procedures may be initiated by an employee in the event she/he believes employee personnel policies are not administered in accordance with the intent of the policy.

- ₿¢ ng enployee shall be disciplined, teptinanded ot tednced in tank of compensation without due processi
- ₽₹ A. A grievance shall be considered as timely if presented within ten (10) working days of occurrence, or of the first date upon which the employee knew or upon the exercise of reasonable diligence could have known of such occurrence.
- ¢, в. It is the intent of the District that differences be resolved at the lowest possible level and in all cases other than suspension or termination, the employee shall continue to carry out the regularly assigned duties.
- Any grievance shall proceed through the following steps: Ø, C.
 - Step 1 An attempt shall be made to resolve the griev-1. ance by informal discussion between the employee and the supervisor. At this step/ an employee may be teptesented øt accømpanied by an Assøciation teptesentative/ The supervisor has five (5) working days in which to respond.
 - Step 2 At the end of this time, if the supervisor has 2. not responded, or if a decision has not been reached which is satisfactory to the parties, the employee has five (5) working days to present the grievance in writing to the division director.

The written grievance shall include all the known facts, the written policy alleged to have been violated, and the corrections sought. The gtiesant hay be accompanied by a teptesentative of the association at this step.

300-29

attachm , 3/28/89

No. 320 (and 424)

GRIEVANCE PROCEDURE - page 2 (continued)

The division director will reply in writing to the employee within five (5) working days after receipt of the written grievance.

- 3. Step 3 If a decision has not been reached which is satisfactory to the parties, the employee may, within five (5) working days of receipt of the division director's answer or lack of response, refer the grievance to the Superintendent. The parties shall meet within ten (10) working days and shall put in writing any settlement worked out and send it to all parties. Any settlement agreed to shall be final and binding on all parties. If no settlement is reached at the Superintendent level, then the question shall be referred in writing to the Board. The gfigedate be added by a fight of the start of the fight at the start of the fight.
- 4. Step 4 If no resolution is reached at Step 3, the grievant may refer the grievance to the Board within ten (10) working days. The Board shall afford an opportunity for all parties related to the grievance to present their views at its next regular meeting or not later than twenty (20) working days following receipt of said grievance. The Board shall render its decision, in writing, within five (5) working days following the close of the hearing. The decision of the Board shall be final.

Nothing shall be construed to deny the Board its right to grant the grievance and the remedy sought without holding a hearing.

E, D, II, in the judghent of the Association, a cleatly defined gtievance affects a gtoup of a class of employees in note than one depattnent, the Association nay submit such gtievance in ytiting to the superintendent ditectly and the ptocessing of such gtievance shall commence at step 3/

Date Adopted: March 18, 1986 Date Revised: May 20, 1986 (effective July 1, 1986) Date Revised: August 18, 1987

page 2/23/28/09

300-30

Lane Education Service District

POLICY

No. 322 and 426

CERTIFICATED STAFF CLASSIFIED STAFF

WELLNESS

Belief Statement:

The Board recognizes that the good health of its employees can provide tangible and intangible benefits to the organization as well as to the individual employee and, therefore, believes that the organization should stress the value of practicing wellness activities and healthy life styles and assist employees in achieving and maintaining good health.

The Board directs the Superintendent to appoint a Wellness Advisory Committee to serve as a central clearinghouse and planning group for wellness related issues. Membership on the Committee will be voluntary and will be as representative as possible of the employees.

Goals for ESD Wellness Program:

To provide employees with knowledge, skills and a sense of the value of wellness practices.

To communicate regular and ongoing information about wellness and health activities such as sound nutritional practices, exercise and stress management.



March 21, 1989

TO: Jim Maxwell.

FROM: Richard Ellingboe

RE: Recommendations for certified probationary employees

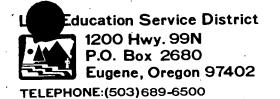
The Board of Directors is required to take formal action at its March 28, 1989, meeting to renew or non-renew all certified probationary staff. Failure to do so prior to April 1 will result in automatic renewals for these employees.

The recommendations for non-renewal involve personnel who have been hired to replace regular staff members who are on an approved leave of absence. These include: Susan Diemer, Stephanie Smith, Al Lienbach, Ann Warberg and Judith Rhoads. These individuals were notified at the time they were hired. To confirm the temporary status, however, it is appropriate to take non-renewal action.

All other probationary employees are recommended for renewal and for those who are completing their third year of probationary employment, permanent status.

RE:tc

3/28/89



SPECIAL EDUCATION DIVISION CERTIFIED STAFF RECOMMENDATION TO REHIRE

NAME	POSITION	DATE	OF	HIRE

First Year Probationary Status

Fischer, Nancy	Teacher - TMR	08/30/88
Heaton, C.J.	School Psychologist	08/30/88
Kozlowski, Jean	Program Consultant - TMR	10/26/88
Lawrence, Kristin	Teacher - TMR	08/30/88
Lesch, Sandra	Teacher - SED	09/28/88
Wilt, John	Teacher Consultant - SED	08/30/88

Second Year Probationary Status

Berger, Carol Lee	Speech/Lang. Therapist-TMR	09/01/87
Blumberg, Debra	Teacher - SED	09/01/87
Bruland-Winter, Martha	Teacher - TMR	09/01/87
Honeck, Holly	Teacher - SED	09/01/87
Kemp, Dorothy	Teacher - SED	09/01/87
Jenson, Donna	School Psychologist	09/01/87
Siemerink, Monique	School Psychologist	09/02/87
Wallace, Robyn	School Psychologist	09/01/87

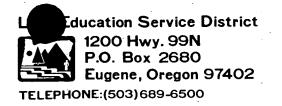
Third Year Probationary Status

Erickson, Alice	Family Consultant - TMR	10/23/86
Meyer, Gwen	Teacher - TMR	09/02/86
Persons, Laurie	Teacher - Adaptive PE	09/17/86
Stahlberg, Dawn	Teacher - TMR	09/02/86

MWW:cas² 2/21/89

Attachm, 3/28/89

5A(1)



ADMINISTRATIVE SERVICES DIVISION CERTIFIED STAFF

RECOMMENDATION TO REHIRE

NAME	POSITION	DATE OF HIRE
Third Year Proba	tionary Status	
Ellingboe, Richa		08/11/86
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		3/28/8



March 7, 1989

TO: Jim Maxwell

FROM: Richard Ellingboe

RE: Affirmative Action Committee Report

The Affirmative Action Committee met on Monday, March 6, 1989, to review the ESD policy, the short range and long range goals which were established for 1988-89, to set new goals based on the current census of ESD employees and the Lane County population. The committee also discussed the impact of recent U.S. Supreme Court decisions regarding formulas or quotas.

The committee reaffirmed its support for District Policies 301, 401, Affirmative Action Employment Program, the ESD goals and the administrative responsibility guidelines that have been established to carry out the District's affirmative action policy.

The goals and recommendations of the committee include:

Short Range Goals (1989-90):

The ESD continue its efforts to recruit qualified applicants for vacancies as they occur. Based on recent Supreme Court decisions, no specific quotas or numbers are recommended.

Long Range Goals:

The ESD continue its commitment to hiring and promoting minorities and women. The long range goal of the committee is for the ESD staff to reflect percentages comparable to the populations in Lane County.

Richard Ellingboe // Director of Administrative Services Affirmative Action Officer

c: Committee Members: Robert Taylor Marv Wilkerson Wyatt Rosenbaum Carol Abbott Thelma Clemons

3/28,

LANE ESD ADMINISTRATOR/CONFIDENTIAL SALARY SCHEDULE 1985-86, 1986-87, 1987-88, and 1988-89 1989-90

Supervisor I

Supervisor, Media Library Supervisor, Media Services

IA. <u>Supervisor I</u>, 218 work days (249 day contract, 11 noncontract days, earn 22 vacation days)

TSA:	(Steps 0-3 (Step 4)	3) \$155 x 12 \$250 x 12			
Step		0 1	2	· 3	4
<u>Salar</u>	y 1	.00 1.0	06 1.1	2 1.18	1.20
1985-	86 30	,082 31,8	387 33,6	92 35,49	97
1986-	87 30	,984 32,8	343 34,7	02 36,56	51
1987-	88 31	,582 33,4	177 35 , 3	72 37,26	37,267
1988-	89 32	,732 34,6	596 36 , 6	60 38,62	4 39,278
1989-	90 34	,074 36,1	18 38,1	63 40,20	40,889

Supervisor, Planetarium Supervisor, Media Production Supervisor, Accounting

IB. Supervisor I, 229 work days (260 day contract, earn 22 vacation days)

TSA:	(Steps 0-3)	$155 \times 12 = 1,860$	
	(Step 4)	$250 \times 12 = 3,000$	

Sala ry	1.05	1.11	1.17	1.23	1.25
1985 - 86	31,586	33,391	35,196	37,001	
1986-87	32,533	34,392	36,251	38,110	
1987-88	33,161	35,056	36,951	38,846	38,846
1988-89	34,369	36,333	38,296	40,260	40,915
1989-90	35,778	37,822	39,867	41,911	42,593

3/28/89

5 C (2)

I IB.

Supervisor II

Supervisor, TMR (2 positions) Supervisor, SED

IIA. Supervisor II, 218 work days (249 day contract, earn 22 vacation days)

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$250 x 12 = \$3,000

Step Salary	0 1.06	1 1.12	2 1.18	3 1.24	4 1.26
1985-86	31,887	33,692	35,497	37,302	
1986-87	- 32,843	34,702	36,561	38,420	
1987-88	33,477	35,372	37,267	39,162	39,162
1988-89	34,696	36,660	38,624	40,588	41,242
1989-90	36,118	38,163	40,207	42,252	42,933

No positions						
Supe rvi so	<u>r II</u> , 229 wor	k dáys (260	day contract	, earn 22 va	cation days)	
	eps 0-3) \$15 ep 4) \$25	$5 \times 12 = $1,$ $0 \times 12 = $3,$				
Step	0	1	2	3	4	
Sala ry	1.11	1.17	1.23	1.29	1.31	
1985 - 86	33,391	35,196	37,001	38,806		
1986-87	34,392	36,251	38,110	39,969		
1987-88	35,056	36,951	38,846	40,741	40,741	
1988-89	36,333	38,296	40,260	42,224	42,879	
1989-90	37,822	39,867	. 41,911	43,955	44,637	
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Director

No positions

IIIA. Director, 218 work days (249 day contract, earn 22 vacation days)

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TSA: (Steps 0-3) $205 \times 12 = $2,460
(Step 4) $250 \times 12 = $3,000
```

Step Sala ry	0 1.25	1 1.31	2 1.37	3 1.43	4
1985-86	37,603	39,407	41,212	43,017	
1986-87	38,730	40,589	42,448	44,307	
1987-88	39,478	41,372	43,267	45,162	45,162
1988-89		42,879	44,843	46,807	46,807
1989 – 9Ó`	42,593	44,637	46,681	48,726	48,726
	•				

Director, Special Education Director, Instructional Services Director, Business Manager/Administrative Services

IIIB. Director, 229 work days (260 day contract, earn 22 vacation days)

TSA:	(Steps 0-3)	$205 \times 12 =$	\$2-,460	· · ·	
	(Step 4)	\$250 x 12 =	\$3,000 🚬 🖓	• .	
Step	. 0	1	2	. 3	. 4
Salary		1.36	1.42	1.48	1.48
4005			40.846	4.4.504	
1985-8 1986-8	•	•	•	44,521 45,856	
1987-8	•	-	•	45,850	46,741
1988-8	•	•	•	48,443	48,443
1989-9	44,29	6 46,341	48,385	50,430	50,430
				-	

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Manager I

Manager, Testing Services (not filled) Manager, OTIS Programmer/Analysts Manager, OTIS DP Operations Manager, OTIS Communications

Manager I, 12 months

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$200 x 12 = \$2,400

Step	0	1	2	3	4
Salary	1.00	1.06	1.12	1.18	1.18
1005 00	22 544	24 407	26 440	20 400	
1985-86	32,544	34,497	36,449	38,402	
1986-87	33,520	35,531	37,542	39,554	
1987-88	34,167	36,217	38,267	40,317	40,317
1988-89 ·	35,411	37,536	39,660	41,785	41,785
1989-90	36,863	39,075	41,287	43,498	43,498

Manager II

Manager, OTIS Systems

Manager II, 12 months

7

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$200 x 12 = \$2,400

Step Salary	0 1.06	1 1 •12	2 1.18	3 1.24	4 1.24
1985-86	34,497	36,449	38,402	40,355	
1986-87	35,531	37,542	39,554	41,565	
1987-88	36,217	38,267	40,317	42,367	42,367
1938-89	37,536	39,660	41,785	43,91.0	43,910
1989-90	39,075	41,287	43,498	45,710	45,710
	• • •	•	•	•	•

Manager III 🦻

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Manager, OTIS Operations Manager, OTIS Support Services Manager, OTIS Systems and Programming

Manager III, 12 months

TSA: (Steps 0-3) $\$205 \times 12 = \$2,460$ (Step 4) $\$250 \times 12 = \$3,000$

Step	0	1	2	3	4
Sala ry	1.12	1.18	1.24	1.30	1.30
1985-86	36,449	38,402	40,355	42,307	
1986-87	37,542	39,554	41,565	43,576	
1987-88	38,267	40,317	42,367	44,417	44,417
1988-89	39,660	41,785	43,910	46,034	46,034
1989-90	41,287	43,498	45,710	47,922	47,922

Manager IV

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Assistant Director, OTIS (not filled)

Manager IV, 12 months

TSA: (Steps 0-3) $205 \times 12 = 2,460$ (Step 4) $250 \times 12 = 3,000$

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0 1 - 18	1	2	3 1 • 36	4 1.36
38,402	40,355	42,307	44,260	
39,554	41,565	43,576	45,587	
40,317	42,367	44,417	46,467	46,467
41,785	43,910	46,034	48,159	48,159
43,498	45,710	47,922	50,134	50,134
	1.18 38,402 39,554 40,317 41,785	1.18 1.24 38,402 40,355 39,554 41,565 40,317 42,367 41,785 43,910	1.18 1.24 1.30 38,402 40,355 42,307 39,554 41,565 43,576 40,317 42,367 44,417 41,785 43,910 46,034	1.181.241.301.3638,40240,35542,30744,26039,55441,56543,57645,58740,31742,36744,41746,46741,78543,91046,03448,159

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Manager V

Deputy Director, OTIS

Manager V, 12 months

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TSA:	(Steps 0-3)	\$205 x 12 =	\$2,460
	(Step 4)	\$250 x 12 =	\$3,000

Step	0	1	2	3	4
Salary	1.36	1.42	1.48	1.54	1.54
1985-86	44,260	46,212	48,165	50,118	
1986-87	45,587	47,598	49,610	51,621	
1987-88	46,467	48,517	50,567	52,617	52,617
1988-89	48,159	50,284	52,408	54,533	54,533
	1.34	1.40	1.46	1.52	1.52
1989-90	49,396	51,608	53,820	56,032	56,032

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	Executive	Director	•

12 months

Executive Director, 12 months

TSA: (Steps 0-3) \$205 x 12 = \$2,460 (Step 4) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary	1.42	1.48	1.54	1.60	1.60
1985-86	46,212	48,165	50,118	52,070	
1986-87	47,598	49,610	51,621	53,632	
1987-88	48,517	50,567	52,617	54,667	54,667
1988-89	50,284	52,408	54,533	56,658	56,658
	1.40	1.46	1.52	1.58	1.58
1989-90	51,608	53,820	56 , 032	58,244	58,244

Administrative Secretary

Administrative Secretary, OTIS Services Administrative Secretary, Superintendent Administrative Secretary, Instructional Services Administrative Secretary, Special Education Services Administrative Secretary, Administrative Services

A.S. Administrative Secretary, 12 months

TSA: (Steps 6) \$\$Ø ★ ¥7 ≠ \$\$ØØ $75 \times 12 = 900$

Step	0	1	2	3	4	5	6
Sala ry	100	1.06	1.12	1.18	1.24	1.30	1•30
1985-86 1986-87 1987-88 1988-89 1989-90	15,000 15,450 15,748 16,636 17,330	15,900 16,377 16,693 17,634 18,370	16,800 17,304 17,638 18,632 19,410	17,700 18,231 18,583 19,630 20,449	18,600 19,158 19,528 20,629 21,489	19,500 20,085 20,472 21,627 22,529	20,472 21,627 22,529

Executive Assistant

Information Assistant Superintendent/Board Assistant

E.A. Executive Assistant, 12 months

TSA: (Step 6) \$\$\$\$ x y2 ≠ \$\$\$\$\$ $75 \times 12 = 900$

Step Sala ry	0 1.42	1 1.48	2 1.54	3 1.60	4 1.66	_5 1.72	6 1.72
1985-86	21,300	22,200	23,100	24,000	24,900	25,800	
1986-87	21,939	22,866	23,793	24,720	25,647	26,574	-
1987-88	22,362	23,307	24,252	25,197	26,142	27,087	27,087
1988-89	23,623	24,621	25,619	26,618	27,616	28,614	28,614
1989-90	24,609	25,648	26,688	27,728	28,768	29,808	29 , 808

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Adopted by the Lane ESD Board: 2/9/88

Administrator and Confidential Staff Benefits

Insurance (Medical, Dental, Vision, Long-Term Disability)

Administrators and confidential staff are covered by the following insurance programs provided members of the bargaining unit through the current Labor Agreement. These policies include:

Medical - full 12 month hospital, medical insurance, full family Dental - full 12 month composite dental insurance with orthodontic rider, full family Vision - full 12 month composite vision insurance, full family Long Term Disability - full 12 month disability insurance, employee only

Any limit in increase in the cost of this package that is contained in the labor agreement is also applicable to administrative and confidential employees.

In addition a full 12 month, \$50,000 term life insurance plan for the employee only is provided.

Tax Sheltered Annuities

A TSA in lieu of salary is paid by the district for all administrators. For Supervisors the TSA amount is \$1,860 per year and for Directors it is \$2,460 per year. For OTIS it is \$1,860 per year for Managers I and II and \$2,460 per year for Managers III, IV, V and Executive Director.

This is increased for employees who are at Step 4 of the salary schedule, to \$3,000 for Supervisors and Directors, \$2,400 for OTIS Managers I and II, and \$3,000 for Managers III, IV, V and Executive Director. Confidential employees at Step 6 of the schedule receive a TSA in the amount of \$\$\$900.

The district also provides one of the following options for each administrator and confidential employee:

- 1. Two party or full family medical insurance
- 2. Single party medical insurance (employee only) and

a tax sheltered annuity of \$35 per month

3. Administrators and confidential employees who can demonstrate equal or better medical coverage than that provided by the district may elect to not carry ESD medical insurance and receive a TSA of \$60 per month in lieu of medical insurance.

Professional Organization Dues

The ESD pays the dues for basic COSA membership for each administrative employee who requests the benefit. The employee pays COSA department dues. Other professional organization memberships may be paid in part or in full when required by the Superintendent.

Holidays

Benefits for administrators/confidential employees include the same paid holidays as provided the employees in the Bargaining Unit. Currently they are:

Labor DayNew Years DayVeteran's DayMemorial DayThanksgiving and day afterFourth of JulyChristmas Day and one otherFourth of July

Vacation

260-day work year - administrators on this schedule will earn 22 days of vacation to be used during the following fiscal year.

Confidential employees earn vacation at the same rate as classified employees covered under the labor agreement. Currently that is:

- 10 days per year during the first five years of employment 15 days per year during the 6th through the 15th years of employment 20 days per year in the 16th and subsequent years of employment
- 249-day work year administrators on this schedule will earn 22 days of vacation each year to be used during the following year and will have 11 non-contract days. Non-contract days are days on which no work is performed for the district and for which no compensation is received by the employee.

1 .

Job Related Expenses

The District reimburses expenses incurred in the performance of duties related to employment with the District.

Mileage reimbursement for use of personal vehicle is at the $p\neq p\neq t\neq t$ IRS approved rate. (Currently $p\neq t\neq t \in S$.225, s.24/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed at the District approved rate. Currently these rates are:

Breakfast	\$ 5.00
Lunch	7.50
Dinne r	12.50

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Exceptions are made when meals are included as part of conference registration or where meal costs are higher than the per diem. In these cases, employees must provide receipts for meals.

The cost of lodging is reimbursed for the full amount when approved in advance by the Superintendent or Division Director. Employees are expected to use discretion when making arrangements for lodging and encouraged to obtain special rates when available.

Early Retirement

An early retirement incentive program shall be available to administrative and confidential employees who have reached 58 years of age after having completed 12 consecutive years of employment with the district.

Eligible employees may retire June 30 or December 31 after giving 60 days written notice or they may retire during the 1988 calendar year at such other time as may be approved by the Superintendent.

As an incentive for an employee opting for early retirement, the District agrees to provide up to \$150 per month for up to four years and to a maximum of \$7,200 to each early retiree for medical, dental and vision insurance.

It is understood that coverage is subject to the rules of the insurance carrier. For dental and vision insurance the composite rates will apply. If the cost exceeds \$150 per month and the employee elects to maintain that level of coverage, the retired employee shall pay the difference.

In no case will the district provide this benefit beyond age 65.

If the spouse of the employee is, at the time of the employee's death not eligible for Medicare, the district shall provide single-party medical insurance for the duration of the time that the deceased employee was eligible for benefits or until the date on which the spouse is eligible for Medicare.

Physical Examination

The Board believes that the physical well being of its administrative// confidential employees is critical to maintaining the operations of the district. In order to assure that each administrative/confidential employee is regularly apprised of his/her health characteristics and that the District's interest in maintaining a healthy administrative/confidential work force is protected, all administrative/confidential employees are required to have a physical examination by a licensed physician once every two years.

The physical examination will include the following procedures unless otherwise determined by the examining physician. The ESD will provide payment for the listed procedures as a provision of each administrative //confidential employee's medical insurance.

- Development of medical history and establishment or updating of baseline information
- -- complete blood count
- -- chem screen

- -- thyroid panel
- -- urinalysis
- -- rectal and lower colon exam and hemocult test
- -- chest X-ray

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- -- electrocardiogram
- -- female employees: pap smear, mammogram

Other tests recommended by the physician as a result of reviewing the employee's medical history will be covered under the regular provisions of the ESD medical insurance program.

The employee, upon completion of the physical examination, will provide to the Superintendent an opinion from the examining physician regarding the employee's general health condition as it relates to the ability to carry out the duties of his/her job assignment.

JM:jv 89/017

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UCATION SERVICE DISTRICT GHWAY 99 NORTH; P.O. BOX 2680 EUGENE, OREGON 97402

1.

OFFICE OF THE SUPERINTENDEN MARCH 7, 1989

LANE ESD BOARD OF DIRECTORS TUESDAY, MARCH 7, 1989

1. Call to Order 1A. Attendance

120

A regular meeting of the Lane ESD Board of Directors was called to order at 7:15 p.m., Tuesday, March 7, 1989, as announced on the agenda and public notice of this meeting. The following persons were present:

Board members: Lois Copple, Chairperson Doug McKay **Glen Weathers**

Beverly Ficek Jim Swanson

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Richard Ellingboe Sallie Rainville Jerry Miller

Others: Larry Irvin

Bob Taylor Marv Wilkerson Jeff Foreman **Brian Reid**

- 1B. The following written communications were presented:
 - Report of Activities, Resolution No. 8: Hearing-Impaired and Α. Audiological Services
 - A letter from Hill Walker, chairman of the Lane School Advisory Β. Committee. Dr. Walker said that Lane School is not only a model program for emotionally disturbed adolescents, but also has emerged as one of the finest day treatment school programs nationwide.
 - C. Update on March 27 election
 - "Protective Strategies for Managing Social Behavior Problems: An D. Instructional Approach." Monograph co-authored by Geoff Colvin for the Education and Treatment of Children Journal.
 - Letter from Pat Konopatzke, Elmira High School Media Specialist, E. expressing appreciation for the many excellent service provided by the ESD.
- Director Ficek commented that she had toured the ESD as a Board 2A. candidate and had enjoyed it very much. She received a copy of the Daily Education News from ORNET in the Teaching Resource Center and asked if she could continue to receive this publication. Superintendent Maxwell said copies will be sent to Board members.

Superintendent Maxwell requested that the agenda be changed to 2B. accommodate a visitor, Dr. Larry Irvin, who would be here at 7:30 to give the report on the ORI evaluation of Speech, Hearing, and Audiological resolution services.

1B. Communications

2. Statements 2A. Director Ficek

2B. Agenda revision

2C. International 2C. Bob Taylor presented Board members with copies of the International **Classroom Visitors** Classroom Visitors program poster. 3. Consent agenda 3. DIRECTOR SWANSON MOVED to accept the consent agenda as presented. Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, SWANSON, and WEATHERS VOTING YES. The following Action Items were included in the consent agenda approval: Α. BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of January 25, 1989, as presented. Β. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Personnel Report dated March 1, 1989, as submitted and approves the following personnel actions according to the recommendations of the Superintendent, which are attached to the official copy of the minutes of this meeting: Employ: Virginia Deeks, Speech/Language Therapist (temporary position) Accept resignation: Cynthia Lee-Holloway

(Resolution #88-55)

(Director McKay entered the meeting at 7:20 p.m.)

4A. Grant Proposals: Student Retention Initiative (SRI)

4. Business Affairs

- 4A. Two ESD staff members have submitted concept papers for grant proposals to be funded by the Oregon Student Retention Initiative. They are:
 - "Drop Out Prevention in Lane County Rural School Districts," submitted by Geoff Colvin on behalf of rural school districts, the Oregon Social Learning Center, and the ESD; and
 - 2. "More than Just Advice: Countywide Staff Development Training," submitted by Bob Taylor on behalf of the County Youth Development Commission's Education Subcommittee.

Both papers have made it through the Lane County screening process and have been submitted for review at the State screening level. If they are favorably received, invitations will be issued to submit formal grant proposals.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the development of grant proposals for Oregon Student Retention Initiative funds and authorizes the establishment of a special fund and appropriation of any grant funds received.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, McKAY, SWANSON, and WEATHERS VOTING YES. (Resolution #88-56)





4B. Mid-year audit report 4B.

4C.

7A.

4C. Grant application, Inservice Funds The Board reviewed a summary provided by Mike Lewis of Jones and Roth, following the audit firm's mid-year assessment of internal control and accounting procedures. Richard Ellingboe said the auditors have been most helpful in assisting the business office.

Subsequent to the last meeting, the staff was notified that inservice funds are available through the State Department of Education for training regular school personnel who work with handicapped children. Superintendent Maxwell said that local districts have expressed the need for this type of training. Because of the grant application deadlines, he said he had asked Geoff Colvin to submit a proposal subject to Board approval.

Board members reviewed a summary of the grant proposal. If received, these funds will be used to develop teaching modules for best practice procedures for preventing behavior problems in the classroom, remediating common behavior problems, and serving seriously emotionally disturbed students in a public school setting.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the application to the Oregon Department of Education for an <u>Inservice for</u> <u>personnel working with handicapped students package grant</u> in the amount of \$3,500, and authorizes the establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant amount of \$3,500, contingent upon receipt of funds.

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS[®] COPPLE, FICEK, McKAY, SWANSON, and WEATHERS VOTING YES. Resolution #88-57

4D. Richard Ellingboe reviewed ESD and OTIS financial statements for January 1989. Reports presented included the Summary of General Fund Expenditures and Encumbrances; the General Fund Revenue Summary; and the Revenue/Expenditure Summary for OTIS. Ellingboe said there had been no significant changes in the co-operative purchasing since last month's report.

(Item 7A: Report on Evaluation of the Speech, Hearing, and Audiological Resolution Services, was moved to this point on the agenda.)

Marv Wilkerson introduced Dr. Larry Irvin from Oregon Research Institute. Dr. Irvin was asked to evaluate Speech, Hearing, and Audiological services provided to local districts under Resolution No. 8, as a part of the continuing program evaluation process. (ORI will also later evaluate Psychological Services and Direction Service.)

Dr. Irvin briefly reviewed procedures for the user survey and discussed his findings and recommendations. He said that general user satisfaction was very high. A copy of the evaluation is available from the Superintendent's office.

(agenda revised)

7A. Evaluation of Services, Resolution #8. 6. <u>Discussion items</u> 6A. Wellness Policy

6B. Revisions to Board Policies 320 and 424: Grievance

- 7. Reports
- 7B. Lane School facilities

7C. Employee Evaluation Committee

7D. Legislative Report

7D.

7E. School Enrollment Report 6A. Proposed language for a policy to cover wellness activities was before the Board for a first reading. The Board previously has encouraged administration to explore staff interest in Wellness programs and activities and a Committee has been formed to begin to implement some of the recommendations developed in a staff interest survey. The staff believes that policy language is needed at this time if there is to be long-term commitment in this area.

Board members also reviewed a list of current and proposed wellness committee activities.

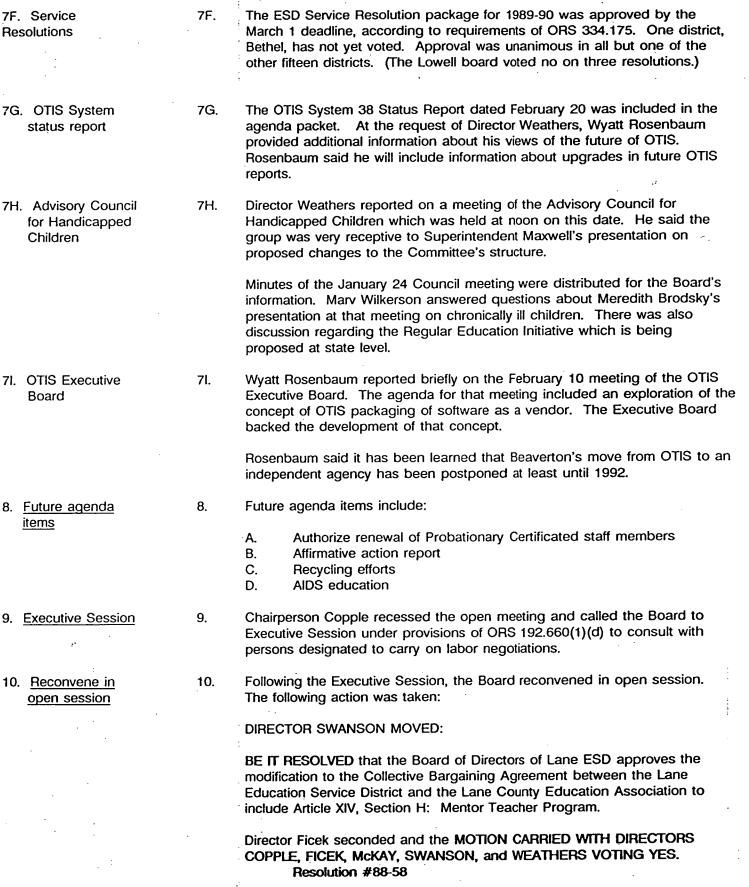
- 6B. Revisions to the Grievance Procedure policy were again placed on the agenda for a first reading. The original purpose for revising the policy was to remove the due process clause because a similar clause now exists in the labor agreement. During follow-up discussion at previous Board meetings, a question was raised regarding the need to retain the "representation" portions of the policy. Superintendent Maxwell said that this question has been reviewed by Richard Ellingboe and legal counsel, Joe Richards. Richards recommends that the representation clause be removed. The policy as now presented removes both the due process clause and the clauses associated with representation.
 - 7B. The Lane School Facilities Committee was formed for the purpose of securing a site for Lane School after the lease for the present site was not renewed by District 4J. Board members reviewed a briefing memo which explained the Committee's activities in developing specifications and seeking and evaluating potential sites.

Superintendent Maxwell said that subsequent to the time the memo was written he had been notified that part of the space currently used at Silver Lea school will be available next year (on a one-year basis). Because no other adequate site has been found to this point, the Committee may accept 4J's offer for next year. In that case, the Committee would remain in existence and would continue to explore other site options for future years.

- 7C. The Board received minutes from the February 21 Evaluation Committee meeting. The Committee also met on the afternoon of this meeting, March 7. Richard Ellingboe provided an update of its activities in drafting the evaluation components and job standards. He said that the Committee will have another review meeting next week and following that will begin to format the evaluation instrument. It is planned that the first draft will be brought to the Board in April.
 - A report on education-related legislative issues was distributed. Jeff Foreman is coordinating acquisition of bill texts and summaries and maintains a central file on all issues. Superintendent Maxwell briefly reviewed elements of the proposed education finance package.
- 7E. A summary of school enrollment for Lane County was distributed. This report has been developed by staff as part of the budget planning process. Data are based on information provided by districts and the ESD to the State Department of Education.







11. Next meeting

11. The next regular meeting of the Lane ESD Board of Directors will be at 7 p.m., Tuesday, March 28, at the Lane ESD Center, 1200 Highway 99 N, Eugene.

12. Adjourn

12. The meeting was adjourned at approximately 9:15 p.m.

Lois Copple, Chairperson

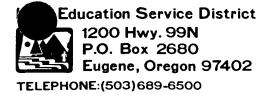
James G. Maxwell Superintendent-Clerk

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PERSONNEL REPORT TO BOARD March 1, 1989 PERSONNEL CHANGES

EMPLOYEE	POSITION	EFFECTIVE DATE	CLASSIFIED/ CERTIFIED	NOTE
NEW EMPLOYEES				
Paul Brenner	TMR Aide	2/8/89	Classified	
Valerie Sloane	TMR Aide	2/21/89	Classified	
TERMINATIONS				
Stephen Greene	TMR Aide	2/24/89	Classified	Unsatisfactory
				evaluation at end of probationary period
Bob Wiese	TMR Aide	6/16/89	Classified	Resigned
Darla Wofford	TMR Aide	1/31/89	Classified	Resigned
Cynthia Lee - Holloway	Speech Therapist	2/28/89	Certified	Resigned
norroway	merapibe			
CHANGE OF STATUS		·		
LEAVES OF ABSENCE	,			
RECOMMENDATIONS TO THE	BOARD			
Virginia Deeks	Speech/	3/15/89	Certified	Temporary position for the remainder of
	Language Therapist			school year
				-
MISCELLANEOUS				
		VACANCY NO	TICES	
POSITION	CLOSING DATE	POSITION		NOTES
<u></u>				
TMR Aide	3/13/89	Wilkerson		

3B



MEMORANDUM

DATE: February 17, 1989

TO: Jim Maxwell

FROM: Marv Wilkerson

SUBJECT: Speech Therapist for TMR Program

I am recommending Virginia Deeks to be hired as our Speech Therapist in the TMR Program for the balance of the school year, to replace Cindy Lee-Holloway. She is to be placed at MA-O, and is to start March 13, 1989, or sooner if she can remove some of her commitments with her present jobs.

She comes highly recommended as noted in my calls to her employers. I also talked with her references and they concur with her being an excellent employee.

If you need any further information, please let me know.

MWW:cas

c: Richard Ellingboe

Attachments

LEDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, BOX 2680 EUGENE OR 97402

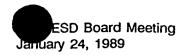
Office of the Superintendent Tuesday, January 24, 1989

LANE ESD BOARD OF DIRECTORS TUESDAY, JANUARY 24, 1989

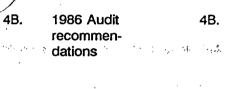
1. Call to Order	1.		Board of Directors was called to order at 39, as announced on the agenda and ollowing persons were present:
		Board members: Lois Copple, Chairperson Bill Lewellen Frank Nearing Glen Weathers	Beverly Ficek Doug McKay Jim Swanson
		ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Richard Ellingboe Sallie Rainville Brian Reid	Bob Taylor Marv Wilkerson Geoff Colvin Jeff Foreman Jerry Miller
1B. Communications	1B.	The following written communication	s were presented:
		 A. Copy of letter from Superinter her service as Interim Planet B. Report: Home School enroll C. Report of Activities: Hearing Resolution D. Announcement of OSBA/CO E. Education Service Districts in 1988 (Superintendent Maxwell that editing this publication for the service of the s	endent Maxwell thanking Darien Gould for
		F. Legislative Update, published	d by COSA
2. <u>Statements</u> 2A. LCEA	2 A .	Brian Reid, representing LCEA, distr Petersen regarding parental leave p	ibuted copies of a memo from Belinda olicy.
2B. Director Lewellen	28.		ewellen suggested that the Board ain competitive bids on a mid-range car se. He said it appears that leasing is no

2C.	Election update	2C.	election is February 16 incumbents, Directors Board positions and 1	ell said that the deadline for filing for the March Director 5. The Elections Division reports that the two Ficek and Lewellen, have filed for their respective there are no other candidates as of this date. He embers for their continuing interest in the ESD.
2D.	Home Schooling	2D.	statewide. He said t completed a lengthy r	ef update on Home Schooling, both Lane ESD and that the Legislative Interim Committee on Education has eport for the Legislature on home schooling issues. ested copies of the report.
3.	Consent agenda	3.		uested that Item 3B: <u>Revisions to Board Policies 320,</u> wed from the consent agenda for further discussion.
			DIRECTOR LEWELLEN	NMOVED to accept the consent agenda as revised.
				onded and the MOTION CARRIED WITH DIRECTORS ELLEN, McKAY, NEARING, SWANSON, and /ES.
			The following Action It	ems were included in the consent agenda approval:
				ED that the Board of Directors of Lane ESD approves December 6, 1988, as presented.
			the Personnel approves the f recommendation	ED that the Board of Directors of Lane ESD accepts Report dated January 17, 1989, as submitted and following personnel actions according to the ons of the Superintendent, which are attached to the the minutes of this meeting:
			Employ:	Ann Warberg (one-half time teacher/ consultant, temporary, to fill position for teacher on maternity leave)
			(Resolution #8	Stephanie Smith (School psychologist, temporary to replace teacher on maternity leave) 88-45)
		·	renew or non-renew th	by statute to take action prior to April 1 each year to ne probationary certified staff. A list of probationary considered by the Board at the March meeting was nnel report.
4.	<u>Business</u> <u>Affairs</u>	4A.	the Board for a second	luded in the auditor's management letter were before d reading, along with a description of corrective actions ted by the staff as a result.

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4A. Audit report recommendations (cont'd)



4C.

4D.

Apple Grant

Application

4C.

4D. Regional Voc-Ed Grant

DIRECTOR NEARING MOVED:

WHEREAS, Oregon statutes require the Lane Education Service District to note audit recommendations, and

WHEREAS, the ESD Board has received the financial audit for 1987-88;

BE IT RESOLVED that the Board of Directors of Lane ESD hereby directs the administration to implement the corrective actions cited in the memo which is attached to the official copy of the minutes of this meeting.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

Richard Ellingboe said he will report at the March 7 meeting on the mid-year audit visit, which will take place next week.

In accordance with the Board's request, Superintendent Maxwell provided a report on actions taken in response to the previous year's audit. Six areas were included in the correction plan adopted last year. Board members reviewed the status of each area.

Apple Computer Corporation has again invited the Special Education staff to submit a competitive grant application. Superintendent Maxwell said the staff is excited about the opportunity to expand on the model program that they had previously described in grant applications, but which were not funded. He recommended that the Board authorize the staff to develop and submit the application. If funded, the grant will be used to equip Special Education classrooms with computer programs designed to develop computer literacy and enhance communication tools for handicapped learners.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the development and submission of a grant application to the Apple Computer Corporation for the purposes described above.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-47)

The Board reviewed a briefing memo regarding an application to the Oregon Department of Education for a Regional Vocational Education continuation grant. If approved, funds will be applied to continue to build the regional 2+2 program among area high schools and Lane Community College; to continue installation of the principles of technology curriculum in area high schools; and to provide mini-grants to schools for specific vocational education development projects approved by the Regional Vocational Education Consortium.

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4D.	Regional Voc- Ed Grant		DIRECTOR SWANSON MOVED:
	(cont'd)		BE IT RESOLVED that the Board of Directors of Lane ESD authorizes an application on behalf of the Lane Vocational Education Consortium for a Phase IV continuation grant of \$53,708, through the Oregon Department of Education.
			BE IT FURTHER RESOLVED that the Board authorizes, contingent upon grant approval, the establishment of the appropriate special fund in the 1988- 89 budget and appropriates the grant amount contingent upon receipt.
			Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-48)
4E.	Financial Statements	4E.	Richard Ellingboe reviewed ESD and OTIS financial statements for December, 1988. (Statements for November had been mailed in the interim between meetings.) Reports presented included the Summary of General Fund Expenditures and Encumbrances; the General Fund Revenue Summary; the Co-operative Purchasing Report; and the Revenue/Expenditure Summary for OTIS.
	-		Ellingboe also reported on a presentation by Lane County officials regarding investments and interest earnings. A copy of this report is on file in the Superintendent's office.
5. 5A.	Action items ESD service resolutions, 1989-90	5A.	Board members received 1989-90 Lane ESD Service Resolutions for the second reading. Superintendent Maxwell pointed out the one change made since the December meeting, a cost modification to Resolution #11. He said that Lane County Superintendents met on December 14 and agreed to support the resolutions as written.
			DIRECTOR LEWELLEN MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1989-90 service resolutions and authorizes them to be submitted to Lane County School boards for review and action.
			Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-49)
5B.	Board conference attendance	5B.	Director Weathers has indicated interest in attending the National School Boards Association Convention in Anaheim on April 1 through 4. In accordance with Board policy, the request to attend was placed on the agenda for review and approval.

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SD Board Meeting January 24, 1989



5B. Board conference attendance (cont'd)

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Weathers at the National School Boards Association (NSBA) convention in Anaheim, CA on April 1 through 4. Expenses will be paid from funds budgeted for Board travel and conferences in accordance with Board Policy 108 and Administrative Regulation 1108-1.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-50)

Director Ficek said that she would be unable to attend the February AAESA conference in Orlando. Because she had originally planned to attend both AAESA and NSBA, she had requested reimbursement only for lodging and meals at the NSBA conference. She asked that the Board cancel both her original requests and approve reimbursement for registration, meals, lodging, and transportation at NSBA.

DIRECTOR NEARING MOVED:

BE IT RESOLVED THAT THE Board of Directors of Lane ESD approves the attendance of Director Ficek at the National School Boards Association convention in Anaheim CA on April 1 through 4. Expenses will be paid from funds budgeted for Board travel and conferences in accordance with Board Policy 108 and Administrative Regulation 1108-1. This resolution hereby rescinds approval granted at previous meetings for Director Ficek to attend NSBA (Resolution 88-40) and AAESA. (Resolution 88-29).

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(Resolution #88-51)

5C. Chris Gillesse, a non-parent representative to the Lane ESD Advisory Council for Handicapped Children, has resigned from the Council. The Council recommends the appointment of Lisa Jordan to fill the unexpired term. Both Ms. Gillesse and Ms. Jordan work in the Special Education Division for Eugene 4J and Ms. Jordan has attended all of the Council meetings this year.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts Chris Gillesse's resignation from the Advisory Council for Handicapped Children and expresses its thanks for the service she has given.

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD appoints LISA JORDAN to fill an unexpired term on the Lane ESD Advisory Council for Handicapped Children. The term of office ends May 30, 1989.

5C. New Member, Handicapped Advisory Council

5C.	Committee appointment (cont'd)		Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, NEARING, and WEATHERS VOTING YES. (Resolution #88-52)
6. 6A.	Action Items Labor Negotiator	6A.	Board policy requires regular review of contracted service providers; the review process for labor relations is scheduled for this year. Superintendent Maxwell said the process is timely inasmuch as the current labor contract with LCEA expires on June 30, 1990. Board members reviewed a briefing memo which summarized Board policy and experience with the current vendor (OSBA). The Board also reviewed a position description for labor relations consultant.
			The Board discussed and by consensus approved the Superintendent's recommendations which were as follows:
		•	That the District not automatically renew the contract with OSBA at this time
			That the Superintendent ask for review and analysis of the existing contract, in light of recent labor relations developments and the 1987 and 1989 legislative sessions. The review and analysis would come from at least three sources (District administration; District legal counsel; and OSBA) and be completed by August 15.
			That the Board schedule a work session in early September to establish its goals for the collective bargaining process (following the current legislative session).
			That following the establishment of goals, but at the same work session, the Board establish a process to acquire the services contained in the job description for labor relations consultant.
			That consideration be given, in addition to the possible use of outside vendors, to using a combination of our own staff and District legal counsel to fulfill the labor relations consultant responsibilities.
		(Direct	or Lewellen left the meeting at 8 p.m.)
6B.	Employee Evaluation Committee Review	6B.	Richard Ellingboe reviewed the accomplishments of the Employee Evaluation Committee towards its goal of replacing existing job standards. The committee will also focus on reviewing the philosophy, purpose, and elements of employee evaluation; reviewing the evaluation procedure and instruments; and establishing a set of procedures for classified probationary staff.
		-	Ellingboe said the recommendation of the committee will be a significant departure from current evaluation procedures, in that the direction of the Committee is to not recommend continuation of the common evaluation procedure and instrument for all employee groups. He invited Board members to comment or to submit notes if they have concerns or items for the Committee to consider.



6B.	Evaluation Committee (cont'd)		Director Weathers, the Board representative to the Committee, commented that members are working together very cooperatively and it has been a pleasure to serve on the Committee.
			Director Swanson, who is the alternate Board representative, made several suggestions for the consideration of the Committee.
			Board members asked that minutes of the Committee's meetings be mailed to them in the interim between Board meetings.
6C.	Policy Revisions	6C.	Revisions to Board Policies 320 and 424: <u>Grievance Procedures</u> and 308: <u>Discipline</u> , Suspension, Dismissal (Administrative/ Confidential Staff) were before the Board for second reading.
j			Director Swanson questioned the proposed revisions to the Grievance Procedure policies. He said it was unclear to him whether or not provisions of the policy applied to all staff members. Following discussion, Superintendent Maxwell asked that the policies be withdrawn for further revision by the staff. He said the language will be reviewed by legal counsel prior to being re-submitted to the Board.
			Board members expressed no concerns about the proposed revision to Policy 308; the Superintendent recommended its approval.
			DIRECTOR MCKAY MOVED:
		·	BE IT RESOLVED that the Board of Directors of Lane ESD hereby amends Board Policy 308: <u>Nonrenewal/Dismissal of Certificated Staff</u> . The new title for the policy will be <u>Discipline</u> , <u>Suspension</u> , <u>Dismissal</u> (Administrative/Confidential Staff). The policy is attached to the official copy of the minutes of this meeting.
			Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-53)
7.	Reports	7A.	Geoff Colvin presented an update on progress towards implementation of the
7A.	Lane School		educational model adopted by Lane School following the Study Team evaluation and recommendations.
			Colvin said that the impact of the pregram can be seen in terms of an

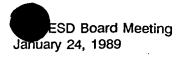
Colvin said that the impact of the program can be seen in terms of an increasing number of students; an increased case load for consultants working in the districts; and the increasing number of UO students wishing to conduct studies and do practica at the school. Seventeen school districts and agencies have visited the program in the past two years for information and training. He said that overall the plan to implement the educational model has been systematically applied and staff and users are satisfied with the program.

	7A.	Lane School (cont'd)		The greatest concern at present is the need to relocate the school. In addition, Colvin said, there is a need to increase parent-training services and to provide more individual services to some students.
				Board members discussed some possible options for meeting the School's facility needs.
	7B.	New OTIS report	7B.	The "New OTIS" status report dated January 11 was distributed for information and review.
				Wyatt Rosenbaum invited all Board members to attend the next OTIS Executive Board meeting in Salem on February 10.
	7C.	Records Management	7C.	Board members received information about the ESD records-management project. The Superintendent commended Sallie Rainville for her leadership in working with the State Archivist to develop a records management system and Retention Schedule for the agency. The Retention Schedule provides direction for storage, retention and destruction of each of our documents. Some records are permanent. The Superintendent said that microfilming will begin to play a key role for records to be stored in perpetuity or for long periods.
				The Board reviewed a summary report on the project, including recommendations made by the Archivist and planned staff follow-up.
2	7D.	Instructional Services Division	7D.	Bob Taylor briefly reviewed the process to be used in planning the Instructional Services Division program of work for 1989-90. The Division's priorities each year are determined, within the guidelines of ESD policy and the appropriate service resolution, by the Lane County Curriculum Coordinators, an advisory group which is composed of the superintendent or designee from each local district. Board members received a copy of the planning calendar and a list of individuals from each district who serve on the advisory group. Taylor also said that the Curriculum Coordinators receive input from over 100 Lane County educators who serve on subject- area task forces or curriculum councils.
	7E.	Advisory Council for Handicapped Children	7E.	Following discussion of the issue at December's meeting, Superintendent Maxwell and Director Weathers met to review the history, mission and activities of the Advisory Council for Handicapped Children. In a briefing memo, the Superintendent covered several historical factors which appear to diminish the effectiveness of the current Council as a general advisory committee.
				In accordance with the Board's direction, Superintendent Maxwell recommended the following changes in the Committee's structure and activities. He recommended that the changes be enacted with the beginning of next school year:
				1. Rename the Council to Special Education Advisory Committee or to some other name that is more descriptive of the role of a general advisory committee for the Division.

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7E.	Advisory Council (cont'd)		2. Establish its primary mission to be to advise the district about Special Education programs for which the District is responsible, as established by service resolutions or service contracts.
			3. Encourage membership that will be representative of the ESD constituent districts.
			4. Have ESD employees serve as staff for the Committee and not as voting members.
			5. Develop an annual plan of work for the Committee that includes opportunities to review and advise on issues prior to action being taken.
1			Director Weathers commented that he agreed with the recommendations. He asked that the staff keep the present Council informed and continue to request its input. Director Swanson suggested that the Special Education staff also be kept informed and involved. Director Nearing suggested that district superintendents be kept informed of plans as they progress.
	•	te après	Minutes of the December 6 Advisory Council meeting were also distributed for the Board's information.
8.	<u>Future agenda</u> items	8.	Future agenda items include:
·		-	 A. Authorize renewal, probationary certificated staff B. Review suggested policy for Wellness Committee C. Report on ESD recycling efforts D. Report on AIDS education at Lane ESD
9. & 10.	Executive Session	9. 10.	No Executive Session was held.
11.	Next meeting	11.	The next regular meeting of the Lane ESD Board of Directors will be held at 7 p.m., on Tuesday, March 7, 1989, at the ESD Center, 1200 Highway 99N Eugene.
12.	<u>Adjourn</u>	12.	The meeting was adjourned at 9:15 p.m.
		(Lois Copple, Chairpersón
SR Attachr minutes	nents to official s:	Personi	James G. Maxwell, Superintendent-Clerk nel recommendations ive actions, 1988 audit

Corrective actions, 1988 aud Revised Board policy #308

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DATE: January 19, 1989

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Hiring of Temporary Certificated Employees

This is to recommend the employment of two temporary certificated employees.

Stephanie Smith would temporarily replace Margie Myska as a School Psychologist during her maternity leave. Margie Myska plans to begin her maternity leave on January 16 and intends to return to her position in September.

Ms. Smith has had experience in Eugene and Bethel and was previously employed by District #4J. She has also worked as an intern under ESD psycholoigst, Anne Moffett. I recommend placement at the MA45-2 step on the certified salary schedule, contingent upon verification by the Personnel Office of training and work experience.

Ann Warberg has been selected as the half-time Teacher Consultant to co-share a position held by Betsy Fernandez at Lane School for the remainder of this school year. Ms. Fernandez is on half-time maternity leave following the birth of her child and intends to return to full time in the fall. Ms. Warberg is on unpaid maternity leave for the year from the Eugene District. The Eugene District has given permission, and encouragement, for her to work in the Lane School program on a one-half time basis for the remainder of the school year. Ms. Warberg's references and experience are outstanding and she should be an asset to the SED program. I recommend that she be placed at MA-2 on the certified salary schedule, subject to verification by the Personnel Office of training and work experience.

We are fortunate to have the opportunity to employ these well-qualified persons at mid-year.

JM:jv 2/017

Machment 1/24/89

Material Control Weaknesses

Comment

Action Taken

Control Over Cash Receipts Should Be Improved

At present, there is one person responsible for all facets of the cash receipts function from handling receipts, accumulating data and coding transactions for input into the accounting system, making bank deposits and maintaining the detail customer accounts receivable records. These circumstances result in a total lack of segregation of duties, a vital control factor in safeguarding the assets of the District.

Based on a previous management letter recommendation, a cash receipts listing is now apparently being prepared by someone other than the revenue clerk. However, it appears that the listing is not being used as an internal control as intended since no effort is made to reconcile the cash receipts listings to subsequent bank deposits on a periodic basis. In order to implement a segregation of duties and improve internal control, it is vital that the listing be used as intended to ensure that District monies are properly handled and accounted for.

Receivable Subsidiary Records Should Be Reconciled

During the year, a software program was installed to replace a previous manual system used to maintain subsidiary customer receivable records. Under the new system, at least three people process customer invoices but the revenue clerk has no way of knowing for sure if all the invoices have been properly processed and input into the accounting system. We have made an informal recommendation to the accounting department on how to reconcile the input on a timely basis to ensure the integrity of the accounting records. Management should review the procedures now in place to determine. the adequacy of the procedures and make modifications if necessary.

Action taken: The business office has modified its internal procedures. The administrative secretary for the division opens the mail and writes the receipts. She then provides a listing of the receipts to the director of Administrative Services who reconciles the lists with the bank deposits made by the accounts receivable clerk on a periodic basis.

Management is in the process of reviewing the adequacy of the system as well as the procedures that have been set up to assure invoices are being properly processed. The director has met with the consultant who assisted in setting up the program and is satisfied procedures are in place to assure invoices are properly processed.

attachment 1/24/89

Constructive Suggestions for Improvement of Operational Efficiency and Internal Accounting Control

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-	Comment	Action Taken

<u>Re-evaluation Of Mileage Reimbursement</u> Policy Could Result In Cost Savings

During the course of the audit, it came to our attention that the District currently has a policy of reimbursing employees for their business use of personal automobiles using a standard rate of 22.5 cents per mile. While this is a widely used, acceptable practice, we did find one example of a situation where a District employee received approximately \$25,000 in mileage reimbursements over the past fiscal year based on total miles driver of over 113,000.

While this may be an unusual situation, we recommend that consideration be given to re-evaluating this policy on a case-by-case basis to determine if there are situations whereby it would be more economical for an employee to drive an assigned District vehicle for business purposes. It is likely that there is a breakeven point where use of a District vehicle would be more cost effective to the District.

Fixed Asset Records Are Inadequate

In the prior year, a comment was made that fixed asset recordkeeping procedures were inadequate and this continues to be the case. The crux of the problem is that while the District financial records and the detailed fixed asset records are interrelated, they have not been reconciled in the past. This creates a situation whereby a substantial amount of time is required at the end of each year to determine that all fixed assets have been properly accounted for in accordance with District policy. The auditors and administrative staff have discussed this recommendation at length. The administration has requested the auditors develop a policy for consideration and adoption. The recommendation presumes a formula can be established which will provide a "break even" point. It will be the administration's responsibility to determine which employees, if any, will travel to the degree an alternative to mileage reimbursement is to be implemented.

1987-88 was the first year the ESD required the authorization of the superintendent or director of administrative services prior to purchasing items with a 541 or 542 designation. (These accounts provide for either new equipment or replacement of equipment.)

(continued on next page)

Constructive Suggestions for Improvement of Operational Efficiency and Internal Accounting Control

Comment	Action Taken
Fixed Asset Records Are Inadequate	Fixed Asset Records Cont.
(continued)	the fords cont.

At a minimum, we recommend that someone in the accounting department should periodically analyze the charges to the object 500 accounts where capital outlay expenditures are accounted for to determine that all fixed asset additions are being properly capitalized and reflected on the detailed fixed asset records. At the end of each fiscal year, the total fixed asset additions should then be compared to the object 500 charges and any differences should be reconciled.

With the implementation of this process, the accounts payable clerk is now maintaining a file listing for these invoices and will compare these to the existing records which are maintained by the administrative services secretary. The second element which is necessary to complete the process is to modify the budgeting procedures. Last spring the Board of Directors modified its policy relating to capital inventory. The modification will require the budget to be developed accordingly and certain items that were previously budgeted as replacement of equipment or new equipment will be budgeted as supplies. This change is to bring the purchases into compliance with the dollar value of capital investments. Purchases of lesser value and a limited life span will now be purchased as supplies and this process will enhance the accountability of our fixed assets inventory.

Control Over Checks Should Be Implemented

At present most of the blank check supply is locked up but a few blank checks are left unlocked in a file cabinet in the accounting department with open access to anyone. This is an unnecessary risk as all blank checks should be secured. All checks are now secured in a fire proof location which is locked.



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<u>MØMRENEWAL/DISMISSAL</u> OF GERTFFGATED STAFF <u>DISCIPLINE, SUSPENSION, DISMISSAL</u> (Administrative/Confidential)

The Board of Directors has an obligation to the constituent districts and the citizens of this District to employ the best professional staff possible in terms of training and ability to meet the educational needs of constituent districts and their staffs and students. It shall meet that obligation by retaining only those professional staff members who meet those standards.

The Board shall consider such recommendations in accordance with statutory requirements and the procedures set forth in District administrative regulations.

ORS 342.513

Date Adopted: May 20, 1980 Date Revised: March 3, 1981 Date Revised: July 21, 1987 Date Revised: 42/003

page 1/1

3B(1)

attachmend 1/24/89

300**-**12

ADMINISTRATIVE RULES

(PROPOSED)

1308-1

Lane Education Service District

DISCIPLINE, SUSPENSION, DISMISSAL

DISCIPLINE, SUSPENSION, DISMISSAL

All confidential and non-certificated supervisory and administrative employees shall be afforded due process as defined in ORS 342.663. This statute reads:

- As used in this section "school employee" includes all employees of a public school district except those for whom a teaching certificate is required as a basis for employment in a public school district.
- 2. A school employee who has been demoted or dismissed shall be entitled to a hearing before the school board if a written request is filed with the Board within fifteen (15) days of the dismissal or demotion.
- 3. School district employees subject to the civil service provisions of ORS Chapter 242 are exempt from the provisions of this section.

All certificated administrative employees as defined herein shall be entitled to the applicable provisions of the Fair Dismissal Law as defined in ORS 342.805 to 342.934.

 "Administrator" includes any teacher the majority of whose employed time is devoted to service as a supervisor, principal, vice principal or director of a department or the equivalent in a fair dismissal district but shall not include the superintendent, deputy superintendent, or assistant superintendent of any such district or any substitute or temporary teacher employed by such a district.

It is clearly understood that the rights of any administrator as defined in Section One (1) are limited to those provisions specified in the statutes and no greater protection, either expressed or implied, is intended by this administrative regulation.

Date Approved: 4/006

page 1 of 1

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, BOX 2680 EUGENE OR 97402

Office of the Superintendent Tuesday, December 6, 1988

LANE ESD BOARD OF DIRECTORS TUESDAY, DECEMBER 6, 1988

 1.
 Executive Session
 1.
 The Lane ESD Board of Directors met in Executive Session at 6:00 p.m., Tuesday, September 27, 1988, as announced on the agenda and in the official notice of this meeting. The Executive Session was called under provisions of ORS 192.660(1)(f) to consider records exempt by law from public inspection and 192.660(1)(h) to consult with legal counsel regarding rights and duties of the District with regard to current litigation or litigation likely to be filed. All Board members were present. (No action was taken following the Executive Session.)

<u>Call to order</u>
 A regular meeting of the Lane ESD Board of Directors was called to order at approximately 6:30 p.m., as announced on the agenda and public notice of this meeting. The following persons were present:

Board members:Lois Copple, ChairpersonBeverly FicekBill LewellenDoug McKayFrank NearingJim SwansonGlen WeathersJim Swanson

ESD staff:Richard EllingboeJim Maxwell, SuperintendentRichard EllingboeWyatt RosenbaumMarv WilkersonSallie RainvilleJeff ForemanJon ElvertBrian ReidJerry MillerJerry Miller

Others: Steve Christiansen Mike Lewis

2B. Communications

\$252-2522-4522-4

- 2B. The following written communications were presented:
 - A. Memo announcing Director Election to be held March 28, 1989. Expiring positions are Zone 3 (Springfield) and No. 6 (at-large).
 - B. Letter from Opal Jacobson, announcing retirement
 - C. Copy of letter to Bill Land congratulating him on election as ASBO Director
 - D. Copy of letter to Bonnie Briggs, Creswell District, congratulating her on receiving Presidential Award for Excellence in Mathematics Teaching
 - E. Updated Board planning calendar

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- F. Hearing Impaired and Audiological Services report for October
- G. Letter from Sam Miller commending Darien Gould for her assistance to DaVinci School staff
- H. <u>Scanner</u>, A Report on Emerging Educational Issues for NSPRA Members, October 1988

Lane ESD Board of Directors Meeting, December 6, 1988 Page 2

3.	<u>Statements</u>	3A.	Director Ficek requested that a letter be sent to thank Darien Gould for her work as interim planetarium director.
4.	<u>Consent agenda</u>	4.	DIRECTOR NEARING MOVED TO ACCEPT THE CONSENT AGENDA AS SUBMITTED.
			Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.
			The following Action Items were included in the consent agenda approval:
			A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of October 25, 1988, as presented.
			B. BE IT RESOLVED by the Board of Directors of Lane ESD that TOM SIEBERS is hereby appointed to a three-year term on the Lane ESD Budget Committee as an at-large representative. The appointment begins July 1, 1988, and ends June 30, 1991. (Resolution #88-32)
			C. BE IT RESOLVED that the Board of Directors of Lane ESD adopts the calendar for preparation of the 1989-90 Lane ESD Budget as submitted and attached to the official copy of the minutes of this meeting. (Resolution #88-33)
			D. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Personnel Report dated November 29, 1988, as submitted.
5. 5A.	<u>Business Affairs</u> Audit	5A.	(The audit report was deferred to a later point on the agenda.)
5B.	Replace equipment	5B.	Board members reviewed a briefing memo regarding replacement of the two work stations and printer from the Word Processing Center with IBM Personal Computers and a centralized laser printer. Superintendent Maxwell recommended that the Board authorize use of the Equipment Reserve Fund to purchase the replacement items.
			DIRECTOR MCKAY MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to purchase two IBM Personal Computers, a laser printer, and related communications equipment from 1988-89 Equipment Reserve Funds, in accordance with the Superintendent's recommendation, which is attached to the official copy of the minutes of this meeting.
-			Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.
-			(Resolution #88-34)

5C. Board members reviewed a background memo regarding issues surrounding the need to consider alternative plans for employee medical insurance. Subsequent to mailing of the board packet, the Employee Benefits Committee completed its review of insurance costs. The Committee's recommendation was distributed and reviewed. A two-tier approach to coverage offered by Pacific Hospital Association (PHA) was recommended.

Tier I (the basic program) would be funded by the ESD within amounts included in the collective bargaining agreement. Changes from the current plan were detailed in the background memo. Employees who choose the Tier II program would pay an additional amount to add optional coverage to the basic plan.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the provision of employee medical insurance as recommended by the Employee Benefits Committee and the Superintendent, contingent upon approval by LCEA. The recommendation is attached to the official copy of these minutes.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(Resolution #88-35)

5D. Richard Ellingboe reviewed ESD and OTIS financial statements for October, 1988. Reports presented included the General Fund Revenue Summary (a new format for this report was explained); the Summary of General Fund Expenditures and Encumbrances; and the Revenue/ Expenditure Summary for OTIS.

> Superintendent Maxwell introduced Jon Elvert, Planetarium Supervisor. Mr. Elvert said he is pleased to be here and excited about the future of the planetarium and working with its energetic staff. He discussed plans for future activities and said he will work to offer a choice of programs geared to specific grade levels, which will include pre- and post-visit activities.

> In answer to a question from Director Ficek, Mr. Elvert said he has identified a contact person for each school in the county. The letter which Board members received (Communications Item 1-I) was sent to these people. A follow-up personal contact will be made later in the school year.

Mike Lewis and Steve Christiansen of Jones & Roth were present to report on the 1987-88 audit and management letter. Copies had been mailed earlier in the month to each Board member. As part of the agenda packet, members received a preliminary statement from the Superintendent listing staff action to be taken with regard to each of the auditors' recommendations.

Mike Lewis thanked staff members for their help and cooperation in the audit process and said he was pleased that the audit had been completed in a timely fashion. Steve Christiansen provided a summary and explanatory comments about the management letter. Christiansen and Lewis discussed the recommendations and answered Directors' questions.

5C.

5D.

5A.

Financial

Introduc-

tion of Jon Elvert

Audit report

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5A.

Statements

Employee

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Medical Insura-

			Superintendent Maxwell also commented on the auditors' recommendations and actions planned. He said the staff appreciated having had the auditors' expertise available throughout the year.
<u>6.</u>	Action items	6A.	Proposed revisions to ESD Bylaws having to do with Board organization and
	Bylaws revisions		meetings were before the Board for a second reading. Superintendent Maxwell pointed out a wording change made as a result of Board discussion at the October meeting.
			DIRECTOR WEATHERS MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD amends Board Policies 050: <u>Organization</u> and 060: <u>Meetings</u> , as attached to the official copy of the minutes of this meeting.
			Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-36)
6B.	Membership L-COG	6B.	Superintendent Maxwell reviewed services provided to Lane ESD by the Lane Council of Governments. Copies of L-COG's 1988-89 work program and budget were distributed. He recommended that the Board's membership be continued.
			DIRECTOR NEARING MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD declares its intent to continue membership in Lane Council of Governments (L-COG) for the coming membership year.
			Director Swanson seconded the motion. DIRECTORS COPPLE, FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTED YES. DIRECTOR LEWELLEN VOTED NO. THE MOTION CARRIED. (Resolution #88-37)
6C.	Conference attendance	6C.	Several Board members had indicated interest in attending various professional conferences. In accordance with Board policy, the requests to attend were placed on the agenda for review and approval.
	School Law Conference		DIRECTOR SWANSON MOVED:
	Conterence		BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Frank Nearing at the Oregon School Law Conference, December 8 and 9, 1988, in Eugene. Expenses will be reimbursed from funds budgeted for Board travel and conferences in accordance with Board Policy 108 and Administrative Regulation 1108-1.
			Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-38)

NCTM DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Swanson at the National Council of Teachers of Mathematics Conference to be held in Orlando, Florida, on April 12 through 15, 1989. Expenses will be reimbursed from funds budgeted for Board travel and conferences, in accordance with Board Policy 108 and Administrative Regulation 1108-1. Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-39) **NSBA** (Director Ficek requested that she be reimbursed only for lodging and meals for this conference.) DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors Ficek and Nearing at the National School Boards Association convention in Anaheim, CA on April 1 through 4. Expenses will be paid from funds budgeted for Board travel and conferences in accordance with Board policy 108 and Administrative Regulation 1108-1. Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-40) 6D. Oregon ED-NET 6D. Board members had received a summary of a feasibility study for ED-NET, a statewide telecommunications network which would serve all levels of education. Superintendent Maxwell said that the OSBA Board of Directors had voted to endorse the proposal to develop the network. He said that access to ED-NET would be of significant value to the ESD, particularly in the delivery of data within the OTIS system and for supporting professional development opportunities through the Instructional Services Division. The Board reviewed a draft of a letter to the Office of Educational Policy and Planning which expressed the ESD's support for development of ED-NET. DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to express the District's support for ED-NET by submitting the attached letter to the Office of Educational Policy and Planning. Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-41)

Lane ESD Board of Directors Meeting, December 6, 1988 Page 6

6E.	Board meeting calendar	6E.	There will be no change to the Board meeting calendar previously adopted. Dates for regular meetings for the remainder of the year are January 24, March 7, March 28, April 25, May 23, and June 27.
6F.	Legislative Positions	6F.	The Board reviewed the Legislative Platform adopted by OAESD at its latest meeting. The platform will be used to give direction to those who represent OAESD during the 1989 legislative assembly. Superintendent Maxwell recommended that the Board support the platform and add additional position statements clarifying its support of certain sections of the platform. He also recommended that the Board support a position statement in support of ED- NET.
			DIRECTOR NEARING MOVED:
			BE IT RESOLVED that the Lane ESD Board of Directors supports the OAESD Legislative Platform and additional statements, as attached to the official copy of the minutes of this meeting.
			Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES. (Resolution #88-42)
6G.	Advisory Council Appoint- ment	6G.	The Superintendent reported that at its meeting earlier on this date, the Advisory Council for Handicapped Children recommended the appointment of Robert O'Neill to the Council as a non-parent representative, to complete the 1987-88 term of a member who resigned.
			DIRECTOR NEARING MOVED:
			BE IT RESOLVED that the Board of Directors of Lane ESD appoints ROBERT O'NEILL to fill an unexpired term on the Lane ESD Advisory Council for Hand- icapped Children. The term of office will run through May, 1989.
			Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, SWANSON, and WEATHERS VOTING YES. (Resolution #88-43)
7. 7A.	<u>Discussion</u> <u>items</u> Service	7A.	Board members reviewed first draft copies of the 1989-90 ESD Service Resolutions. They also received a summary of administrative visits to each of the sixteen local school districts which were held for the purpose of reviewing existing and future programs.
	Resolution Package		Superintendent Maxwell summarized a briefing memo which highlighted changes in the proposed resolution package from the current year.

Discussion centered on the proposed changes to Resolution No. 2: Data Processing. The Superintendent answered a number of questions from Board members about these proposals. In particular, Board members were concerned about the staff position to be created to provide assistance to Lane County districts in developing data processing capabilities and implementing new OTIS services.

In answer to Board members' questions, Superintendent Maxwell explained that the position would be hired and supervised by him, but would work closely with OTIS. He said that the position would also be used to identify district data processing needs that are not being met and to study methods of providing services over and above what OTIS can do for districts. He said that local district superintendents have indicated support for this recommendation.

Director Nearing indicated strong reservations about creating this additional position. Director Swanson pointed out that the resolutions were prepared using input from the district superintendents. Director Lewellen also indicated some concern about the political ramifications of adding this position, but said he would not vote against the resolution, because he believes the district superintendents have the right to develop the service resolutions. Director Nearing agreed, but said he would want the districts to know his feelings.

Director Swanson also said he was concerned about the future of media booking services, since this service would not be a part of "new OTIS." Superintendent Maxwell assured him that the ESD will continue to provide this service.

The Board received suggested revisions to Board Policies 320, 424, and 308, as 7B. "first reading" discussion items.

The suggested revision to Policies 320 and 424: "Grievance Procedures" removes the due process clause from the policy because protection exists in the current labor agreement for members of the bargaining unit.

This change was discussed during the September 27 meeting and the Board indicated that the administration should develop a means by which due process protection would be assured for those administrative and confidential employees not covered by the labor agreement. A revision to Policy 308: "Nonrenewal/Dismissal of Certificated Staff", is proposed to accomplish this goal. The policy would become applicable to administrative and confidential employees only, since its provisions have been superseded by the collective bargaining agreement for other employees.

Parental leave 7C. Board members reviewed the Superintendent's summary of interpretations of issues the parental leave law passed in 1987. The ESD is applying the standard used by the Attorney General, which indicates that sick leave should be used only for temporary periods of disability associated with pregnancy and delivery. Legal issues surrounding this issue are being followed by the staff.

7B. First Reading: Revisions to **Board Policies** 320, 424, and 308

7C.

Lane ESD Board of Directors Meeting, December 6, 1988 Page 8

8.	<u>Reports</u>	8A.	Director Lewellen reported briefly on the program presented by Bill Cannon at the November 4 OTIS Executive Board meeting.
8A.	OTIS Executive Board		Superintendent Maxwell called attention to a letter from Gary Burton and his response. Mr. Burton's letter outlined his ideas about how members of the Executive Board and other committed users could contribute to the success of the OTIS Consortium.
8B.	OTIS report	8B.	The "New OTIS" status report dated November 30 was distributed for information and review.
8C.	OSBA	8C.	Board members who attended presented brief reports on the OSBA Convention held November 11-13 in Portland.
8D.	Data Processing costs	8D.	In response to the Board's request, Margaret Nichols submitted two memos regarding costs of administrative data processing services in the Eugene Dis- trict. Board members reviewed the memos, as well as an ESD staff summary of the data and the cost of the ESD data processing resolution over a five-year period. The staff summary provides an estimated cost per student for administrative data processing services in the 4J district.
8E.	Lane School Facilities	8E.	The Eugene School District has elected to terminate the ESD's lease of space in the Silver Lea building which has housed the classroom and staff of the program for severely emotionally disturbed (SED) adolescents. (The 4J District has found that it will need the space for its Japanese Language Immersion Program.)
			Superintendent Maxwell said that a staff team will be established to develop a procedure for assessing available alternatives. He said he will keep the Board informed about developments as they occur.
8F.	Advisory Council Report	8F.	Director Weathers reported on presentations at the Advisory Council for Handicapped Children which met earlier on this date. The agenda for that meeting and minutes of October 25 were distributed for the Board's information.
			Director Weathers said he believed that the Council's Guidelines and purpose statement should be reviewed at this time. He said he feels that the Council currently functions more as an information-sharing body than an Advisory Council. Discussion followed regarding the purpose, function, and guidelines of the Council. Director Nearing suggested that there may be a need to re- examine the role of the Committee.
			Marv Wilkerson reviewed the Committee's history and discussed how the meeting agendas are planned. He said topics of interest are suggested by members.
			Director Weathers said he has enjoyed serving on the Committee and has learned from it.
		•	

9.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD requests that the Superintendent work with Director Weathers, the Board's representative to the Advisory Council for Handicapped Children, to examine the mission and effectiveness of the Council and to make recommendations to the Board regarding the Council's function.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(Resolution #88-44)

Future agenda items include:

9. <u>Future agenda</u> items

Session

- A. Update on Lane School transition
- B. Records management recommendations
- C. Begin review process for Labor negotiator
- D. Approve ESD service resolutions
- E. Approve revisions to Board Policies 320, 424, and 308.
- 10. <u>Executive</u> 10 &
 - 11. No Executive Session was held at this time.
- 12. <u>Next meeting</u> 12. The next regular meeting of the Lane ESD Board of Directors will be held at 7 p.m., Tuesday, December 6, 1988, at the ESD Center.
- 13. Adjourn

11.

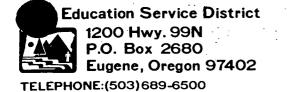
13. The meeting was adjourned at 9:15 p.m.

Lois Copple, Chairperson

James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Budget Committee calendar Replacement of Central word Processing Equipment Employee Medical Insurance Revised Board Policies 050 and 060 Letter in support of EDNET Legislative Positions



DATE: November 9, 1988

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Budget Committee Calendar

I recommend that the budget review process this year begin in April rather than March, as it has for the past few years. Because of a potential conflict with the NSBA Convention, we are suggesting that the process begin on the second Tuesday of that month and continue on Tuesday evenings until completed.

> LANE ESD BUDGET CALENDAR (for preparation of 1989-90 budget)

Tuesday, April 11, 1989

First Budget Committee meeting. Orientation; delivery of budget message; distribute budget proposal. Begin review process.

Budget Commitee meeting. Review of proposal.

Tuesday, April 18

Tuesday, April 25

Budget Committee meeting. Review proposal. (Approval of budget.*)

(If additional meetings are needed, they will be held on subsequent Tuesday evenings with approval deferred until the review process is completed.)

The public hearing on the budget is scheduled for Tuesday, June 28, 1989, at 7 p.m. Action to adopt the budget, appropriate funds, and levy taxes will be a part of the regular Board meeting agenda on that date.

Legal notice of the first Budget Committee meeting, budget summary, and notice of the budget hearing will be published, according to statute, in the Register-Guard.

JM:jv 15/044

Attachn, 12/6/88

Education Service District 1200 Hwy. 99N P.O. Box 2680 Eugene, Oregon 97402 TELEPHONE: (503) 689-6500

DATE: November 14, 1988

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Replacement of Central Word Processing Equipment

Background:

This is to recommend replacement of the two work stations and printer from our Word Processing Center and to seek authorization for the use of the Equipment Reserve Fund to purchase the replacement items.

The equipment in the Center has been in daily use since the 1979-80 school year. During the early years, relief operators were hired to work evenings and weekend shifts in addition to the day-time use.

The initial purchase price for all the components in 1979-80 was approximately \$20,000. The maintenance contract is now \$2,472, annually.

Replacement Equipment:

I am recommending that the two work stations (keyboards, disk storage, screens) be replaced with IBM Personal Computers similar to those being used on other desks and that the NBI impact printer be replaced with a laser printer.

Rationale:

The reasons for seeking authorization to replace the existing equipment are:

1. The print quality of the existing units is becoming increasingly difficult to maintain.

2. The annual maintenance costs for the current equipment makes its continued use not cost effective. The current maintenance cost is \$2,472. Maintenance of the replacement equipment will be handled via a "contract" with our Electronic Maintenance Department and will not exceed \$500 per year.

3. The Word Processing Center operators will use the same word processing system as the other staff members in the ESD. All staff members trained in word processing will be able to back up each other.

Attachm. 12/6/88

Board Members, November 10, 1988 Page 2

4. The two work stations can be used as OTIS terminals.

5. The high-quality printer that will replace the current printer will be "on-line" to not only the two Word Processing Center work stations, but also to other stations in the ESD. Any employee using the ESD adopted word processing system will have compatibility with the central system.

Financing

The annual maintenance contract for the current system will expire in March 1989. To avoid the obligation for renewing another year of maintenance costs, I recommend that the work stations, printer and communications system be purchased from the Equipment Reserve Fund in an amount not to exceed \$7,000 and that an amount be budgeted annually in the future for transfer to the equipment reserve fund which will be adequate to amortize the replacement during a four-year period.

JM:jv 1/004

RESOLUTION:

(5B)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to purchase two IBM Personal Computers, a laser printer, and related communications equipment from 1988-89 Equipment Reserve Funds in accordance with the Superintendent's recommendation above.



DATE: November 30, 1988

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Employee Medical Insurance

The Employee Benefits Committee has been meeting with our Agent-of-Record for employee benefits to consider alternative plans for employee medical insurance. A recommendation has not been completed at this time but will be available for action during the Board meeting.

The following background may help to refresh your memory about the issues under consideration:

- The medical insurance plan currently in place was established on July 1, 1988. The rates were guaranteed through December 31, 1988.
- 2. Unfavorable claims experienced since July 1 have caused Pacific Hospital Association (PHA), our carrier, to invoke a rate increase on January 1, 1989.
- Under conditions of the labor contract, the additional premium cost will be the responsibility of the employees.

The Employee Benefits is weighing options regarding:

- 1. Continuing the current plan (or a close approximation) and having the employees pay the extra premium cost.
- 2. Offering a plan with reduced benefits which could be funded within the current premium structure.
- Providing an opportunity for employees to elect one of the above two options.

JM:jv 16/020

attachm 12/6/88

Board Members, December 6, 1988 Page 2

Continues current plan except:

- -- Employee's obligation to co-pay \$10.00 on each office visit is removed
- -- General deductible is increased from \$50 to \$100 for each enrolled member
- -- Employee's obligation for each pharmacy prescription filled at PHA pharmacy is increased from \$3.00 to \$4.00

I recommend that the Board approve the Employee Benefits Committee's recommendation and provide employee medical insurance as described above contingent upon approval by LCEA.

JM:jv 6/007

RESOLUTION:

S(I)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the provision of employee medical insurance as recommended by the Employee Benefits Committee and the Superintendent, as detailed in the above memo, contingent upon approval by LCEA.

BYLAWS

No. 050

Lane Education Service District

ARTICLE V

ORGANIZATION

Section 1. Organization Meeting. The Board shall organize at a meeting held during $aff \not\in f$ the fedular electron of Board newbers but not later than the last day of July. (ORS 334.100)

Section 2. Officers. The Board shall organize by the election of a Chairperson and a Vice-Chairperson from among its members. (ORS 334.100) The Superintendent shall be appointed Clerk/Secretary of the Board. (ORS **334.225**) *337/313* Election shall be by a majority of the full Board.

- a. Officers shall serve for one year or until their respective successors have qualified. (ORS 334.100) No member may serve as Chairperson or Vice-Chairperson for more than two (2) years in succession.
- b. An officer may be removed by a majority vote of the full Board should he/she refuse to perform the duties of his/her office imposed upon him/her by law or these bylaws.
- c. In case an office of the Board becomes vacant, the Board shall fill the vacancy for the unexpired term.
- d. <u>Chairperson</u>. The Chairperson of the Board shall have the following duties:
 - Conduct all meetings and hearings of the Board, public or executive.
 - 2. Make all decisions as to the procedure to be followed in any meeting of the Board.
 - 3. Call special meetings.
 - 4. Make such appointments to committees and select representatives of the Board as may be required from time to time. Unless otherwise specified, all appointments will be for one-year terms, to be reviewed annually.

page 1/3

Attachm. 12/6/88

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				-	ARTICLE V
	nization -				

- e. <u>Vice-Chairperson</u>. The Vice-Chairperson shall serve as Chairperson when the Chairperson is not present at a meeting of the Board, or when the Chairperson is disabled or disqualified from acting as Chairperson in an emergency situation, and shall serve for the duration of such absence disablement or disqualification. He/she shall carry out such responsibilities as the Chairperson may assign to him/her from time to time.
- f. <u>Clerk/Secretary</u>. The Clerk/Secretary shall have the following duties:
 - Prepare and maintain a master calendar identifying the Board meetings at which all requested reports shall be made, specified items of business shall be conducted, and regular items of business which are repeated on a schedule shall be conducted.
 - 2. Be responsible for the reproduction and distribution of the agenda for each meeting of the Board.
 - 3. Take and prepare the minutes of each meeting of the Board.
 - Prepare and distribute a record of actions and decisions for each meeting of the Board.
 - 5. Prepare and distribute, publish, mail, or post all necessary notices and advertisements.
 - 6. Conduct such other appropriate activities as the Board may assign or request from time to time.

Section 3. Appointees. The Board shall annually appoint an auditor and may appoint a legal counsel. (ORS 334.125 1991) If legal counsel is appointed, such appointment shall be reviewed annually.

Section 4. <u>Motions</u>. The Board shall at the organization meeting fix the time and place for its regular meetings (ORS 334.100) and adopt existing bylaws and policies for its own operation and the operation of the District. (Modification of bylaws and policies shall be made in accordance with Article III of these bylaws.)

page 2/3

No. 050

Organization - page 3

ARTICLE V

Section 5. <u>Committees of Board Members</u>. Ad Hoc Committees of Board members may, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board. Members shall be appointed by the Chairperson, and members shall serve until the committee is discharged. Each Board committee shall be convened by a chairperson who shall be appointed by the Chairperson or by the committee from among its members.

Section 6. <u>Advisory Committees</u>. The Board authorizes that citizen advisory committees be used for funded programs as the law requires or where special need exists.

Date Adopted: Date Revised: October 7, 1980 September 1, 1981

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attachm 12/6/88

page 3/3

BYLAWS

Lane Education Service District No. 060

ARTICLE VI

MEETINGS

Section 1. <u>Parliamentary Authority</u>. Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, the administrative code or these bylaws; except that rules of order may be amended or set aside at any meeting by a majority of those present and voting.

Section 2. <u>Quorum</u>. A majority of the number of members constituting the Board shall constitute the quorum of the Board. Less than a quorum may meet and adjourn from time to time, and compel the attendance of absent members.

Section 3. <u>Presiding Officer</u>. The Chairperson shall preside at all meetings of the Board. In his/her absence, disability, or disqualification, the Vice-Chairperson and then any member so designated by the Board shall preside. The act of any duly designated presiding officer shall be legal and binding.

Section 4. <u>Regular Meetings</u>. Regular meetings of the Board shall be public except as provided by law; and shall conform to the requirements of ORS 192.610-192.690. They shall take place at the time(s) and place(s) set annually by the Board. Any scheduled regular meeting may be waived by Board action or may be cancelled if necessary or appropriate.

The order of business for each regular meeting shall be as follows unless altered by the presiding officer or a majority of those present and voting:

- 1. Call to Order (Attendance and Written Communications)
- 2. Statements
- 3. Zømmunizeatiøns Consent Group Agenda
- 4. Business Affairs
- 5. Action Items
- 6. Discussion Items

page 1/4

Attachm. 12/6/88

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Meetings -	- page 2	ARTICLE VI	-
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- 7. Reports
- 8. Future Agenda Items
- 9. Date and Place of Next Meeting
- 10. Executive Session
- 11. Reconvene to Regular Session
- 12. Adjournment

Section 5. <u>Special Meetings</u> Special meetings shall be public (ORS 192.620) except as provided by law and shall be called by the presiding officer or by a majority of the members of the Board. The Superintendent shall notify each member and such newspaper and radio or television stations as have requested notice, of the date, time, and place of each special meeting and the purpose for which it is called at least 24 hours prior to the meeting. (ORS 192.640) Waiver of such notice may be given by any member at or prior to the time of the meeting and the presence of any member at the meeting shall constitute waiver of notice. The order of business shall be as follows unless altered by the Chairperson or a majority of those present and voting:

- 1. Call to Order
- 2. Roll Call
- 3. Reading of Notice of Meeting
- 4. Transaction of Business for Which Meeting Was Called
- 5. Adjournment

Section 6. Agenda. It shall be the responsibility of the Superintendent to prepare an agenda of the items of business to come before the Board at each regular and special meeting. The agenda shall be posted in accordance with the law. The Board, except in any emergency, may act only on posted agenda items and shall not ordinarily deliberate items except those appearing on the posted agenda or those publicly announced and added thereto.

Section 7. <u>Hearing of Citizens</u>. A member of the public present at a meeting of the Board may address the Board during the meeting provided that he/she is first recognized by the Chairman and has identified himself/herself by name,

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No. 060

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12/6/88

Meetings - page 3

ARTICLE VI

address and/or affiliation. Each person so recognized and identified may address the Board only on matters properly before that body and shall do so as briefly as the subject allows.

The presiding officer is responsible for the orderly conduct of the meeting and shall rule on such matters as the speaker's right to address the Board, the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such a presentation.

Where citizens wishing to impress the Board create such a disturbance as to render the orderly conduct of the meeting unfeasible, the Board may cause the removal of the offending individuals and, if that does not restore order, may clear the room except for orderly members of the press. Continued disturbances may result in arrest or misdemeanor charges under ORS 166.025, 166.045 or 166.065.

Section 8. Voting. All votes by which the Board acts shall require a majority affirmative vote of the entire Board. A member may abstain from voting without giving a reason. The result of all votes and the vote of each member shall be recorded. (ORS 192.650)

Section 9. Minutes. Minutes shall be kept of all public meetings of the Board and shall be maintained in a suitable journal of proceedings. (ORS 192.650/ 332/007) Such minutes shall record every official act of the Board and be kept in sufficient detail to show compliance with the law. The minutes shall be part of the public record of this Board and shall be available for public inspection. (ORS 192.420)

Minutes shall be kept of all executive sessions of the Board. (ORS 192.650 (2)) Such minutes shall not be public. The contents of such minutes shall be limited to material the disclosure of which is not inconsistent with ORS 192.660.

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No. 060

Meetings - page 4 ARTICLE VI

All matters authorized by ORS 192.660(1)(a) through 192.660(1)(j) and ORS 332.061 may be considered.

No executive session may be held for the purpose of taking any final action or making any final decision. (ORS 192.660(4)) <u>Except in the case of an actual</u> <u>emergency</u>, no Executive Session may be held without at least 24 hours notice to the members of the governing body, the news media which have requested notice, and the general public, stating the specific provision of law authorizing the executive session. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes of such a meeting shall describe the emergency justifying less than 24 hours notice. ORS 192.640.

Date Adopted: May 20, 1980 Date Revised: September 1, 1981 Date Revised: May 15, 1984

page 4/4

000-15



1200 Highway 99 North • P.O. Box 2680 Eugene, Oregon 97402-0374 (503) 689-6500

CATION SERVICE

Superintendent-Clerk James G. Maxwell

Helping Schools Help Kids

November 16, 1988

Office of Educational Policy and Planning 225 Winter Street N.E. Salem, OR 97310

To Whom It May Concern:

This is to convey the continuing support of the Lane Education Service District for the development of Oregon ED-NET. The Lane ESD is specifically interested at this time in the use of such a telecommunication network for the following applications:

- Cost effective two-way transmission of educational administrative data processed by Oregon Total Information System (OTIS), the data processing division of the Lane ESD, for more than 100 school districts in Oregon.
- 2. Offering of staff development opportunities for school personnel from throughout Lane County. We would be particularly interested in developing an interactive communications link so that presentors at a site remote from Lane County could interact with school personnel at one or more sites within the county.
- 3. Offering of enhanced course offerings in the smaller rural schools in Lane County particularly at the high school level via teachers shared with other sites and linked via a telecommunications network.

If one or more of the above needs, or others that we later identify, can be met in a cost effective manner, the Lane ESD would be most interested in acquiring an on-going membership in Oregon ED-NET.

Sincerely,

James G. Maxwell Superintendent

JGM:jv 16/016 .

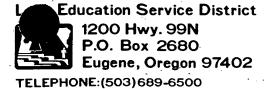
altachm. 12/6/88

Douglas McKay Eugene

Board of Education

Frank Nearing Eugene Beverly Ficek Bill Leweller Eugene Springfield Glen Weathers

Lois Copple Creswell James Swanson Eugene



DATE:	November 29, 1988			
то:	Board Members			
FROM:	Jim Maxwell			

SUBJECT: OAESD and Lane ESD Legislative Positions

The OAESD Membership at its meeting on November 13 adopted its Legislative Committee's recommendations for an Association Legislative Platform. The purpose of the platform is to give direction to those who represent OAESD during the 1989 legislative assembly. I recommend that Lane ESD support the OAESD Legislative Platform as written.

In addition, however, I recommend that Lane ESD support the following statements which clarify our support of sections of the OAESD legislative platform:

- -- (OAESD Section C) <u>Home Schooling</u>. To ensure better tracking of home school students at the local level, rules should be enacted that require notification by parents of home school students to both the local district and the ESD. Rules are also needed to prohibit truant students from electing home schooling as an alternative for not attending school while a referral for truancy is in progress.
- -- (OAESD Section D) <u>Downsizing</u>. The funding previously expended by the state for educating handicapped students returned to communities from state institutions (especially Fairview and MacLaren) should be redirected to the local school districts and education service districts which assume responsibility for the educational programs of those students.
- -- (OAESD Section D) <u>Regionalization</u>. When decentralized services of the State Department of Education are offered and delivered through ESDs, funds should be provided by the state for provision of these services.

-- (OAESD Section D) Extended School Year. If an extended school year for handicapped students is recommended or mandated by the state, state funds should be appropriated to pay for the additional cost accruing to local school districts and education service districts as a result of that recommendation or mandate.

Attachment 12/6/85

Board Members, November 29, 1988 Page 2

The following is a position not addressed by OAESD but which staff believes should be considered as a Lane ESD position:

Ed-NET. The Lane ESD supports the development of a statewide educational telecommunications network. Elementary schools, secondary schools, education service districts and community colleges should be a primary focus of such a network.

JM:jv 1∕036

RESOLUTION: 66

BE IT RESOLVED that the Lane ESD Board of Directors supports the OAESD Legislative Platform and additional statements clarifying Lane ESD's support of certain sections of the Platform, as listed above.

OAESD 1989 LEGISLATIVE PLATFORM

As Approved At 1988 Winter Conference

A. Boundary Board Matters

1. <u>Item</u>: The growing resistance of local district boards to boundary changes raises the question as to how much statutory protection should be provided against such changes.

<u>Proposal</u>: Support the OSBA position that opposes procedures that allow petitioners without children to seek boundary changes.

2. <u>Item</u>: Currently, the State Board hears an appeal of a boundary-decision via a <u>de novo</u> procedure, which means that it starts from scratch and substitutes its judgment for that of the boundary board.

<u>Proposal</u>: Change the law so as to eliminate two consecutive <u>de novo</u> hearings.

3. <u>Item</u>: The current statutory criteria include several undefined terms which result in different interpretations by the various boundary boards.

<u>Proposal</u>: Require that key terms and phrases used in the criteria be defined either in the statutes or by administrative rule.

- 4. <u>Item</u>: The State Board currently has adopted no standards for its own use in judging the criteria.
 - <u>Proposal</u>: If the State Board continues to hear appeals <u>de novo</u>, statutorily require the State Board to adopt by administrative rule the standards by which it will judge the criteria.
- 5. <u>Item</u>: Currently ORS 330.103(1) and 308.225 are inconsistent as regards the effective date of a boundary change.

<u>Proposal</u>: Eliminate this inconsistency.

- 6. <u>Item</u>: The current criteria require that a boundary change not adversely affect a contemplated school district reorganization, but do not address the impact of a boundary change on a contemplated union high "vote-down".
 - <u>Proposal</u>: Expand ORS 330.090(4)(d) to provide that a proposed union high "vote-down" shall not be adversely affected by a boundary change.
- 7. <u>Item</u>: The law is unclear as to the requirements for describing the property proposed for change in the required legal notice of the hearing. Consequently, most boundary boards are using traditional legal descriptions in order to avoid potential litigation. However, in urban areas, those legal descriptions are not effective in communicating with the public because people do not understand them.

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OAESD 1989 Legislative Platform Page 2

<u>Proposal</u>: Clarify and, if necessary, expand the law so as to permit either traditional legal descriptions or "plain language" descriptions or maps to be used in the public notice.

B. ESD Reorganization

- <u>Item</u>: One of the subcommittees of the Governor's Task Force has recommended that the nature and number of ESDs be analyzed (along with unification and consolidation of local districts) as part of the overall schoolfunding study.
- Proposal: To continue to support the previously adopted OAESD position that calls for (a) support of the current statutes which permit voluntary reorganization of ESDs and (b) participation in any study of ESDs which is undertaken.
- C. Home Schooling
 - <u>Item</u>: OSBA and COSA are not expected to initiate action on this matter. However, some members of the legislature have said that the matter will be raised.
 - <u>Proposal</u>: Support the return of home schooling administration to the local school districts if such legislation is introduced by others.

D. Finance Related Matters

- Item: The State has, in the past, delegated responsibilities to ESDs (home schooling, for example) without providing funding to cover the costs.
- <u>Proposal</u>: Seek funding to cover costs of all services mandated on ESDs by the State.
- Item: The resources to cover the excess costs related to services for handicapped students are not being realistically provided by the State.
- <u>Proposal</u>: Support the efforts of OSBA and COSA to increase the State funding for excess costs related to services for handicapped students.
- E. Unemployment Compensation
 - Item: ESDs are treated differently than local districts in regard to unemployment compensation eligibility for employees who work a majority of the time in the ESD office rather than in a local school district building.
 - <u>Proposal</u>: Change the law so that the unemployment eligibility of employees of local districts and ESDs is identical.

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OR 97402

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2.

Office of the Superintendent Tuesday, October 25, 1988

LANE ESD BOARD OF DIRECTORS TUESDAY, OCTOBER 25, 1988

The Lane ESD Board of Directors met in Executive Executive Session 1. Session at 7:00 p.m., Tuesday, October 25, 1988, as announced on the agenda and in the official notice of this meeting. The Executive Session was called under provisions of ORS 192.660(1)(f) to consider advice from legal counsel regarding records exempt by law from public inspection. All Board members, except Director Nearing, were present. No action was taken following the Executive Session.

2A. A regular meeting of the Lane ESD Board of Directors 2A Attendance was called to order at approximately 7:30 p.m., as announced on the agenda and public notice of this meeting. The following persons were present:

> Board members: Lois Copple, Chairperson Bill Lewellen Jim Swanson

Beverly Ficek Doug McKay Glen Weathers

ESD staff: Jim Maxwell, Superintendent Richard Ellingboe Wyatt Rosenbaum Bob Taylor Marv Wilkerson Sallie Rainville Frank Landrum Jerry Miller

Jeff Foreman Carol Abbott Brian Reid

2B Communications

Call to Order

- 2B. The following written communications were presented:
 - Letter to Margaret Nichols, expressing the Board's Α. appreciation for her participation in OTIS work session
 - в. Memo announcing organizational meeting of the Employee Evaluation Study Committee
 - с. Letter from Roberta Hutton, State Department of Education, acknowledging receipt of Lane ESD Annual report
 - D. Letter from Rosalie Ayora, Mapleton High School, thanking Geoff Colvin for providing an inservice on classroom management

Lane ESD Board of Directors Meeting, October 25, 1988 Page 2

2. Call to Order 2B Attendance 2B. (continued)

- E. <u>Scanner</u>: A Report on Emerging Educational Issues (NSPRA newsletter)
- F. Copies of the Association of School Business Officials (ASBO) Convention Reporter announcing the election of OTIS Administrator Bill Land as a Director of this national association.

(Board members requested that a letter of congratulations be sent to Mr. Land.)

- 3. <u>Statements</u> 3A Statements from
- 3A. Director Weathers reported that he had enjoyed a visit this morning to a TMR classroom at Willagillespie Elementary.
- Board Members
- 3B Planetarium Update
- 3B. Bob Taylor invited Board members to attend the Planetarium-WISTEC family night on November 9. He reported that the new Planetarium Director, Jon Elvert, has just arrived in town and is in the process of getting "moved in."
- 3C Media Catalog
 3C. Carol Abbott and Frank Landrum were present to introduce the new <u>Media Catalog</u>. Copies were distributed to Board members. The two staff members reviewed the process used to complete this major publication. Several ESD staff members are involved in compiling data, cataloging, editing, and printing. (Bids to print the catalog were also sought from local printers; the ESD Production Department offered the best price.) Educators from throughout the county are involved in a continuing evaluation process.

Statistics about material included in the media collection were also provided.

Director Weathers congratulated the staff on their team approach to putting together the publication.

4.

4. Consent Agenda

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DIRECTOR LEWELLEN MOVED TO ACCEPT THE CONSENT AGENDA AS SUBMITTED.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, McKAY, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the consent agenda approval:

BE IT RESOLVED THAT the Board of Directors of Lane ESD hereby:

APPROVES the minutes of September 27, 1988, as presented.

APPOINTS DR. WILLIAM MILLER to a three-year term on the Lane ESD Budget Committee representing ESD Board Zone 5. The appointment begins July 1, 1988, and ends June 30, 1991.

(Resolution #88-27)

APPROVES the personnel report dated October 18, 1988, as submitted and approves the following personnel actions according to the recommendations of the Superintendent:

Employ certificated staff member Jean Koslowski: TMR Program Consultant

Grant leave of absence (maternity leave) Donna Jensen

(Resolution #88-28)

5A. Richard Ellingboe reviewed ESD financial statements for September, 1988. Reports presented included the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; Revenue/Expenditure Summaries for the Planetarium program and OTIS fund; the preliminary audit report on the Cooperative Purchasing program, and the Investment Report.

Board members reviewed a memo from the Superintendent pointing out that the General Fund financial report has been modified to show monthly and year-to-date expenditures and income for the Planetarium program. Most Board members present felt it would no longer be necessary to include the separate financial report each month, since the information is duplicated in the General Fund report. A separate report will be furnished to those Board members who request it.

5. <u>Business Affairs</u> 5A Financial Statements Lane ESD Board of Directors Meeting, October 25, 1988 Page 4

- 6. <u>Action Items</u> 6A AAESA/AASA Attendance
- 6A. Chairperson Copple and Directors Lewellen and Ficek indicated preliminary interest in attending the annual AAESA/AASA Convention, to be held in Orlando, Florida, on March 1 through 6. In accordance with Board policy, the request to attend was placed on the agenda for approval.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors Copple, Ficek, and Lewellen at the AAESA/AASA Annual Convention, March 1 through 6 in Orlando, Florida. Expenses will be reimbursed from funds budgeted for Board travel and conferences in accordance with Board Policy 108 and Administrative Regulation 1108-1.

(Resolution #88-29)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

6B. The agenda background packets included a briefing memo reviewing the issue of employee medical insurance. Superintendent Maxwell reviewed the contents of that memo, as follows:

> Last spring, the medical insurance carrier, PHA, notified the ESD that a 20% rate increase would be in effect July 1, 1988. Following that notification, the Employee Benefits Committee held several meetings to review cost containment measures. The Committee's recommendation resulted in the adoption of a new medical insurance plan that could be funded within the 7% increase which the ESD had agreed to absorb under a provision of the employee labor agreement. Those rates were guaranteed through December. The employee association approved the recommendation but objected that a 30-day notification was not provided.

Superintendent Maxwell then distributed a second briefing memo which included an analysis by PHA of ESD claims from July through September. Based on the three-months claims experience, PHA has now said it will guarantee a rate for the period beginning January 1 which includes a 28% rate increase. (This is more favorable than rates submitted by other vendors in the Employee Benefits Committee's review process.)

6B Employee Medical Insurance

6.

Page 5

Action Items 6B Employee Medical Insurance

6B. (continued)

The Board reviewed procedures included in the labor agreement for considering alternate programs or benefits.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD acknowledges receipt of notification by Pacific Hospital Association (PHA) of a rate increase for employee medical insurance no greater than 28% effective January 1, 1989, and authorizes this information to be communicated to LCEA.

BE IT FURTHER RESOLVED that the Board directs the Administration and the Agent-of-Record for Employee Benefits to work with the Employee Benefits Committee to consider all possible options for minimizing the rate increase for medical insurance premiums and to provide a recommendation for consideration by the Board and the Association no later than December 6.

BE IT FURTHER RESOLVED that the Board directs the Superintendent to request from the Association an agreement to suspend the "30-day review and comment" clause of Article XIII, Section A2 of the Labor Agreement while this issue is under consideration.

(Resolution #88-30)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

6C. The Superintendent reported that, at its meeting earlier on this date, the Advisory Council for Handicapped Children recommended the appointments of Clyde Forrest and Mary Lou Forrest to parent representative vacancies.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints CLYDE FORREST and MARY LOU FORREST to two-year terms on the Lane ESD Advisory Council for Handicapped Children. The terms of office will run through May 1990.

(Resolution #88-31)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

6C Appointments to Advisory Council for Handicapped Children Lane ESD Board of Directors Meeting, October 25, 1988 Page 6

- 7. Discussion Items 7A Proposed Changes to Board Bylaws and Policies
- 7A. The Board reviewed proposed revisions to ESD Bylaws Article V: Organization (Policy #050) and Article VI: <u>Meetings</u> (Policy #060). The changes to Article V are minor in nature and are suggested in order to bring legal citations and references in the policy into accord with applicable Oregon statutes.

One of the proposed changes to Article VI would incorporate the Board's recent adoption of the consent group agenda into the order of meetings as listed in the policy. The other would remove references to the list of topics that may be discussed in Executive Session and instead include the specific legal citations that may be used to call an Executive Session.

Superintendent Maxwell said that the revisions had been reviewed and approved by legal counsel.

Director Swanson requested a clarification of language in the last paragraph of Article VI about providing public notice of Executive Session.

7B. At its March 15 meeting, the Board directed the Superintendent to investigate installation of a security system in the ESD building. A briefing memo reviewing staff findings was distributed with the Board's background information for this meeting.

Richard Ellingboe expanded on the memo and answered Board questions. He said that a satisfactory system can be developed with "off-the-shelf" components at substantial cost savings over a system engineered specifically for the building. Ellingboe said that firms with demonstrated stability in installation and maintenance should be given preference over those that have recently begun operations in this area. One such firm, ADT Security Systems, has offered the most favorable cost quotation, recommending a system with an installed purchase price of \$4,407; an ongoing burglary/fire monitoring system for an annual fee of \$435; and system maintenance cost of \$430. There would be no anticipated cost savings in property insurance premiums as a result of installation of a building security system.

The Superintendent recommended that installation and maintenance of a building security system be incorporated into the long-range plan for maintenance and replacement of building systems. No immediate Board action is required.

7B Building Security Systems 7. <u>Discussion Items</u> 7C Approval of District-Held Membership

Page 7

7C. The annual review of L-COG memhership was on the agenda for a first reading. A briefing memo reviewed the organization's purpose and called attention to resources that are used frequently by the ESD staff.

The 1987 L-COG Annual Report was distributed. Several Board members commented that they would prefer a more detailed financial statement rather than the general project overviews which were included in the Report.

7D ESD Service Resolution Update 7D. Superintendent Maxwell reported that visits by administrative staff to each of the districts are currently underway. This process will result in the preliminary service resolutions for 1989-90, to be reviewed by the Board at the December 6 and January 24 meetings.

The Superintendent said that a Committee of local district superintendents and staff is studying future directions for the Data Processing Resolution. The Committee will focus on the fact that some of the funds budgeted for data processing services (Resolution No. 2) will remain unspent as a result of non-use of some OTIS services by the Eugene 4J school district. The Committee will review and make recommendations regarding needs that are not being met in the Data Processing area.

If the Committee's recommendation is supported by the Lane County Superintendent's group, either an expanded resolution or a new resolution may be recommended for the Board's review.

The Superintendent also said it is probable that Resolution No. 13, TMR kindergarten, will be incorporated with Resolution No. 7, thus combining all TMR services under a single resolution.

- 8. Reports 8A New OTIS Report
 - 8B TMR Program Evaluation Report

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- 8A. The "New OTIS" status report dated October 18 was distributed for information and review.
- 8B. In Spring, 1987, the TMR program participated in a Best Educational Practices Assessment Study. Results were reported to the Board at its November 12, 1987, meeting.

Board members reviewed a report summarizing progress made with respect to recommendations included in the original study. Marv Wilkerson and Superintendent Maxwell expanded on the written report and answered questions. Lane ESD Board of Directors Meeting, October 25, 1988 Page 8

- 8. <u>Reports</u> 8C. Director Weathers reported on presentations at the Advisory Council for Handicapped Children. The agenda for Handicapped Children
 8C. Director Weathers reported on presentations at the Advisory Council for Handicapped Children. The agenda for that meeting, as well as minutes of September 27, were distributed for the Board's information.
 - 8D OTIS Executive
Board8D. Director Lewellen gave a brief summary of the
presentation and discussion at the October 7 OTIS
Executive Board meeting, held in Portland. He invited
all Board members to attend the next meeting, on
November 4 at Lane ESD.
- 9. Future agenda Items 9. Future agenda items include:
 - A. Proposed revisions to Board Policies 320 and 424 (Grievance Procedures)
 - B. Adopt Budget Calendar
 - C. First reading: ESD service resolutions for 1989-90
 - D. OSBA Conference Report
 - E. Audit Report

10.& 10.&

- Executive Session 11. No Executive Session was held at this time.
- 12. Next Meeting
- 12. The next regular meeting of the Lane ESD Board of Directors will be held at 7 p.m., Tuesday, December 6, 1988, at the ESD Center.

13. Adjourn

11.

13. The meeting was adjourned at 9:15 p.m.

Loż Copple, Chairperson ames G. Maxwell, Superintendent-Clerk

SR:jv 3/006 LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OR 97402

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Office of the Superintendent Tuesday, September 27, 1988

LANE ESD BOARD OF DIRECTORS TUESDAY, SEPTEMBER 27, 1988

Executive Session 1.

> Session at 6 p.m., Tuesday, September 27, 1988, as announced on the agenda and in the official notice of this meeting. The Executive Session was called under provisions of ORS 192.660(1)(f) to consider advice from legal counsel regarding records exempt by law from public inspection. All Board members were present. No action was taken following the Executive Session.

The Lane ESD Board of Directors met in Executive

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2A. Following the Executive Session, a regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., as announced on the agenda and public notice of this meeting. The following persons were present:

Board members: Lois Copple, Chairperson Beverly Ficek Bill Lewellen Frank Nearing Glen Weathers

Doug McKay Jim Swanson

ESD staff: Jim Maxwell, Superintendent Richard Ellingboe Bob Taylor Wyatt Rosenbaum Marv Wilkerson Jeff Foreman Sallie Rainville Bob Buroker Frank Landrum Alan Livingston Pat Wilson Brian Reid Paul O'Driscoll Carol Abbott Bill Land Paul Sass Joel Robe George Arsulich Jerry Miller

Others: Margaret Nichols Betty Middleton

Laurie Adams

Chairperson Copple welcomed staff members and others to 3. the work session on OTIS. The purpose of the session was to discuss changing relationships between the Eugene District and the OTIS consortium and the potential impact on the ESD's data processing resolution.

2. 2A Attendance

Work Session 3.

Call to Order

Lane ESD Board of Directors Meeting, September 27, 1988 Page 2

3. Work Session 3. (continued)

Superintendent Maxwell briefly reviewed the history of Eugene 4J/OTIS relationships and highlighted key events, concepts, and potential policy issues involved with the 4J withdrawal, as summarized in the background memo.

He thanked Eugene Superintendent Margaret Nichols for attending this session and for her review and critique of the briefing memo sent to Board members prior to the meeting.

In the second part of the session, Dr. Nichols discussed the Eugene District's perspective on the withdrawal issues and answered questions posed by Board members.

A tape-recorded transcript of the work session is available in the office of the Superintendent.

- 4A. The following written communications were presented:
 - A. Announcement: COSA AIDS Education Workshop, November 10
 - B. Announcement: NSBA Leadership Seminar "Board Self-Evaluation, Assessment at the Top," October 28-29, Las Vegas
 - C. Announcement: Substance Abuse Workshop, December 3, co-sponsored by L-COG, CoSAC, Lane ESD, and LCC
 - D. Announcement: Fall Meeting LCSBA/OSBA Legislative Session, Thursday, October 27, 1988
- 4B. Doug McKay said it had recently been announced that the state has committed to share with the city in the cost of reconstructing a portion of Highway 99, including frontage belonging to the ESD. He commented that there may be budget considerations.
 - 5A. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS SUBMITTED.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

4. <u>Statements and</u> <u>Communications</u> 4A Communications

> 4B Statements from Board Members

5. Consent Agenda

ESD Board of Directors Meeting, September 27, 1988 Page 3

5. Consent Agenda

5A. (continued)

The following Action Items were included in the consent agenda approval:

Service managements of the

BE IT RESOLVED THAT the Board of Directors of Lane ESD hereby:

Approves the minutes of AUGUST 23, 1988, as presented.

Appoints STEVE ROBINSON to a three-year term on the Lane ESD Budget Committee representing ESD Board Zones 1 and 2. The appointment begins July 1, 1988, and ends June 30, 1991. (Board Resolution #88-17)

Accepts the Personnel Report dated September 22, 1988, as submitted, and approves the following personnel actions according to the recommendations of the Superintendent:

Approve leave of absence: Margie Myska

Employ certificated staff member: Sandra Lesch (Board Resolution #88-18)

6A. Board members reviewed a briefing memo on the purchase of a replacement printing press. At the January meeting, the staff was authorized to seek bids for the purchase of a large-format printing press to replace one that was worn beyond replacement. Following that date, two options were considered by the staff. New presses of low- to moderate-quality that would print the size and type of work required would have cost \$40,000 plus yearly maintenance contract cost. The first three quotations on used presses ranged from \$33,000 to \$50,000. It was felt that such a cost was not supportable for the volume of work expected.

The staff has now been provided a quote of \$25,000 on a used KORD Heidelberg Press. It is consigned to the Heidelberg Company by Wegferd Publications, North Bend. The press is in excellent overall condition and can be maintained by existing staff. An additional \$2,000 will be required for transportation, installation, training, and repair of minor equipment needs.

6. <u>Business Affairs</u> 6A Award Contract for Printing Press

6A. (continued)

Superintendent Maxwell said that the press is recommended highly by administrative and production department staff members. He concurred with the recommendation and asked that the Board approve the purchase, which would be made from budgeted equipment reserve funds.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that a contract be awarded to Wegferd Publications for the purchase of a used KORD Heidelberg printing press at a cost of \$25,000. (ESD Resolution #88-19)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6B. Jon Elvert, who has accepted the position of Planetarium Supervisor, has requested that the money he would normally receive from the ESD as a tax-sheltered annuity be paid to him instead as a stipend to help defray his moving expenses from New York to Oregon.

Board members reviewed a background memo describing the administration's consideration of the various options available to Mr. Elvert.

Superintendent Maxwell recommended that the Board authorize him to amend the Board's adopted administrative and confidential staff benefits plan to provide this stipend in lieu of an ESD-paid TSA benefit.

Directors Weathers and Nearing expressed concerns, stating specifically that they felt such action could establish a precedent for new employees.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that the Superintendent be authorized to amend the 1988-89 Board's adopted administrative and confidential staff benefits plan to provide Jon Elvert a stipend to underwrite moving costs in lieu of an ESD-paid TSA benefit. (This amendment will expire June 30, 1989.) (ESD Resolution #88-20)

Director Swanson seconded the motion.

6B Planetarium Supervisor Employee Benefits

Business Affairs

Press

Award Contract for Printing

6.

6A

- 6. <u>Business Affairs</u> 6B Planetarium Supervisor
 - 6C Financial Statements

Employee Benefits

7. Action Items 7A Approve Board Goals for 1988-89

OSBA Conference

7B

6B. (continued)

DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, and SWANSON VOTED YES. DIRECTORS NEARING and WEATHERS VOTED NO. THE MOTION CARRIED.

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- 6C. Richard Ellingboe reviewed ESD financial statements for August, 1988. Reports presented included the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; Revenue/Expenditure Summaries for the Planetarium program and OTIS fund; and the Investment Report.
- 7A. The recommended Board Goals for 1988-89, along with a summary of the Management Plan, were reviewed at the August meeting and were on this agenda for a second reading.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1988-89 organizational goals as presented. The adopted goals are appended to and made a part of the official minutes of this meeting. (ESD Resolution #88-21)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

7B. The annual OSBA Conference is scheduled for November 11 through 13 in Portland at the Marriott Hotel. Superintendent Maxwell said that registration and lodging will be arranged for Board members authorized to attend the conference.

Directors Copple, Ficek, Lewellen, McKay, and Nearing indicated that they wished to attend.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OSBA Annual Conference for Directors Copple, Ficek, Lewellen, McKay, and Nearing and authorizes payment of registration, lodging, meal and travel expenses, in accordance with Board Policy 108 and Administrative Regulation 1108-1, from Account #100/2310/340/100/010. (ESD Resolution #88-22)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. 7. <u>Action Items</u> 7C ESD Annual Report 7C. Board members reviewed copies of the 1987-88 Annual Report which had been included in the Agenda packet. Superintendent Maxwell commended Jeff Foreman and members of the production staff for the well-done and timely report.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD has reviewed and approves the 1987-88 ESD Annual Report, as required by Oregon Administrative Rule 581-24-226. A copy of this resolution, along with a copy of the Annual Report, will be mailed to the Oregon Department of Education by October 1 to officially document the ESD's compliance with OAR 581-24-226. (ESD Resolution #88-23)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

7D. Board members reviewed Governor Goldschmidt's proclamation declaring October 24-28 as Classified School Employee Week. Superintendent Maxwell pointed out that a large percentage of ESD staff members are classified employees who provide important services directly to students, teachers, and those who serve students and teachers.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD recognizes the important contribution made by classified employees and proclaims the week of October 24-28 as "Classified School Employee Week." (ESD Resolution #88-24)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

7E Advisory Council for Handicapped Children
7E. At its meeting earlier on this date, the Advisory Council for Handicapped Children recommended the appointment of two new Council members: Patricia Hopkins, a parent member; and Karen Brist, a nurse for Springfield School District, as a non-parent representative. Both terms would be through May 1990.

7D Classified School Employee Week



7. <u>Action Items</u> 7E Advisory Council for Handicapped Children

7E. (continued)

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints PATRICIA HOPKINS and KAREN BRIST to two-year terms on the Lane ESD Advisory Council for Handicapped Children. The terms of office will run through May 1990.

(ESD Resolution #88-25)

Director Swanson seconded and THE MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

8. Discussion Items 8A Proposed Revision to Policies

> 8B Chairperson's Appointments

8A. Board members reviewed a recommended revision to Policies 320 and 424: Grievance Procedure. With the inclusion of a grievance procedure in the Lane ESD-LCEA Collective Bargaining Agreement, it is no longer necessary or appropriate for the policy grievance procedure to address employee discipline. The Superintendent recommended, therefore, that the definition of employee discipline in policy be deleted.

Director Swanson felt that employee discipline procedures for Administrative and Confidential employees (non-Association members) should be specified. Administrative staff concurred and agreed to develop procedures to cover these employees.

8B. Board members reviewed and supported Chairperson Copple's appointments to standing committee and liaison positions. (ESD Bylaws delegate authority to the chairperson to make these appointments.) The appointments are as follows:

Lane Council of Governments (L-COG): Frank Nearing (Lois Copple, alternate) Oregon Museum Park Commission (OMPC): Doug McKay (Bev Ficek, alternate) Advisory Council for Handicapped Children: Glen Weathers OTIS Executive Board: Bill Lewellen (Doug McKay, alternate) Negotiations: Bev Ficek (six other Board members serve as alternates on rotating basis) Georgia-Pacific Scholarship: Lois Copple Administrative/Confidential Salary and Benefit Review: Bill Lewellen, Chairman; Bev Ficek, Jim Swanson (Glen Weathers, alternate) Input Committee: Glen Weathers (Frank Nearing, alternate) Staff Evaluation Instrument Review Committee: Glen Weathers (Jim Swanson, alternate)

Discussion Items 8C. Richard Ellingboe reported that asbestos inspection of 8. Actions Taken 8C the ESD Center has been completed in accordance with to Comply With standards required by law. Eugene 4J School District Federal has confirmed that they will inspect the Silver Lea Regulations on facility (Lane School) and include it in the 4J report. Asbestos Ellingboe said that both the Oregon Department of Education and Lane County have stated that the Planetarium facility is exempt from inspection requirements since the Alton Baker Park facility is not under direct control of the ESD and since students are bussed to the site as a field trip experience.

> The management plan will now be submitted to the Oregon Department of Education in order to complete the process within the established deadline.

- 9. Reports 9A. Board members reviewed a report on TMR student 9A School Opening/ enrollment for the start of the 1988-89 school year. Enrollment, Superintendent Maxwell said that to the date Special Education of this report only seven five-year-old students had Classrooms been certified for the program. Based on data from other age levels, twelve to thirteen students had been expected in the kindergarten group. The staff anticipates that as the year goes by other five-yearolds will be certified for the program.
 - 9B "New OTIS" Report 9B. The "New OTIS" status report dated September 12 was distributed for information and review.

Wyatt Rosenbaum briefly reviewed the agenda for the next OTIS Executive Board meeting to be held on Friday, October 7, at the Portland Airport Holiday Inn.

- OSBA Collective9C.Directors Ficek and Nearing and Richard EllingboeBargainingreported on the OSBA Collective Bargaining ConferenceConferenceheld September 23 and 24 in Portland.
- Instructional 9D. Bob Taylor reviewed the 1988-89 program of work for Services 02 Curriculum, Staff Development, Media Services, and Division 85 Student Events. He said that over 100 Lane County Report 99 educators are involved in developing Instructional Services Division priorities, through the Lane County Curriculum Coordinators advisory group and countywide working "councils" in various curriculum areas.
- 9E Advisory Council 9E. Director Weathers briefly reviewed the Advisory Council for Handicapped Children 9E. Director Weathers briefly reviewed the Advisory Council for Handicapped Children meeting held at noon on this date. Minutes of the May 1988 meeting were distributed for the Board's information.

9C

9D



10. Future Agenda Items

10. Future agenda items include the following:

- A. Recommendation on Security System
- B. Second Reading and Approval of Recommended Policy Changes
- C. Budget Committee Appointments
- D. Direction Service Report

No Executive Session was held.

- E. TMR Program Evaluation Report Update
- F. Audit Report
- 11.& 12.
- 12. Executive Session
- 13. Adjourn

11.&

3/006 SR:jv Director Swanson moved to adjourn. Director Ficek seconded and the motion carried with all present voting yes.

Copple, Chairperson Loż

James G. Maxwell, Clerk-Superintendent

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402

Office of the Superintendent Tuesday, August 23, 1988

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, AUGUST 23, 1988

1. Call to Order 1A Attendance 1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:15 p.m., Tuesday, August 23, 1988, following a meeting of the Lane County School District Boundary Board, as announced on the agenda and public notice of this meeting. The following persons were present:

Board members: Jim Swanson, Vice Chairperson **Bev Ficek** Doug McKay Frank Nearing

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Sallie Rainville Jeff Foreman Bob Buroker Ted Murray Jerry Miller

1B Communications

- . 1B. The following communications were presented:
 - Α. Memo correcting information included in review of contracted service providers
 - Β. Memo reviewing media notification of ESD Board meetings
 - C. Announcement: OSBA Collective Bargaining Conference, Friday and Saturday, September 23-24, Portland
 - D. Memo from Paul Plath presenting complimentary "Schoolmaster" passes for 5AAA events
 - Memo regarding census information pertaining Ε. to Board zones
 - F. Article recommended by Director Nearing from New York Times: "The Computer Revolution **Revisited**"
 - G. Memo regarding hiring of Planetarium Supervisor.

2. Statements 2A Statement from the Board

2A. Director Ficek thanked the staff for providing the answers to questions she had asked last month about Board zones and media notification.

Lane ESD Board of Directors Meeting, August 23, 1988 Page 2

2. <u>Statements</u> <u>2B</u> Statement from the Superintendent

3. Consent Agenda

- 2B. Superintendent Maxwell requested that action to authorize an equipment lease be added to the agenda, following the OTIS Executive Board Report.
- 3. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS SUBMITTED.

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, and SWANSON VOTING YES.

The following Action Items were included in the consent agenda approval:

BE IT RESOLVED THAT the Board of Directors of Lane ESD hereby:

APPROVES the minutes of July, 1988, as presented.

AMENDS Board Policy #804: "Insurance" as presented. A copy of the amended policy is appended to and made a part of the official minutes of this meeting.

(Board Resolution #88-9)

APPROVES the Personnel Report dated August 17, 1988, as submitted, and approves the following personnel action according to the Superintendent's recommendation, which is on file in the personnel office:

Approve certificated staff resignation: Marietta van Bekeren (Board Resolution #88-10)

4. <u>Business Affairs</u> 4A Grant Application: Mentor Teacher Program

4A. Board members reviewed a briefing memo on the Mentor Teacher Program. The 1987 Legislature made funds available through a grant process for school districts and Education Service Districts to provide special services to assist beginning teachers during their first year. The funds (\$3,000 per beginning teacher) are used to pay for training and additional services provided by an experienced mentor teacher and to help the beginning teacher gain skills needed to have a successful first year. 4. <u>Business Affairs</u> 4A Grant Application: Mentor Teacher

Program

4A. (continued)

S. S. a. S. Series

Superintendent Maxwell said that, to date, one beginning teacher has been hired for the TMR program. There is a possibility that a remaining vacancy may also be filled by a beginning teacher. He recommended that the Board authorize the application and acceptance of these grant funds.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the application to the State Department of Education for Mentor Teaching Program grant funds and authorizes establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant amounts of up to \$6,000 upon receipt. (Board Resolution #88-11)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, and SWANSON VOTING YES.

4B. Superintendent Maxwell briefly reviewed the history of the Lane County Science Consortium. Over the past several years, the federal government has made a small amount of funding available for school districts to improve the teaching of science and mathematics. Because the amount available is less than \$2 per student, the sixteen Lane County school districts have "signed off" their allocation in favor of a countywide consortium. It is administered by the ESD under the guidance of the Science and Mathematices Curriculum Councils.

Board members reviewed a brief summary of Consortium activities. (A more detailed report on the work of the Consortium is available through the ESD office.)

Superintendent Maxwell said a minimum of \$67,629 in grant funds will be available this year. Because additional carryover funds may also become available, he recommended that the Board authorize the project in an amount up to \$80,000.

4B

Grant Application: Science Consortium Lane ESD Board of Directors Meeting, August 23, 1988 Page 4

4. <u>Business Affairs</u> 4B Grant Application: Science Consortium

4B. (continued)

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves application for Elementary/Secondary Grant funds (Title II, PL 98-377) on behalf of Lane Regional Science Consortium and authorizes the establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant funds of up to \$80,000 as received. (Board Resolution #88-12)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, and SWANSON VOTING YES.

4C. Superintendent Maxwell reviewed ESD financial statements. Reports presented included the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; Revenue/Expenditure Summaries for the Planetarium program and Cooperative Purchasing and OTIS funds; and the Investment Report.

5. Action Items

4C

5A Bard Policies on Communicable Diseases

Financial Statements

5A. Three proposed Board policies addressing Communicable Diseases (Acquired Immune Deficiency Syndrome [AIDS]; Human Immunodeficiency Virus [HIV]; Hepatitis B) were before the Board for a second reading. The policies relate to students (Board Policy 509) and staff members (the same language for certificated staff and classified staff--Policies 321 and 425).

> Superintendent Maxwell reviewed actions taken by the administration since last month's first reading and pointed out changes in the proposed language since that date.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policies #321/425 and 509: "Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV), or Hepatitis B" as a part of the official Lane ESD Bylaws and Policies. The texts of the Policies are appended to and made a part of the official minutes of this meeting.

(Board Resolution #88-13)

- 5. Action Items 5A Board Policies on Communicable Diseases
 - 5B Designate District Asbestos Coordinator

5A. (continued)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, and SWANSON VOTING YES.

5B. Superintendent Maxwell summarized a briefing memo from Richard Ellingboe, Director of Administrative Services, regarding management of asbestos. For the purposes of federal statutes relating to asbestos inspection and removal, Education Service Districts are considered the same as a local education agency (school district). The regulations require each district to designate a person to oversee absestos inspection and removal.

Alan Livingston has completed a week-long training seminar and is certified as an inspector; the administration recommends his designation. Board action on this appointment will verify compliance with the statutory requirements. A summary sheet describing Alan's training and the duties he will be expected to carry out was distributed.

The Superintendent said that according to ESD legal counsel, the Board's action to designate Alan will also remove any personal liability that he might possibly incur.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that Alan Livingston be appointed as the Lane ESD agency designee to oversee the activities of the Lane ESD in complying with federal laws relating to the management of asbestos in ESD buildings. (Board Resolution #88-14)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, and SWANSON VOTING YES.

5C. Copies of the evaluation report resulting from the visit by the State Department of Education Standardization Committee were provided to Board members at the July meeting. Superintendent Maxwell said the staff is pleased with the generally positive tone of the report.

5C SDE Standardization Report Lane ESD Board of Directors Meeting, August 23, 1988 Page 6

5. Action Items 5C SDE STandardization Report 5C. (continued)

The two recommendations in the report have been included as activities in the 1988-89 Management Plan.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the State Department of Education Evaluation Report dated June 24, 1988, and thanks the visiting committee members for their help in providing the report.

(Board Resolution #88-15)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, McKAY, NEARING, and SWANSON VOTING YES.

6A. The Management Plan and Board Organizational Goals document for 1988-89 was before the Board for first reading and discussion. The Management Plan consists of the ESD Board organizational goals and objectives as well as activities designed to meet the intent of each objective. The entire document becomes the basis for the work of the Superintendent and Administrative Council members during the school year and is used in part in the annual evaluation of the Superintendent.

Board members reviewed a summary of the Plan and a briefing memo describing the process used by the Administrative Council to update it. (The complete document is available through the Superintendent's office.) Superintendent Maxwell pointed out significant changes from last year.

A second reading of the Organizational Goals, which are adopted annually by the Board, will be scheduled on the September agenda.

6B. The Board reviewed the work calendar that the Administrative staff will use in reviewing and recommending service resolution programs for the 1989-90 school year.

6. <u>Discussion Items</u> 6A Review Board Goals and Management Plan

> 6B Review Resolutions Calendar



6. <u>Discussion Items</u> 6C Board Committee Appointments

- 6D Review Board Committee and Liaison Positions
- 7. <u>Reports and Action</u> 7A OTIS Executive Board

6C. The Board reviewed the status of the ESD Budget Committee. Terms for three positions expired on June 30. They are the Zone 1/2 position (held by Paul Harrison); the Zone 5 position (Bill Miller); and one at-large position (Tom Siebers).

Board members agreed with the Superintendent's recommendation to contact Dr. Miller and Mr. Siebers regarding reappointment; if they are not able to serve, he will then contact district superintendents and board chairpersons from eligible districts. The District 4J Board will be asked to suggest a member to fill the Zone 1/2 position.

- 6D. A list of Board committee and liaison positions for the past two years was included for review, so that members could inform Chairperson Copple of their interests.
- 7A. A special meeting of the OTIS Executive Board was held on Sunday, August 21. The purpose of the meeting was to review problems associated with the limited capacity of the current System 38 computer to serve the rapidly growing number of "new OTIS" users.

OTIS Field Services Supervisor Ted Murray gave a brief summary of the options considered at Sunday's meeting. He reported the Executive Board had unanimously recommended that the ESD Board authorize the lease of an IBM AS/400 computer system. This system would be in lieu of the additional System 38s formerly included in OTIS long-range planning. Murray said that IBM has just unveiled the AS/400, their "new generation" system. It has far greater storage capacity than the System 38, is over twice as fast, and has triple the communications capacity. Superintendent Maxwell said it is probable that an additional AS/400 will also be needed in the near future.

Murray said that funds expended during this fiscal year would have to come from the OTIS Equipment Replacement Fund; after this year, lease costs would be included as a regular OTIS expenditure line item. 7. <u>Reports</u> 7A OTIS Executive Board 7A. (continued)

Board members expressed some concern about the ESD's long-term financial commitment. Superintendent Maxwell and Wyatt Rosenbaum discussed the reasons for choosing the lease option. The Superintendent said that several current equipment leases will be paid off this year. Director McKay mentioned that commitment, in the form of long-term contracts, is required of districts that convert to "new OTIS."

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to expend up to \$48,000 from Fund 410 (Equipment Replacement - OTIS), for lease of an IBM AS/400 computer and directs that the lease costs for the period beginning July 1, 1989, be inclued as a regular expenditure item in the OTIS Division budget.

(Resolution #88-16)

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS FICEK, MCKAY, NEARING, and SWANSON VOTING YES.

7B. The "new OTIS" status report dated August 18 was distributed for information and review.

7C. The annual progress report on use of accrued vacation was distributed. Superintendent Maxwell said good progress has been made in minimizing the number of accrued vacation days and possible resulting financial liability. He said he is pleased with the staff's cooperation in this matter.

8. Chairperson Swanson recessed the meeting at 8:30 p.m., and called the Board to Executive Session under provisions of ORS 192.660(1)(f) to consider records exempt by law from public inspection.

9. Chairperson Swanson reconvened the Board in open meeting. No action was taken.

7B "New OTIS" Report

7C Vacation Carryover

- 8. Executive Session
- 9. <u>Reconvene in Regular</u> Session

10. Future Agenda İtems

Next Meeting

9

- 10. Future agenda items include the following:
 - A. Endorse Chairperson's Committee and Liaison Appointments
 - B. Approve Board Goals for 1988-89
 - C. Discuss history of relationship between OTIS and Eugene 4J

(District 4J Superintendent Margaret Nichols has agreed to be present for this meeting.)

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for 7 p.m., Tuesday, September 27, 1988, at the ESD Center.

12. The meeting was adjourned at 9:00 p.m.

James R. Swanson, Vice-Chairperson

James G. Maxwell, Superintendent-Clerk

.

Adjourn

SR:jv 3/001

11.

12.

Attachments to Office Minutes: Revised Board Policy #804: "Insurance" Adopted Board Policies #321/425 and 509: "Communicable Diseases"

POLICY [(underlined portion to be deleted)

Lane Education Service District

OPERATIONS

delete

"delete

INSURANCE

The Board believes that the prudent operation of the District requires that the assets and resources of the District be protected by insurance coverage to the extent such coverage is available.

The Board shall insure the property of the District against loss or damage. The Board shall insure the District against liability for damages for death, injury to person, or damage or loss of property.

The Board shall endeavor to insure the property of the District against loss or damage and against liability for damages for death or injury to person or damage or loss of property.

The Board shall insure members of the Board, officers, and employees of the District against personal liablity for damages resulting from death, injury to person, damage to or loss of property, breach of contract, or any tort caused by the negligent act of any Board member, officer, or employee when acting within the scope of his/her office or employment.

The Board shall insure the Superintendent against statutory liability for contracts made in violation of the limitation of his/her agency power to make such contracts.

The Board shall insure members of the Board, officers, and employees of the District against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty.

In the purchase of insurance coverage the Board shall be guided by the price of such coverage, the ability of the insurer to meet prescribed obligations promptly and fully, the reputation and past performance of the agent of the insurer, and the desirability of distributing the insurance coverage of the district through an agent-of-record.

The Board shall appoint an insurance agent-of-record who shall review the insurance program of the District, consider alternatives, and report his/her recommendations to the Board; assist the Superintendent in the establishment and maintenance of property, valuation, and insurance records; recommend such measures as may reduce the cost of insurance premiums; and advise and assist in the settlement of claims.

ORS 30.282, 332.437, 342.598, 656.506, 657.005 et seq

Date Adopted: May 20, 1980 Date Revised: January 12, 1982 Date Revised:

page 1/1

actachm, 8/23/88

800-6

Lane Education Service District

POLICY

(7/26/88) (8/8/88)

DRAFT

No. 321/425

CERTIFICATED STAFF/ CLASSIFIED STAFF

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS), HUMAN IMMUNODEFICIENCY VIRUS (HIV) OR HEPATITIS B

1. INTRODUCTION

- A. <u>Risk of Transmission</u>. According to Oregon Health Division Guidelines: (1) Human Immunodeficiency Virus (HIV), the causative agent for Acquired Immune Deficiency Syndrome (AIDS), and Hepatitis B are spread from one person to another primarily by sexual contact and in certain circumstances, by blood contact. The risk of spread of either disease in the school setting is extremely low. Hepatitis B may be spread by saliva from an infected person. (2) As a general rule, employees with HIV or Hepatitis B do not pose a health risk to other employees, or to community members.
- B. <u>Confidentiality</u>. The Oregon Legislature in 1987 (ORS 433.008) determined that the identity and address of persons tested for reportable diseases are confidential unless the Oregon Health Division has evidence that the disease is in a contagious state, the person is violating the Health Division rules for control of the disease, and there is clear and convincing evidence that disclosure is required to avoid clear and immediate danger to others. According to the Oregon Attorney General, for the purpose of reportable disease laws and rules, an education service district is a public health agency.

A violation of this law is a misdemeanor, punishable by imprisonment of up to one year. The law specifically prohibits disclosure by any person of the identity of a person upon whom HIV related tests are performed, or the results of the test, except as required by State law, rule or if authorized by the tested individual.

300-31

page 1/4

attachm: 8/23,

5A (1)

CERTIFICATED STAFF/CLASSIFIED STAFF - page 2 (continued)

2. POLICY

- A. <u>Continuation of Employment</u>. As a general rule, employees with HIV or Hepatitis B should be allowed to continue employment.
- B. <u>Right of Privacy</u>. The Legislature has mandated the right of privacy of the individual who has contacted AIDS, HIV or Hepatitis B. If the District is informed of this condition, the superintendent shall make a determination whether any other employee shall be required to know the information. In ordinary circumstances, no other staff member shall be considered as having a need to know. Some circumstances, such as risk of personal injury, may require that others be informed.
 - Any District employee who is informed of the identity of an HIV positive employee or student or Hepatitis B infected employee or student shall notify the superintendent and no other person.
 - (2) The superintendent shall notify the Oregon Health Division or the local public health agency if required by Oregon Health Division Rules.
- C. <u>Review Committee Evaluation of Risk of Transmission</u>. When the District administrators, after a consultation with the Oregon Health Division or local health department, has determined that the presence of the employee in the work place may present a risk of transmission, the following procedures will be followed.

Unless the employee has already been excluded from the workplace by an Oregon Health Divison or Lane County Health Department order, the District shall convene a Review Committee to make an appropriate decision as to whether a risk of transmission exists, having due regard for the opinion of the Oregon Department of Health. After consultation with the

300-32

page 2/4

No.321/425

CERTIFICATED STAFF/CLASSIFIED STAFF - page 3 (continued)

employee and a representative of the employee's choice, the superintendent will determine who shall be on the Review Committee. (1) The Review Committee may include: Employee's physician -- Employee's supervisor -- Medically trained professional(s) Representative(s) of the District(s) --Representative(s) of the Oregon Health Division or -local health department (2) The employee and representative of the employee's choice (if desired by the employee) and the employee shall be on the Review Committee. Factors that the Review Committee should review, but not be limited to, are assignments that include application of first aid, assignments that include personal hygiene care, or any other factors that could transmit blood or body fluids from one person to another. Periodic review of the employee's medical condition should be scheduled. The Review Committee will make its recommendations to the superintendent. D. Reassignment Policy. If reassignment of the employee is believed to be advisable by the District, the action taken will follow review and consideration of policies, regulations, and practices that govern such reassignments for medical reasons, including the use of appropriate sick leave and disability leave. Ε. Testing Prohibitions. Blood tests to screen for AIDS, HIV and Hepatitis B will not be required for employment nor will sexual orientation of an employee constitute reasonable cause to believe an employee is an infected person.

300-33

page 3/4

23/88

CERTIFICATED STAFF/CLASSIFIED STAFF - page 4 (continued)

F. Evidence of Infection/Medical Evalaution. If the district has a reasonable cause to believe an employee is infected with HIV or Hepatitis B and the employee might pose a risk of transmission, it may require the employee to present a written opinion from a health care worker that the employee poses no risk of transmission in the workplace.

3. VOLUNTEERS AND INDEPENDENT CONTRACTORS

The District policy shall apply to volunteers and independent contractors who provide direct service to students as if they were employees of the District. All independent contracts for direct services to students shall be presumed to include this specific policy.

4. EDUCATION OF STAFF

All District staff members shall be fully informed of these policies and procedures on an annual basis.

Date Adopted:

page 4/4

POLICY Lane Education Service District

DRAFT

No. 509

(7/26/88) (8/8/88)

STUDENTS

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS), HUMAN IMMUNODEFICIENCY VIRUS (HIV) OR HEPATITIS B

1. INTRODUCTION

A. Risk of Transmission.

B. Confidentiality.

The Oregon Legislature by a 1987 Act (ORS 433.008) has determined that the identity of persons tested for reportable diseases is confidential unless the Oregon Health Divison has evidence that the disease is in a contagious state, that the person is violating the Health Division rules for control of the disease, and that there is clear and convincing evidence that disclosure is required to avoid clear and immediate danger to others. Disclosure to public health agencies is an exception to the rule. According to the Oregon Attorney General, for the purpose of reportable disease laws and rules, an education service district is a public health agency.

A violation of this law is a misdemeanor, punishable by imprisonment of up to one year. The law specifically prohibits disclosure by any person or government agency of the identity of a person upon whom HIV-related tests are performed, or the results of the test, except as required by state law, or rule, or is authorized by the tested individual.

500-17

page 1/7

5A (2) 8/23/88

STUDENTS - page 2 (continued)

2. POLICY

A. General Rule.

As a general rule, a student with AIDS, HIV or Hepatitis B shall be allowed to attend school in a regular classroom and shall be considered eligible for all programs, services, and privileges provided by state and federal law and board policy. This shall be subject to any order of the Health Division or the Lane County Health Department.

B. Exceptions to the General Rule.

The Oregon Health Division has determined that if a risk of spread in the school setting exists, it would be limited to situations where open skin lesions or mucous membranes have been exposed to blood from an infected person with the additional risk that Hepatitis B may be transmitted by saliva.

The district may exclude a student who has been identified to the district as having AIDS, HIV, or Hepatitis B in the following exceptional circumstances:

- (1) Exclusion from the classroom: When a student scratches or bites, lacks toilet training, or has open sores that cannot be covered, the student may be temporarily removed until such time as an appropriate decision can be made by the resident district and/or the ESD, subject to any order of the Oregon Health Division or local health agency.
- (2) Exclusion from non-classroom activities: The student may be excluded from a specific non-classroom activity when that activity involves a risk of transmission greater than in the general school setting. For example, he or she may be excluded from participation in a specific athletic or physical education activity or event where blood spills are not uncommon.
- (3) Exclusion by the Oregon Health Division: In no circumstances will the district admit a student who has been excluded by the Oregon Health Division, the local health department, or the student's resident district.

500-18

STUDENTS - page 3 (continued)

D. <u>Emergency Conditions That Justify Reporting Personal</u> Information.

Federal law permits disclosure of personally identifiable information to state or local officials when required by state law or to appropriate parties in a health or safety emergency. The District believes that an emergency exists anytime the presence of an HIV positive or Hepatitis B infected student has been reported to any local district or ESD employee until the Oregon Health Division or local health agency has advised the District or the District otherwise determines that the child does not pose a risk of transmission. (Also see ORS 433.260.)

E. Preservation of Student's Right of Privacy.

- (1) The Legislature has declared that knowledge of the existence of a student or the location of a student with AIDS, HIV or Hepatitis B will interfere with the student's rights of privacy when it has been determined by the Oregon Health Division or the local health agency or the District otherwise determines that the presence of the child in school does not pose a risk of transmission of the disease.
- (2) Such knowledge may also be disruptive to the welfare of that student and to the resident district's and/or the ESD's education program.
- (3) Therefore, it is the policy of the District that any identifying information about the existence of an infected student is confidential and will not be released.
- (4) The staff may only respond to questions regarding its policy, procedures and instructional programs regarding AIDS, HIV or Hepatitis B.

500-19

page 3/7

STUDENTS - page 4 (continued)

F. Screening Tests Not Required. Blood tests to screen for HIV or Hepatitis B will not be required for school entry nor will the sexual orientation of a student constitute reasonable cause to believe a student is an infected individual. OREGON HEALTH DIVISION PROCEDURES 3. If the Oregon Health Division receives a medical report that a student has AIDS or is HIV positive, it will offer the student's parents or guardians the option of (1) exclusion of the student from school because of "communicable disease;" or (2) with their consent, the resident district and the ESD will be notified of the HIV positive diagnosis. DISTRICT PROCEDURES 4. Α. Responsibility of a Staff Member When Informed of the Identity of an Infected Student. (1) Any ESD employee who is informed of the identity of an HIV positive or Hepatitis B infected student shall notify the ESD superintendent or designee and no other person. (2) The ESD superintendent or designee shall notify the superintendent of the student's resident district and the Oregon Health Division if required by Oregon Health Division Rules. Β. Procedure When There is No Risk of Transmission. When the ESD superintendent or designee, after consultation with the Oregon Health Division or local health department, has determined that the presence of the student in a school does not pose a risk of transmission, the following procedures will be followed:

(1) The ESD superintendent or designee, in consultation with the Director of Special Education will make a determination whether any other employee of the District will be required to know the information.

500-20

STUDENTS - page 5 (continued)

(2) In ordinary circumstances, when a student does not bite or engage in other activity that may lead to an exchange of blood or other body fluid, no other staff member shall be considered as having a need to know.

.C. Procedure When There May be a Risk of Transmission.

When the ESD superintendent or designee, after consultation with the Oregon Health Division or local health department, has determined that the presence of the student in the schools may present a risk of transmission, the following procedures will be followed.

- (1) The ESD superintendent or designee, in consultation with the Oregon Health Division, and the superintendent of the student's resident district will determine if a student should be excluded until such time as the Review Committee is convened and makes a decision about the educational program for the student.
- (2) Unless the child has already been excluded from school by the Oregon Health Division or Lane County Health Department order, the superintendent or designee will convene the Review Committee to make an appropriate decision as to whether a risk of transmission exists in the general school setting or the extracurricular activities of the student, having due regard for the opinion of the Oregon Health Division.

5. REVIEW COMMITTEE

A Review Committee shall be composed of the child's parent(s) or guardian(s), the child's physician if requested by the parent, a representative of the Oregon Health Division or the local health department, the resident school district superintendent or designee, the ESD superintendent or designee, and the student, if appropriate.

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page 5/7

page 6/7

STUDENTS - page 6 (continued)

The Review Committee has the following responsibilities: To determine from a medical standpoint whether there is a risk Α. of transmission in view of the child's expected behavior. в. To determine the educational program and extracurriculur activities to be designed for the student if a risk of transmission is found to exist and to amend the individual educational program (IEP), if necessary. c. To refer the student and his or her parents for any appropriate community services. D. To determine if special arrangements or schedules are required. Ε. To determine, in compliance with this policy, what information, if any, should be released concerning the situation and to whom information should be released. The findings of a Review Committee convened by the superintendent of the student's resident district will be given consideration as the ESD's Review Committee makes it determination. 6. WHEN A RISK OF TRANSMISSION EXISTS When the Review Committee determines that a risk of transmission exists, the district will follow its established procedures for the provision of special services. If a home teacher is assigned to work with a student with AIDS, HIV, or Hepatitis B, the home teacher will receive orientation to the disease and training about precautions necessary to reduce the risk of transmission of the disease. This training will be conducted by a designee of the ESD superintendent. 7. MONTHLY REVIEW Each removal of a student with AIDS, HIV, or Hepatitis B from normal school attendance shall be reviewed by the Director of Special Education in consultation with appropriate medical personnel, the student's personal physician and the resident district superintendent or designee at least once every month to

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STUDENTS - page 7 (continued)

determine whether the condition precipitating the removal has changed. If the condition has changed, the Review Committee will be convened to examine the data and determine whether the student should return to normal school attendance.

8. EVIDENCE OF INFECTION/MEDICAL EVALUATION

If the ESD has a reasonable cause to believe a student is infected with HIV or Hepatitis B and the student might pose a risk of transmission, it may require the student to present a written opinion from a health care worker that the student poses no risk of transmission within the school setting.

9. STANDARD CLEAN-UP PROCEDURES AFTER AN ACCIDENT OR INJURY

The superintendent shall cause to be adopted district procedures which shall be used at all times in the administration of first aid and the clean up of blood and other body fluids.

10. EDUCATION OF STAFF

All school staff members, including custodians, bus drivers and secretaries, should be fully informed of these policies and related procedures on an annual basis.

Date Adopted:

page 7/7

500-23

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402

Office of the Superintendent Tuesday, July 26, 1988

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, JULY 26, 1988

1. <u>Call to Order</u> 1A Attendance 1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, July 26, 1988, as announced on the agenda and public notice of this meeting. The following persons were present:

Board members:Lois Copple, ChairpersonBev FicekDoug McKayFrank NearingJim SwansonGlen Weathers

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Jeff Foreman Sallie Rainville

Richard Ellingboe Marv Wilkerson Bob Buroker

1B Communications

- 1B. Communications presented included the following:
 - A. Letter to the Board from Linda Boren, President of LCEA, regarding medical insurance program change.
 - B. Letter from Bethel School District teachers Tim Goss and Carolyn Goss complimenting the work of ESD employees Kevin Ness and Dan Burkhart on Bethel student publications.
 - C. Copy of letter sent on behalf of Board to the first student from Lane School to receive a high school diploma.
 - D. Report of Activities, Resolution No. 8: Hearing-Impaired and Audiological Services.
 - E. Preliminary Board Planning Calendar for 1988-89
 - F. Board Procedures Handbook for 1988-89
 - G. ESDs: Basic Facts (OAESD publication)
 - H. Letter from OSBA regarding nominations for officers
 - I. Memo from Walt Turner, AAESA. Mr. Turner said that he has received resolutions from approximately fifty AAESA member agencies asking that AAESA programs be held at the NSBA national conference. In response, he is in contact with NSBA staff to plan such programs.

ZA.

Lane ESD Board of Directors Meeting, Tuesday, July 26, 1988 Page 2

- 2. Statements 2A Standardization Report
- 2A. The Evaluation Report by the visiting State standardization committee was distributed. The report will be reviewed at the August Board meeting.
- DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS Consent Agenda 3. 3. SUBMITTED.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

The following Action Items were included in the consent agenda approval:

THE BOARD OF DIRECTORS OF LANE ESD HEREBY:

APPROVES the minutes of June 21, 1988, as presented.

REAFFIRMS as its official statement of policy the Bylaws and Policies of the Lane Education Service District, as adopted May 20, 1980, and subsequently revised.

(ESD Resolution #88-1)

REQUESTS that the Teacher Standards and Practices Commission (TSPC) issue an emergency certificate to teach mildly handicapped learners for the 1988-89 school year to Ron Sherman. This request includes a waiver of any requirements not met by Mr. Sherman as required for certification. (ESD Resolution #88-2)

APPROVES the Personnel Report dated July 20, 1988, as submitted, and approves the following personnel actions according to the Superintendent's recommendations, as on file in the personnel office:

Approve certificated staff leave of absence Betsy Fernandez

Rescind offer to employ Debra Hart

Employ certificated staff member Judith Rhoads (ESD Resolution #88-3)

4A.



4. <u>Business Affairs</u> 4A Financial Affairs

Action Items

Elect Board

Officers

5.

5A

June. Reports presented included General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; Revenue/Expenditure Summaries for the Planetarium program and Cooperative Purchasing and OTIS funds; and the Investment Report.

Richard Ellingboe reviewed financial statements for

5A. Chairperson Copple declared nominations open for the position of Board Chairperson for 1988-89.

Director Ficek nominated Lois Copple.

DIRECTOR McKAY MOVED that nominations be closed and a unanimous ballot be cast for Lois Copple for Chairperson.

(ESD Resolution #88-4)

Director Ficek seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

Chairperson Copple declared nominations open for the position of Board Vice-Chair.

Director Ficek nominated Jim Swanson.

DIRECTOR NEARING MOVED that nominations be closed and a unanimous ballot be cast for Jim Swanson for Vice-Chairperson of the Lane ESD Board for 1988-89. (ESD Resolution #88-5)

Director Weathers seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

5B. Superintendent Maxwell pointed out changes made in the May 31 minutes, as a result of Board discussion at the June meeting.

Director Weathers said he believed that the redrafted minutes now adequately recorded concerns that had been expressed by the Board.

Superintendent Maxwell said that further discussion of the OTIS issue will be scheduled on a future agenda.

5B Approve May 31 Minutes 5. Action Items 5B Approve May 31 Minutes

5B. (continued)

DIRECTOR SWANSON MOVED to approve the May 31 Board minutes as presented.

Director Ficek seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

5C Authorize 5C. Board members reviewed a briefing memo regarding Appointment of employee evaluation procedures. As a result of labor Evaluation negotiations completed during 1987-88, many of the Review long-established procedures and standards for employee Committee evaluation were removed from the labor contract. To assure that these standards are in place for employee evaluation during the 1988-89 year, the former contract language will be redrafted into the ESD Administrative Regulations. Procedures and standards that have been in use will be kept substantially intact.

> Superintendent Maxwell said the administration believes that current ESD practices in employee evaluation should be reviewed to assure that they are in line with currently recognized "best practices" and are in full compliance with applicable law.

> He recommended the establishment of a committee to review existing policies, procedures, and standards and to recommend any needed modifications.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the ESD Board of Directors authorizes the appointment of a committee of Board members, administrators, and employees to review and recommend changes, if needed, in policies, procedures and standards used in ESD employee evaluation. (ESD Resolution #88-6)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- 5. Action Items 5D Authorize Transfer from Contingency Fund
- 5D. Superintendent Maxwell said that applicants for the position of Planetarium Supervisor have been screened. The interim supervisor has decided not to apply for the position. The process has now reached the point at which three finalists will be invited to Eugene to be interviewed by the committee established by the Superintendent. All are from out of state (New York, Texas, Washington State) and each has experience in managing planetarium programs.

5. Action Items

5D

Authorize Transfer from Contingency Fund

5D. (continued)

Because of the unique circumstances of this position opening, the Superintendent recommended that the Board authorize a transfer from the operating contingency fund to reimburse travel costs for the three candidates.

The Superintendent and Bob Taylor told the Board that the estimated travel cost was based upon least expensive air travel rates expected to be available and government rates for lodging.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the transfer in the current budget of up to \$1,500 from Contingency Funds (100/16/6110/810) to the Out-of-State Travel Account (Budget Line Item 100/11/2321/310.) The funds are to be used to reimburse travel costs for three candidates to be interviewed for the position of Planetarium Supervisor. (ESD Resolution #88-7)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6A. Drafts of two proposed policies on Communicable Diseases (AIDS, HIV, and Hepatitis B) were before the Board for a first reading. The policies relate to students (Board Policy #509) and staff members (Policies #321/425).

Superintendent Maxwell said that the policies have been developed with the assistance of ESD legal counsel, Joe Richards, who has been following this issue closely on behalf of many of his school district clients. The language has been modified to fit the regional nature of the ESD.

The Superintendent said the staff hopes to have these policies in place before school begins, so that related inservice may be offered to the teaching staff upon their return for the school year.

Board members asked that the staff provide additional clarification on policy sections dealing with clean-up standards, education of employees, and applicability of the policy to independent contractors. The information will be provided for the second reading of the policies at the August meeting.

6. <u>Discussion Items</u> 6A First Reading: Communicable Disease Policies Lane ESD Board of Directors Meeting, Tuesday, July 26, 1988 Page 6

6. <u>Discussion Items</u> 6B First Reading: Proposed Revision to Board Policy #804

(Insurance)

6B. The Board reviewed a proposed revision to Board Policy #804: Insurance.

Statutory amendments been made since 1982, when this policy was last revised, providing a different legal basis for the policy language.

According to present statutes, the ESD is no longer able to insure an ESD official from personal liability for an action if the official knew or should have known that the action was illegal or violated another person's rights. The revision removes the direction to provide such coverage and would bring the policy into accord with statutory requirements.

The revision has been reviewed and approved by the agent-of-record for property/ casualty insurance and District legal counsel.

6C Annual Review of Contracted Service Providers
6C. As specified by Board Policy #808, the Superintendent provided a brief written review of services provided during the past year by contracted service providers. Vendors covered by the policy are: Agent-of-record for employee benefits insurance; Legal Counsel; Auditor; Agent-of-Record for Property/Casualty Insurance; and Labor Relations Consultant.

> The policy states that providers which are due for formal review during the ensuing fiscal year are to be identified at the July meeting. The Superintendent said that OSBA was engaged early in the 1986-87 year as ESD Labor Relations Consultant. He said that OSBA and Jack Liles, the individual consultant assigned to ESD, have added a good depth of knowledge and experience to the collective bargaining process.

The current labor agreement expires on June 30, 1990, and contains a provision that negotiations for a successor agreement begin no later than January 10, 1990. Because of this timing, the Superintendent recommended that a formal review process for this position be implemented during the period from January through June, 1989, with the goal of having a decision by the Board no later than September 1, 1989. The following three options, as outlined in administrative regulations, will be considered:

- 1. Continue the contract with the current provider;
- Seek proposals from all qualified agencies and select one;
- Eliminate the position of an outside provider and assign the responsibilities to an ESD staff member.

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10.

- Board members reviewed and discussed an expanded 7A. 7. Reports version of the regular "New OTIS" status report, as 7A "New OTIS" requested at the June meeting. (A copy of the Report report is on file in the ESD office.) Wyatt Rosenbaum told the Board that the conversion rate to "new OTIS" has been far higher than original estimates, exceeding capacity of current equipment and severely straining OTIS staff. He reviewed three alternative solutions which are currently being analyzed by the OTIS staff. A recommendation will be made to the Superintendent and brought to the Board in the near future.
 - 7BLane Council7B.Director Nearing reported that L-COG plans to sponsor a
symposium this fall on drug abuse. Reed Clark of the
ESD staff is on the planning committee for the
conference.
 - 7C Board Conference.7C.Director Swanson distributed a summary of the Annual
Summer Conference sponsored by CATE and the UofO
Continuation Center. He said he appreciated the one-
day format and found the sessions to be well presented
and helpful.
 - 7DOther Board
Comments7D.Director Nearing asked that ESD administrative staff
consider sharing any input which might be of help to
the Lane County task force studying library funding
problems.
- 8&
- 9. Executive Session
- 9. No Executive Session was held.

Future agenda items include:

- 10. Future Agenda Items
- A. Review and approve ESD Goals for 1988-89
- B. Review Resolutions Calendar
- C. Review Expiring Budget Committee positions
- D. Review Board Committee positions
- E. Recommendations on Security System
- F. Second reading of proposed Board policies

11. Next Meeting

11. The next regular meeting of the Lane ESD Board of Directors will be at 7:00 p.m., Tuesday, August 23, 1988, at the ESD Center.

3 A(1)

12. Adjourn

12. The meeting was adjourned at approximately 9:00 p.m.

Chairperson Løis E. Copple,

James G. Maxwell, Superintendent-Clerk

SR:jv 3/001 LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402

Office of the Superintendent Tuesday, June 21, 1988

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, June 21, 1988

- 1. <u>Call to Order</u> 1A Attendance
- 1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., as announced on the agenda and public notice of this meeting. The following persons were present:

Board members: Lois Copple, Chairperson Bill Lewellen Frank Nearing Glen Weathers

Bev Ficek Doug McKay Jim Swanson

ESD staff: Jim Maxwell, Superintendent Wyatt Rösenbaum Jeff Foreman Sallie Rainville Jerry Miller

Richard Ellingboe Marv Wilkerson Bob Buroker Brian Reid

1B, Communications

- 1B. Communications presented included the following:
 - Letter to Geoff Colvin from National Association of School Psychologiosts (NASP) inviting him to co-author a chapter for monograph entitled "Interventions for Achievement and Behavior Problems."
 - B. Letter from Royd Faust, Lowell School District, thanking ESD for providing Chemical Health Clinic
 - C. Copy of letter sent to Mrs. Jack Harris on behalf of Board
 - D. Letters from ESD 112 (Vancouver, WA), thanking Geoff Colvin and Joan Herburger for presenting inservice
 - E. Report of Activities: Hearing-Impaired and Audiological Services
 - F. Letter from Union ESD in support of Lane ESD's resolution to provide professional growth experiences for regional service agency board members

Lane ESD Board of Directors Meeting, Tuesday, June 21, 1988 Page 2

- 1. <u>Call to Order</u> 1B Communications
- 1B. (continued)
 - G. Geoff Colvin's publication "Establishing A Schoolwide Discipline Plan," which is dedicated to the first Lane School student to graduate after returning to regular school

(Board members requested that a letter be sent on their behalf congratulating the student.)

H. <u>Keeping In Touch</u>, the newsletter for parents of TMR students

- 2. Statements
- 2. Superintendent Maxwell called attention to additional agenda background materials which had been distributed.
- Business Affairs 3A Budget
 Modifications
 3A. Because of an unexpected carryover from 1987-88 for the Science/Math Title II Fund, the Superintendent requested that the Board amend the approved 1988-89 budget.
 Richard Ellingboe explained that the modification would authorize transfer of appropriation authority from the General Fund operating contingency to the Science/Math Consortium Fund. He said that the process had been recommended by the auditors.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board, in accordance with ORS 294.435, hereby amends the approved budget for 1988-89 as follows:

GENERAL FUND

Revenues

05400 Net Working Capital

\$1,652,928

Expenditures

100/6110/810/100/16 Operating Contingency 210,000

WHEREAS Fund 228 (B) will realize an additional \$10,000 in carryover monies for fiscal year 1987-88 and,

WHEREAS these funds will be needed to implement science and staff development projects in fiscal yar 1988-89,

BE IT FURTHER RESOLVED that the Lane ESD Board of Directors hereby authorizes transfer of appropriation authority in the amount of \$10,000 from the General Fund Operating contingency (100/6110/810/100/16) to Fund 228(B), Science-Math Consortium.

(Resolution #87-101)

(continued)

e,

3A.



- 3. <u>Business Affairs</u> <u>3A</u> Budget Modifications
- 3B. Application for 3B Appliction for Substance Abuse Grant Fund
- 3B. Board members reviewed a briefing memo on application for 1988-89 Substance Abuse Prevention funds from the Federal Drug Free Schools and Communities Act. Funds from this Act are not issued on a competitive basis; districts are entitled to a share of the funds based on student enrollment.

Director Ficek seconded and the MOTION CARRIED WITH

DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING,

SWANSON, AND WEATHERS VOTING YES.

Lane ESD staff members are working with representatives of 14 local school districts to prioritize needs and develop a consortium grant. (In 1987-88, a consortium grant on behalf of eleven districts was received.)

Pages showing the revised construction of the 1987-88 and 1988-89 Substance Abuse Consortium grant budget were distributed with the Board background material.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the development and submission of a grant application on behalf of fourteen school districts in Lane County for funds available from the Substance Abuse Prevention Section of the Federal Drug Free Schools and Community Act in an amount not to exceed \$100,000.

BE IT FURTHER RESOLVED that the Board establishes a special budget fund and appropriates the grant amount not to exceed \$100,000 if received.

(Resolution #87-102)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

3C. Richard Ellingboe responded to questions raised at the May meeting regarding Cooperative Purchasing bid specifications. He reviewed a list of bid products meeting specifications where low bids were not selected.

> One basis for not having an apparent low bid accepted is the result of a long-standing practice that allows vendors to make "all-or-nothing" proposals. By using this method, a bidder may not have the low bid on a specific item, but when the cost of the bid is totaled, it is less than the total of the separate bids.

3C Clarification of Cooperative Purchasing Bid Process

1 p

3C. (continued) Business Affairs 3. 3C Clarification Two bids were rejected by the committee because members of Cooperative had experienced inferior quality or service from the low Purchasing Bid Process bid items in the past.

> Board members indicated that this review answered the concerns they had expressed last month.

3D. 3D Expenses for Board members reviewed new guidelines for bank card use Board Members; as well as guidelines for pre-payments for staff and Use of Bank Board members who are authorized to attend professional Credit Cards meetings and conferences.

> Director Nearing said he would like to have the use of a bank charge card; other Board members indicated they would prefer to use pre-payment procedures.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes issuance of an individual bank charge card to Frank Nearing. The card will be filed in the Superintendent's office and issued for use in professional activities authorized by the Board.

(Resolution #87-103)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

Request for 3E. Superintendent Maxwell requested authorization to transfer funds to accounts for which there are expenditures that will not be reimbursed prior to the close of the fiscal year.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby authorizes the transfer of funds for the 1987-88 fiscal year, not to exceed \$75,000, for the purpose of covering deficits realized during the 1987-88 fiscal year.

BE IT FURTHER RESOLVED that said funds be authorized in an amount necessary to cover a deficit in said fund and will be repaid from receipts and/or revenues prior to the end of the 1988-89 fiscal year.

BE IT FURTHER RESOLVED that said monies are to come from the Contingency Reserve Fund (100/799/4800/100/11).

(Resolution #87-104)

3E Contingency Transfer, 1987-88 Budget 1

- 3. Business Affairs 3E Request for Contingency Transfer, 1987-88 Budget
 - 3F Supplementary Vocational Education Consortium Grant

1.1

3G Financial [•] Reports

3H Employee Medical Insurance 3E. (continued)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES

3F. Before the end of this fiscal year, the Lane County Vocational Education Consortium will be providing additional training for Lane County teachers who are using the"Principles of Technology" curriculum. The State Department of Education has identified teachers from outside Lane County who need this additional training and has authorized Lane ESD to request a supplementary grant of \$1,500 to finance the out-ofcounty participants.

> In answer to Board questions, the Superintendent said that the supplementary grant will more than cover the costs of providing this training to non-Lane County teachers, because they will be taking part in the same sessions that are offered to Lane County participants.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby authorizes applications for and acceptance of Vocational Education Regional Cooperative carryover grant monies in the approximate amount of \$1,500.

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD hereby authorizes upon receipt of said grant monies appropriation of said funds to the Vocational Education Consortium, federal grant-in-aid (227/000/4500).

(Resolution #87-105)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

- 3G. Richard Ellingboe reviewed financial statements for May. Reports presented were General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; Revenue/Expenditure Summaries for the Planetarium Program and Cooperative Purchasing and OTIS Funds; and the Investment Report.
 - 3H. Superintendent Maxwell provided a brief summary of background material on employee medical insurance concerns which was mailed to Board members prior to this meeting.

3. Business Affairs

3H. (continued)

3H Employee Medical Insurance

The material included the Superintendent's summary, a detailed briefing memo from Richard Ellingboe, and a benefit and cost summary of alternate plans provided by Johnson & Thomas, the agent-of-record for employee benefits.

The Superintendent said that PHA has projected a 20% increase in medical insurance premiums to be effective July 1. The administration and Employee Benefits Committee have been working to minimize the impact of this increase, with advice from Johnson & Thomas.

As provided in the labor contract, the ESD is responsible for up to a 7% increase in medical insurance premiums. Because of provisions in the labor contract, the remaining 13% would become the responsibility of a minority of employees, those who have family coverage.

Johnson & Thomas and the Employee Benefits Committee have recommended a cost containment proposal that would limit the overall increase to 7%. This change, which would be on a six-month guarantee, would be from PHA "Plan A" to the PHA "Green Fee" plan. The Green Fee plan features a \$10 co-pay plan for all doctor visits. Maximum out-ofpocket expense for major medical coverage would be no greater than the current plan with deductibles.' Ellingboe said that the six-month period would also provide time to explore other alternatives.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of the Lane ESD authorizes a change in employee medical insurance to the PHA "Green Fee" plan as summarized on the attached document.

(Resolution #87-106)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON AND WEATHERS VOTING YES.

• Budget Hearing

4. Chairperson Copple declared the Hearing on the 1988-89 Lane ESD Budget open. An outline of the budget, which is within the tax base, is attached to the official copy of the minutes of this meeting. Notice of the Budget Hearing was published, as required by Oregon statute, in two issues of the <u>Register-Guard</u>. Copies of the budget are available for public inspection in the ESD office.

The Chairperson invited public comments on the budget.



4. Budget Hearing

4. (continued)

Brian Reid, representing LCEA, the ESD employee bargaining association, said the Association is concerned about how the increasing costs of Special Education programs will continue to be covered in future budget years, since it is apparent that the Board wants to stay within the 6% increase. He said the Association is concerned that other programs will suffer because of the increasing need for Special Education services and asked that in the future the Budget Committee consider setting aside reserve funds to pay for increasing personnel costs.

Director Lewellen indicated he sympathized with these concerns, but he said, a great deal of what the ESD offers depends on the resolution process and what districts request the ESD to offer. Director Swanson added that it was important that local district superintendents be made aware of what their constituents want from the ESD, since much of the ESD's direction comes from the superintendents.

Chairperson Copple thanked Mr. Reid for sharing these concerns. She declared the Budget Hearing closed.

5. <u>Consent Agenda</u> 5A Consent Agenda Items Approved

1. A

5A. Director Weathers requested that Item 5A be removed from the Consent Agenda.

DIRECTOR LEWELLEN MOVED TO ADOPT THE CONSENT GROUP AGENDA AS REVISED.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING SWANSON, AND WEATHERS VOTING YES.

The following Action Items were included in the consent agenda approval:

The Board of Directors of Lane ESD:

ADOPTS the budget for 1988-89 as approved by the Budget Committee in the total sum of \$14,216,362. The Budget is on file in the Office of the Superintendent.

(Resolution #87-107)

APPROPRIATES for the fiscal year beginning July 1, 1988, the amounts shown on the memo attached to the official copy of these minutes for the purposes indicated within the funds listed.

(Resolution #87-108)

Lane ESD Board of Directors Meeting, Tuesday, June 21, 1988 Page 8

- 5A. (continued)
- 5. Consent Agenda 5A Consent Agenda Items Approved

DETERMINES the required tax levy for 1988-89 to be the aggregate amount of \$6,131,612; that these taxes are hereby levied upon all taxable property within said district as of 1:00 a.m., January 1, 1988; and that the District Clerk is hereby directed to certify the levy to the County Assessors of Lane, Linn, and Douglas Counties.

(Resolution #87-109)

DESIGNATES James G. Maxwell as Clerk of the District and Custodian of Funds for Fiscal Year 1988-89, in accordance with ORS 334.225

(Resolution #87-110)

APPOINTS James G. Maxwell as Budget Officer for the District for Piscal Year 1988-89, in accordance with ORS 294.331.

(Resolution #87-111)

DESIGNATES James G. Maxwell 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 return information pertaining to the Lane Education Service District (#93-6010866) and to Project OTIS (#93-0555496) with respect to all tax forms and for all tax periods.

(Resolution #87-112)

DESIGNATES James.G. Maxwell, Richard Ellingboe, and Robert A. Buroker as signatories for all district financial accounts for the Fiscal Year 1988-89.

(Resolution #87-113)

AUTHORIZES a clerk's bond for James G. Maxwell for the face amount of \$50,000 for Fiscal Year 1988-89

(Resolution #87-114)

5. <u>Consent Agenda</u> 5A Consent Agenda Items Approved

14

5A. (continued)

DESIGNATES the following financial institutions as official depositories for District funds during the 1988-89 Fiscal Year.

First Interstate Bank of Oregon United States National Bank of Oregon Key Bank SELCO Credit Union Benjamin Franklin Savings & Loan Assn. Local Government Investment Pool

(Resolution #87-115)

AUTHORIZES Superintendent James G. Maxwell 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 Election Officer. The Board shall subsequently affirm the canvass so certified.

(Resolution #87-116)

APPROVES the school-year calendar for 1988-89 as attached to the official copy of these minutes.

(Resolution #87-117)

APPROVES the Personnel report dated June 16, 1988 as submitted.

APPROVES the following personnel actions as recommended by the Superintendent:

Employ certificated staff members:

Kristen J. Lawrence Nancy Fischer Debra Hart Susan Diemer Charla J. Heaton

Accept certificated staff resignations:

Jane Carter Joan Witty Ruth Simon Charles Messinger

Approve Certificated staff leave of absence:

Karen Duffy

(Resolution 87-118)

- 5. <u>Consent Items</u> 5B Approval of Minutes
- 5B. Director Weathers stated he had removed approval of the May 31 Minutes from the Consent Agenda because he felt that the Board had expressed strong feelings about several points which were not adequately covered in the minutes. The Board agreed to defer action so that the minutes could be re-writen and submitted for approval at the next meeting.

Director Weathers had no concerns about the May 17 minutes which were also included in Consent Agenda Item 5A.

DIRECTOR SWANSON MOVED TO APPROVE the minutes of May 17, 1988, as submitted.

Director Copple seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

6A. Superintendent Maxwell suggested the following dates for regular Lane ESD Board meeting dates for 1988-89:

July 26, 1988 August 23, 1988 September 27, 1988 October 25, 1988 December 6, 1988 January 24, 1989 March 7, 1989 March 28, 1989 April 25, 1989 May 23, 1989 June 27, 1989

In general, he said, the calendar follows earlier Board direction to change the regular meeting day to the fourth Tuesday of each month. Exceptions to this scheduling are as follows:

Because of conflict with the Holidays, the November and December meeting dates have been combined and changed to the first Tuesday in December (December 6).

The February meeting has been postponed to the first Tuesday in March, because the regular February date would conflict with AAESA.

Superintendent Maxwell also told the Board that he will recommend that 1988-89 Budget Committee meetings be scheduled for April, rather than March as has been the custom for several years. The budget calendar will be submitted for approval at a later time.

6. Action Items 6A Board Calendar, 1988-89 6A.

(continued)

6.

6A

Action Items

Board

Calendar, DIRECTOR SWANSON MOVED: 1988-89 BE IT RESOLVED that the Board of Directors of Lane ESD approves the Board meeting calendar for 1988-89 as presented above. (Resolution #87-119) Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES. 6B Conference Jim Swanson had indicated interest in attending the 6B. Attendance UofO's Summer Computer Education Conference "Technology in Education: Expanding Teacher Effectiveness" as a representative of the ESD Board. Background material on the conference was distributed to the Board. DIRECTOR NEARING MOVED: BE IT RESOLVED that the Lane ESD Board of Directors approves Director Jim Swanson's attendance at the UofO 1.6 Computer Education Conference, July 7 and 8, with the Conference registration fee to be paid from funds budgeted for Board travel and conferences (340/2310/100/10). (Resolution #87-120) Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES. 7. Discussion Items The Board reviewed preliminary drafts of suggested policy 7A. 7A Board language on communicable diseases (AIDS, HIV, and Policies on Hepatitis B). Two draft policies were included, one related to staff and one to students. Communicable Disesases Superintendent Maxwell said that the district's legal

counsel, Joe Richards, has been following this issue for many of his school district clients. He has provided a sample policy drafted for use by local school districts; ESD staff is in the process of reviewing and modifying the language to suit our needs.

The Superintendent said that Richards would review the staff modifications following Board input; the policies will then be brought to the Board for first reading at the July meeting. He said the goal is to have the policies in place so that appropriate training of staff can begin with the 1988-89 school year in September. Lane ESD Board of Directors Meeting, Tuesday, June 21, 1988 Page 12

7. Discussion Items 7A Board Policies on Communicable Diseases

Data

Processing

Resolutions

and Test

Scoring

7B

7A. (continued)

Director Swanson suggested that abbreviations in the policy language be defined. Director Nearing said he hoped that a discussion of AIDS-related curriculum would be placed on a future Board agenda.

7B. Superintendent Maxwell reminded the Board of the different operating roles of the ESD in relation to OTIS. Although OTIS is a division of Lane ESD, Lane ESD also purchases OTIS services for the sixteen local school districts in Lane County, through its data processing resolutions.

> The May 31 OTIS work session terminated before time was available to review these resolutions, which authorize ESD funds to be paid to OTIS on behalf of user districts. The Superintendent outlined the services provided by Resolution #2: Data Processing and Resolution #3: Test Scoring.

The Board reviewed budget sheets showing per student cost of the basic OTIS package, user charges for testing, and the flow-through budget for communications charges which are picked up by Lane ESD. Superintendent Maxwell said that during 1987-88 all students in Lane County are being paid for at full cost. As of January 1, 1989, the ESD, on request of School District 4J, will be withdrawing the Eugene School District student population from the student services portion of the user contract. (He said that unofficial notice has also been received that 4J will withdraw from the other half of OTIS services in January 1990.)

Superintendent Maxwell reviewed several alternative models which were considered in negotiating the Resolution #2 Contract with OTIS for 1988-89. The model selected is a contract plan whereby ESD will pay the contractor (OTIS) for the services used by local districts. The justification for choosing this model is that the ESD's cost for each Lane County student using the service will be the same as the cost per student throughout the rest of the state.

Board members questioned what kind of impact 4J's withdrawal will have on the ESD budget. Director McKay also expressed concern about the impact on other Lane County districts and the potential reaction of those other districts during the resolution process.



- Discussion Items 7. 7B
 - Data Processing and Test Scoring Resolutions

1.1

7C End-of-year Evaluation of Board Meetings Process

(continued) 7B.

> Members also reiterated concerns expressed at the May 31 meeting about why certain larger districts no longer wish to be a part of the OTIS consortium. Director Weathers asked what services districts want that OTIS cannot provide. Wyatt Rosenbaum said that basically these districts want single district control, rather than consortium control. In addition, the cost gap between OTIS and owning your own system is narrowing. He said there are several factors currently which may contribute to the desire of larger, more affluent districts to consider withdrawal. These include expanding capabilities of microcomputers; decreasing costs for hardware systems; more "user friendly" software; increasing communications system costs which makes microcomputer based systems more nearly cost compatible with OTIS; and diminution of the fear factor--people are no longer afraid to use computers. In addition, there is the major expense for districts now to move onto the "new OTIS."

Superintendent Maxwell responded to Director McKay's concern about local district reaction to the withdrawal of 4J. He said that 4J administration (and Board) supported the data processing resolutions for 1987-88, but the Eugene Superintendent had indicated that the District would reconsider its position in future years.

Director Lewellen requested that the Superintendent provide the Board with a report on the background leading to the withdrawal of members from the consortium especially the withdrawal of the Eugene District.

7C. Since this was the last meeting of the fiscal year, Chairperson Copple asked Board members to review the year and make suggestions for improving the process of delivering background materials and conducting Board meetings.

Director Lewellen suggested that the staff put a binder with a copy of the Board agenda and background material at each member's place. He felt that such a system would help members to better track paper work during the meeting. After discussion, Board members agreed to try a system of having agenda background packets delivered in the binders.

Director Weathers expressed concern about the amount of paperwork generated by Board meetings.

Director Nearing suggested that persons who wish to address the Board be asked to make their presentation from the front of the room (near the Chairperson).

Lane ESD Board of Directors Meeting, Tuesday, June 21, 1988 Page 14

8A.

Discussion Items 7C. (continued)

> Director Ficek asked that further "low-key" efforts be made to make the ESD more visible to the public.

Superintendent Maxwell said that an additional suggestion related to this topic was made as a part of one Board member's evaluation of the Superintendent. This was to appoint a staff member as an "on-call" expert on Roberts Rules of Order. Superintendent Maxwell said the administration will attempt to schedule a workshop on parliamentary procedure.

Staff member Jerry Miller spoke from the audience to say he would like to see efforts to encourage more staff interest in the Board meetings.

- This agenda item was deferred to the July meeting. 7D 7D. Organization of the Board
- 8. Reports "New OTIS" A8 Status Report

End-of-year

Process

Evaluation of

Board Meetings

7.

7C

8B

and

conversion to "new OTIS."

The Board reviewed the monthly status report on

In answer to Board members' questions, Wyatt Rosenbaum reported briefly on the work of the OTIS Futures Committee in planning for continued OTIS expansion. Director Ficek asked that the monthly OTIS report be expanded to include current information on the system and consortium in addition to the statistics currently included. 1.5

Superintendent Maxwell reported on the OAESD Legislative OAESD Annual 8B. Committee's recommendations for an Association legisla-Conference tive platform and recommended that the ESD support the Legislative platform as written. In addition, he recommended that Lane ESD support several additional statements which Report clarify our support of sections of the OAESD platform.

> He also presented for the Board's review four position statements which were not addressed by OAESD but which the staff believes should be communicated to legislators during the coming sessions.

Director Ficek reported on several other aspects of the OAESD Conference. She said the meetings and workshops were most helpful and said she especially appreciated being at a conference where all offerings directly concerned ESDs.



- 8. <u>Reports</u> 8C Building Security Report
- 8C. At the March meeting, the Board asked the administration to investigate security systems, in particular the impact of installation on property insurance rates and on the ESD budget.

Superintendent Maxwell said that the current property insurance carrier will offer no premium discount upon installation; however, the investment may be worth the cash outlay in order to provide security. Board members reviewed quote summaries from two vendors on installation of a security system and ongoing monitoring of the building after installation.

Consensus of the Board was that the staff should continue to move ahead with this investigation and bring a recommendation to a future meeting, either to install a system next year (using contingency funds) or to budget for such installation in 1989-90.

- 8D Other Regular 8D. Frank Nearing reported that the L-COG Board would hold Liaison and its regular monthly meeting at the ESD Center on June 23. Committee Reports
- 9.& 9.& 10 Everytive Secciet 10

Items

- 10. <u>Executive Session</u> 10. No Executive Session was held.
- 11. Future Agenda 11. Future agenda items include:
 - A. Elect Board officers (July)
 - B. Reaffirm Board Bylaws and Policies (July)
 - C. First Reading: Communicable Disease Policies (July)
 - D. Review and approve ESD goals for 1988-89 (August)
 - E. Review Resolutions Calendar (August)
 - F. Review of Contracted Service Providers (August)
 - G. Review Board Committee positions (August)
 - H. Direction Service Report
 - I. Boundary Board meeting to update Policy, Administrative Regulations, and Procedures (August)

Lane ESD Board of Directors Meeting, Tuesday, June 21, 1988 Page 16

- 12. Next Meeting
- 13. Adjourn

- 12. The next regular meeting of the Board of Directors will be Tuesday, July 26, 1988, at 7 p.m., at the ESD Center.
- 13. The meeting was adjourned at approximately 10:00 p.m.

James G. Maxwell, Superintendent-Clerk

Lois E. Copple, Chairperson

Attachment to Official Minutes:

- a. Outline of 1988-89 Budget (Agenda Item 4)
- b. Appropriations for 1988-89 Budget (Resolution #87-108)
- c. School-year Calendar, 1988-89 (Resolution #87-117)

SR:jv 3/002



4.9

LANE ESD BOARD MEETING

TUESDAY, JUNE 21, 1988

BUDGET HEARING

PROCLAMATION

The 1988-89 Lane Education Service District operating budget is funded within the Tax Base. Notice of this Hearing was published, as required by Oregon statute, in two issues of the Register-Guard (on June 1 and June 10).

The Budget Summary is as follows:

SUMMARY

LANE ESD BUDGET & LEVY, 1988-89

FUND	EST. EXPEND.	EST. RCPTS.	LEVY
100 GENERAL FUND	8,627,123	3,353,936	5,273,187
220 CURRICULUM DEVELOPMENT	200,000	200,000	0
228 (B) SCIENCE/MATH-TITLE II	20,000	20,000	0
232 SUBST. ABUSÉ-YR. 2/SRI Pt.	B 45,000	45,000	0
234 SUBST. ABUSE-YR. 1/SRI Pt.	B 10,000	10,000	0
271 SKIPWORTH	11,760	11,760	0
275 VOC. ED. CONSORTIUM	24,500	24,500	0
279 VOC. ED. CONS./PHASE I	119,892	119,892	0
400 EQUIPMENT RESERVE	163,000	163,000	0
410 OTIS-EQUIP. REPLACEMENT	68,000	68,000	. 0
420 BUILDING MAINTENANCE	30,000	30,000	0
430 SPECIAL ED. RESERVE	120,000	120,000	0
510 OTIS	3,877,086	3,877,086	0
610 COOPERATIVE PURCHASING	800,000	800,000	0
900 WORKING CAPITAL	100,000	100,000	0
	14,216,362	8,943,175	5,273,187
ESTIMATED TAXES NOT TO BE COLLECT	ED		858,425

TOTAL LANE ESD OPERATING LEVY WITHIN TAX BASE

-4-

attachment (a) 6/21/88

6,131,612

LANE EDUCATION SERVICE DISTRICT

1988-89 CALENDAR

<u>Basic Calendar - 192 days</u> for ESD certified staff/located in Eugene, Bethel and Springfield School Districts <u>Specialist Calendar - 207 days</u> for certified staff working at Lane ESD

	Number of Contract days			Comments			
I	Eugene*	Be the I	Spfld	Sk i pwor	rth**	Specialist	
July	0	0	0	0	20	0	
August	2	2	2	22	0	13	207-day specialists report 8/15; Eugene/Bethel/Spfld teachers report 8/30
September	22	22	22	22	0	22	Pd. holiday 9/5 all; classes begin Bethel 9/6; classes begin Spfld/Eugene 9/7
October	21	21	20	16	21	21	10/14 inservice/ contract day for Eugene/Bethel; non-contract day for Spfld
November	22	22	22	22	22	22	Pd. holiday for all 11/11 and 11/24-25; Inservice/contract day Bethel/Spfld 11/4; Inservice/contract day Eugene Elementary 11/10
December	12	14	12	12	12	12	Inservice/contract day Eugene high school/middle school 12/2; Holiday break for Eugene/Spfld 12/19-1/2; Bethel 12/21-1/2
January	21	20	21	21	21	21	Work resumes for all 1/3; non-contract day Bethel 1/16; inservice/contract day Bethel/Spfld 1/27;
February	19	19	20	18	19	19	の Non-contract day for Eugene 2/約; non-contract day Bethel 2/20
March	18	18	18	17	18	18	Inservice/contract day Eugene 3/17; Spring Break for all 3/20-24
April	20	20	20	18	18	20	Inservice/contract day Bethel/Spfld 4/7;
May	23	23	23	22	21	23	Pd. holiday for all May 29
June	12	11	12	2	20	16	Classes end Eugene/Spfld 6/15; Last day for teachers Eugene/Spfld 6/16; Classes end for Bethel 6/14; Last day for teachers in Bethel 6/15; Last day for Specialists 6/22
	192	192	192	192	192	207	Total contract days

* Includes Lane School, School Psychologists, Support Personnel

** The Skipworth educational program operates 12 months each year. Two teachers at Skipworth coordinate their teaching schedules to provide the 12-month program.

attachment (c) 6/2

CONSENT AGENDA PROPOSAL

~

APPROPRIATION OF THE BUDGET

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1988, the amounts shown below for the purposes indicated within the funds listed:

GENERAL FUND INSTRUCTION SUPPORT SERVICES FUND TRANSFERS DEBT SERVICE CONTINGENCY GENERAL FUND	2,918,310 3,715,143 1,093,661 10 200,000 7,927,124	
TITLE I - SKIPWORTH INSTRUCTION	11,760	
CURRICULUM DEVELOPMENT Support Services	200,000	
SCIENCE/MATH-TITLE I Support Services	20,000	10,000
SUBSTANCE ABUSE-YEAR 2 Support Services	45,000	
SUBSTANCE ABUSE-YR. 1/SRI PT. B SUPPORT SERVICES	10,000	
VOC. ED. CONSORTIUM Support Services	24,500	
VOC. ED. CONSORTIUM/YR. 3 Support Services	119,892	
SPECIAL EDUCATION RESERVE SUPPORT SERVICES	120,000	
EQUIPMENT RESERVE SUPPORT SERVICES	163,000	
OTIS EQUIPMENT RESERVE Support services	68,000	
BUILDING MAINTENANCE SUPPORT SERVICES	30,000	

Attachment (b) 6/21/88

CONSENT AGENDA PROPOSAL

APPROPRIATION OF THE BUDGET (continued)

OTIS FUND SUPPORT SERVICES TRANSFERS CONTINGENCY OTIS	3,816,540 10,000 50,546 3,877,086	
COOPERATIVE PURCHASING SUPPORT SERVICES	800,000	
WORKING CAPITAL OTHER REQUIREMENTS	100,000	
TOTAL APPROPRIATIONS	13,516,362	13,506,362

4.9

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(There is an unappropriated ending fund balance of \$700,000.)

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LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North, P.O. Box 2680 Eugene, OR 97402

Office of the Superintendent Tuesday, May 31, 1988

IANE ESD BOARD OF DIRECTORS MEETING TUESDAY, May 31, 1988

Call to Order 1.

A special meeting of the Lane ESD Board of 1. Directors was called to order at 7:00 p.m., Tuesday, May 31, as announced on the agenda and public notice of the meeting. The following persons were present:

_... ...

Board Members: Lois Copple, Chairperson Bev Ficek Bill Lewellen Doug McKay Jim Swanson Frank Nearing Glen Weathers

ESD Staff Members:

Jim Maxwell, Superintendent Wyatt Rosenbaum Paul O'Driscoll Richard Ellingboe Marv Wilkerson Jeff Foreman Brian Reid Lois Beard Erick Keating Jerry Miller Paul Sass Randy Trummer

Ted Murray Bob Taylor Bob Buroker Sallie Rainville George Arsulich Bill Land Michelle Mantel Joel Robe Judy Steele

Others Attending: Ron Beard

Chairperson Copple welcomed those attending and announced that this work session had been called for the purpose of discussing data processing and OTIS services. She turned the meeting over to Superintendent Maxwell, who thanked Board members for their willingness to attend this extra meeting.

- 2. The Superintendent said there are several factors to be considered by the Board in establishing a base for policy decisions to be addressed within the near future. These include the following:
 - OTIS is in the midst of transition from its a. original system to a new system which incorporates newer technology and provides expanded services.

2. Overview

Lane ESD Board of Directors Meeting, Tuesday, May 31, 1988 Page 2

2. Overview

- 2. (continued)
 - b. During the transition period, the original system and the new system must be operated simultaneously. The dual function seriously taxes both the human and financial resources of the OTIS Division.
 - c. Approximately 25% of the current user base plans to leave the OTIS consortium and are presently initiating plans to provide their own data processing services. This exit is planned to take place during the next two to three year period. OTIS fiscal resources will be diminished in the same proportion as numbers of students who leave the system unless rates are increased or additional users join the consortium.
 - d. OTIS is a multi-district/multi-county consortium for which the Lane ESD is the fiscal agent. The Lane ESD Board and administration have dual roles in the relationship with OTIS. On one hand the ESD is the legal parent organization; on the other it is a user member of the consortium and the contractee representing 16 Lane County school district members. Maintaining a distinction and balance between these roles is an important task for the Board and the administration.
- 3. An outline to be used as a discussion guide had been distributed prior to the meeting. Copies are available.through the Superintendent's office. A taped recording of the discussion is also available.

The following is a brief summary of topics covered during the evening's discussion:

I. Historical review

Superintendent Maxwell covered the mid-1960s origin and early history of data processing services and OTIS, the first user base, and fee structure as the federal grant used for seed money was phased out. He also discussed equipment evolution over the years and operational and applications software which was developed at OTIS. The Superintendent showed an overhead graphic which charted the increase in user base over the years.

3. Discussion

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3. Discussion

3. (continued)

Next, Wyatt Rosenbaum reviewed the later history of OTIS, beginning with Bob Dusenberry's appointment as director. During that time, federal funds were cut and user fees did not make up for this loss of revenue. Staff and programs were cut. A graph showing OTIS user fees over the years was distributed.

Rosenbaum also covered governance structure of OTIS, including Lane ESD's role, formation and evolution of the OTIS Advisory Committee (now OTIS Executive Board), and the role of Ad Hoc study groups.

Rosenbaum discussed the problems inherent in attempting to provide the desired service level to users, considering both economy of scale and the desire of some districts for customized services. He distributed newspaper publicity from past years showing that this has been a continuing dilemma.

The next topic to be addressed was the communication system, including system specifications, evolution of terminals, development of the QUERY system, communications cost escalation and recommendations of an ad hoc communications committee.

Superintendent Maxwell next presented a brief overview of the rise and decline of OTIS Instructional Services.

Dr. Rosenbaum and Paul O'Driscoll then discussed the project to upgrade the original OTIS system. The upgrade was needed because of problems caused by lack of vendor support for existing hardware and the need to re-develop existing software to meet current user needs. 3. Discussion

3. (continued)

The project was also to include installation of new operating software and a data management system for relating data bases. A decision to terminate this project was later made when re-evaluation showed that costs of continuing to upgrade the existing IBM System 4341 were becoming counter-productive. Instead of continuing to proliferate costs, it was decided to look at other options.

II. Original OTIS as it now exists

The next topic to be discussed was original OTIS as it now exists. O'Driscoll told the Board that "old OTIS" continues to be the bread and butter of OTIS revenue and the majority of users still depend on it. However, costs to maintain the system are high. Fourteen staff positions are involved with this system. Payments are still being made on equipment which is already becoming obsolete because of rapid increases in technology; annual maintenance costs approximately \$116,000.

Superintendent Maxwell pointed out that a decision will need to be made within the next two years on when to terminate the original OTIS system.

19

III. Status of new OTIS

. .

Paul O'Driscoll next outlined the status of "new OTIS." Subtopics covered included changing relationships between OTIS Central and users (input responsibility, file maintenance and output options such as decentralized printing and download capabilities, extended availability, on-line software that is menu driven, user training, and staff support); operational factors including staff training and support; software development and enhancement; hardware installation and maintenance; and telecommunications management.

3. Discussion

3. (continued)

Superintendent Maxwell pointed out that Board members may receive questions or comments about the management decision to select the IBM System 38 computer and the decision to select applications software developed by Linn-Benton ESD. He reviewed prior Board discussions and action on those topics.

O'Driscoll distributed a status report on members of the OTIS consortium. Information in the report includes original membership date; use of original or new OTIS, and use of special applications (testing). As shown in the report, eight districts have signified their intentions to withdraw from the consortium at some point between July 1, 1988, and 1990.

This topic generated a considerable amount of discussion.

Board members expressed a need for more information regarding the reasons that OTIS users, particularly Eugene, are initiating their own data processing services.

Chairperson Copple recessed the meeting at approximately 8:45 p.m. for a 10-minute break.

The work session reconvened at 9:00 with the same persons present.

IV. Financial status of OTIS

The next topic on the outline was the financial status of OTIS. Ted Murray reviewed the definition of "enterprise fund" and discussed the challenge of managing such a fund within public sector budgeting procedures. He distributed and explained a handout showing revenue and expenditure projections for the next four years, taking into account budget variables such as gain or loss in number of user districts and discontinuance of original OTIS equipment.

Board members asked for information about the relative costs of providing data processing services via OTIS as compared with local district provided services.

(Recess)

4. Additional Board Discussion

Future Agenda Items

5.

4. Board members expressed interest in exploring methods of explaining the services being provided by OTIS to users and the public, the relative costs, and how OTIS costs and services compare to other educational data processign services.

Particular interest was expressed in working with the public media to convey this information.

Because discussion had already taken longer than the time allotted for this meeting, Chairperson Copple suggested that remaining topics on the outline be deferred to a future meeting. The Superintendent said he will cover Topic V: "Lane ESD Resolutions for data processing and test scoring" at the June meeting. Subheadings to be discussed under this topic will include a review of services provided by the resolutions; the role of Lane ESD as a purchaser of OTIS services; the impact on OTIS revenue of the withdrawal of Eugene School District from the student services portion of the user contract; alternative approaches considered in negotiating Resolution #2 contract with OTIS for 1988-89, and rationale for the model selected.

Other topics to be considered at a future meeting include the commitment level of the current user base; a review of alternative methods being used to deliver administrative data processing in Oregon public schools; and technical developments being monitored by the staff.

Chairperson Copple thanked staff members for attending. The meeting was adjourned at approximately 9:45 p.m.

s Copple, Chairperson

James G. Maxwell, Superintendent-Clerk

A taped transcription of this work session is available through the Superintendent's Office.

SR:jv 1/003



Adjourn

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402 Office of the Superintendent Tuesday, May 17, 1988

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, MAY 17, 1988

Standardization Discussion Session

Discussion Items

 The Lane ESD Board of Directors met for dinner with the State standardization team at 6 p.m. Board members Ficek, Lewellen, McKay, Nearing, Swanson, and Weathers attended. The purpose of the meeting was to meet members of the team and to receive information on the Lane ESD standardization currently in process.

Because the dinner meeting ended at approximately 7:00 p.m., Acting Chairperson Lewellen suggested that routine discussion items not requiring action of the Board be considered prior to the announced meeting time of 7:30. Items discussed were as follows:

Financial Statements:

Superintendent Maxwell reviewed the April financial statements. Included were the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; Revenue/Expenditure Summaries for the Planetarium program and Cooperative Purchasing and OTIS funds; and the Investment Report.

Attendance at OAESD Annual Conference:

Directors Ficek and Nearing have indicated that they would like to attend the OAESD Annual Conference in June. Other interested Board members were asked to let the staff know as soon as possible, so that lodging can be tentatively arranged.

Conferences Attended by Board members:

Board members reported briefly on national conferences attended during March and April.

Director Ficek reported on several sessions which she attended during the National School Boards Association (NSBA) Annual Convention in New Orleans, March 24-29. She, Lois Copple, and Bill Lewellen attended a breakfast meeting for AAESA members, where Lewellen presented the case for holding future AAESA conferences in conjunction with NSBA.

Discussion Items

(continued)

Director Nearing had earlier distributed a program index for the NSBA Council of School Attorneys' Annual School Law Seminar, March 25 through 27, also in New Orleans. Superintendent Maxwell thanked him for sharing program transcripts.

Director Lewellen reported that he had stopped at the AAESA annual meeting in Las Vegas on the way to NSBA. At both conferences, he stressed the continuing need for a strong parent organization for regional service agencies.

Director Swanson distributed and reviewed program notes from the National Council of Teachers of Mathematics Annual meeting which he attended April 6 through 9 in Chicago.

"New OTIS" Status Report:

Wyatt Rosenbaum explained the revised format for the OTIS System 38 Status Report. Rosenbaum said he will speak in more depth at the scheduled May 31 work session on challenges which are confronting the "new OTIS." He distributed minutes from several past sessions of the OTIS Executive Board, as background information prior to that session.

1A. The business meeting of the Lane ESD Board of Directors was called to order at 7:30 p.m., as announced on the agenda and public notice of the meeting. The following persons were present:

Board members:

Bill Lewellen, Vice-Chairperson Bev Ficek Doug McKay Jim Swanson Glen Weathers (Director Nearing left the meeting at 7:45 p.m.)

ESD staff:

Jim Maxwell, Superintendent	Wyatt Rosenbaum
Bob Taylor	Marv Wilkerson
Jeff Foreman	Sallie Rainville
Bob Buroker	

Others attending: Mike Scheming

1. <u>Call to Order</u> 1A Attendance

- Call to Order 1. **1**B Communications
- 1B. Communications presented included the following:
 - Α. Letter from Fred Greatwood stating that the insurance company would accept the ESD's computer inventory printout as a means to adjust losses
 - в. Copy of Letter from Al Thede stating Multnomah ESD Board's support of Lane ESD's action regarding professional opportunities for regional education service agency board members
 - C. Copy of resolution being submitted by Lane ESD for action at annual OAESD Conference in June
 - D. Memo from Karen Brazeau, State Coordinator of TMR programs, which discusses movement of students from Fairview to community
 - Ε. Report of Activities: Hearing-Impaired and Audiological Services
- Statements 2A. Statements from Staff
- Bob Taylor invited Board members to attend the 1988 Images literary book presentation and reception on May 19 at the Hult Center. Each of the students and teachers who are featured in the book will receive a free copy of Images 1988.

Superintendent Maxwell thanked Jeff Foreman for coordinating preparation for the visit of the State Standardization team.

Consent Agenda 3.

2.

2A

3. DIRECTOR MCKAY MOVED TO ADOPT THE CONSENT GROUP AGENDA.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, SWANSON, AND WEATHERS VOTING YES.

The following Action Items were included in the consent agenda approval:

The Board of Directors of Lane ESD:

APPROVES the Board minutes of April 19, 1988, as presented.

AMENDS Board Policy No. 705: "Property Records and Inventory" as attached to this resolution and appended to the official copy of these minutes.

(ESD Board Resolution #87-93)

ACCEPTS the personnel report dated May 11, 1988, as presented.

3. Consent Agenda

3. (continued)

Board members requested that their sympathy and thanks be extended to the family of employee Jack Harris, who died earlier this month.

- 4. <u>Business Affairs</u> <u>4A</u> Recommendation Regarding Hiring of Outside Service Provider: Employee Benefit Agent-of-Record
- 4A. Six responses were received to the request for proposals to serve as Employee Benefits Agent-of-Record. After reviewing the proposals, administrative staff decided to interview the three most qualified local applicants, with others to be considered if none of the three were satisfactory. Interviews were held on Monday, May 16.

Following the interviews, the staff recommendation was to award the position to the firm of Johnson and Thomas. Board members reviewed background information. Superintendent Maxwell said that the fee structure and renewal dates for the contract will continue as they have been. He also told the Board that there is a detailed job description for the position which is used as the basis for evaluating the agent's performance.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD designates the firm of JOHNSON and THOMAS as the District's insurance Agent-of-Record for employee benefits insurance for the period of one year, renewable annually for a three year period.

(ESD Resolution #87-94)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

- 4B. A memorandum of understanding attached to the current employee bargaining agreement states that employees who are required to drive their own vehicles for authorized purposes will be reimbursed at the rate established by the Internal Revenue Service (IRS). In April, staff was informed that IRS had changed that rate to 22.5 cents per mile, effective January 1. In reviewing this information with the Association, it was agreed to implement the new rate effective April 1, rather than make it retroactive.
- 4B Recommendation to Change Amount Used for Mileage Reimbursement in Accordance with IRS Change



- 4. Business Affairs
 - 4B Recommendation to Change Amount Used for Mileage Reimbursement in Accordance With IRS Change

4B. (continued)

Because the memorandum of agreement applies only to those employees covered by the labor contract, Superintendent Maxwell requested that the Board authorize changing the district approved rate to 22.5 cents per mile effective April 1. This will allow the Superintendent to reimburse mileage for Board members, confidential employees and administrators at the IRS approved rate and at the rate being paid to all other employees.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes a change in the district approved mileage reimbursement rate to 22.5 cents per mile effective April 1, 1988.

(ESD Resolution #87-95)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

4C. Board members reviewed a briefing memo which provided a summary of bids received on the second call for bids to purchase a high-cube courier van. Although only two bids were received, the staff believes that they were able to obtain a quote that is competitive under any circumstances.

Superintendent Maxwell recommended the purchase of a 1988 Chevrolet van from Bruce Chevrolet in Hillsboro. He said that the staff's preference is to purchase a diesel model, but this may not be available because the assembly line is in the process of converting to 1989 models. If it is not possible to purchase the diesel model, the Superintendent requested authorization to purchase the gasoline model with up to an additional \$1,000 for conversion to propane. Even with the conversion, the cost would be approximately \$4,000 less than the other diesel bid.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED by the Lane ESD Board of Directors that a contract be awarded to Bruce Chevrolet for the purchase of a a 1988 Chevrolet courier van for up to \$14,800, in accordance with the bid summary memo, which is appended to and made a part of the official minutes of this meeting.

(ESD Resolution #87-96)

4C Award Bids for Courier Van

- 4. Business Affairs
 4C. (continued)

 4C Award Bids for
 Director Swanson seconded and the MOTION CARRIED WITH

 DIRECTORS FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS
 - 4DFinancial4D. (Financial statements were reviewed earlier in the
statementsStatementsevening.)

VOTING YES.

4EAward4E.Opening of bids for Cooperative Purchasing supplies
took place earlier this month, with several committees.
composed of local school district personnel reviewing
bidsBidsthe bids, inspecting samples, and comparing products.
The evaluation generally resulted in selection of the
lowest bid price. Exceptions resulted from past
performance concerns and/or problems with specific
brands.

A few product bids were not completed and will be brought to the Board at a later date.

The Board reviewed the bid summary. Members requested that in future the Board receive more information about areas where the low bid was not accepted. Director Lewellen also asked that next time the complete bid spread sheets be made available, compiled by firm.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that contracts be awrded vendors for Cooperative Purchasing supplies and equipment for the 1988-89 year, according to the bid award recap as attached.

(ESD Resolution #87-97)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, SWANSON and WEATHERS VOTING YES.

- 5A. Board members reviewed drafts of the Lane ESD legislative statement and the platform suggested by the OAESD Legislative Committee. Discussion of the proposed platform is on the June OAESD Conference agenda. Chairperson Lewellen suggested that any additions or suggestions be sent to the Superintendent prior to that conference. Further deliberation and approval of Lane ESD's statement will be scheduled for the June Board meeting.
- 5. <u>Discussion Items</u> 5A Proposals, OAESD Legislative Platform



5. <u>Discussion Items</u> 5B Summer Meeting Schedule

6C

6D

- 5B. It appears at this time that July 26 and August 23 will work best for summer meeting dates. The Board is required by statute to meet during the month of July for the purpose of organizing. The agenda for that meeting will be kept light, including only statutorily required matters and items such as personnel that may need immediate action.
- 6. <u>Reports</u> 6A New OTIS Status Report
- 6A. (This report was presented earlier in the evening.)
- 6B Conferences Attended by

Board Members

Other Regular

Liaison and

Committee

Reports

- 6B. (These reports were presented earlier in the evening)
- Lane Council 6C. Superintendent Maxwell reported that he and Director Nearing had met with George Kloeppel, the Executive Director of L-COG. Discussion at that meeting centered on additional ways in which the two agencies can cooperate.
 - 6D. Doug McKay reported he would be unable to attend the scheduled May 20 meeting of the OTIS Executive Board. Director Lewellen will attend.

Minutes from the April 19 meeting of the Advisory Council for Handicapped Children were distributed for the Board's information.

- 7A. Vice-Chairperson Lewellen administered the Oath of Office to Doug McKay, who was re-elected March 22 to Board position 1. The signed oath is attached to the official copy of these minutes.
 - 7B. Superintendent Maxwell recommended that John Lee Wilt be employed as a teacher for the 1988-89 year. Mr. Wilt will fill a position at Lane School that has become vacant by resignation.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the following personnel action, according to the Superintendent's recommendation: Employ certificated staff member John Lee Wilt.

(ESD Resolution #87-98)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

- 7. <u>Action Items</u> 7A Administer Oath of Office
 - 7B Personnel Action Item

Lane ESD Board of Directors Meeting, May 17, 1988 Page 8

7. Action Items

7C Evaluation of Superintendent 7C. A summary of Board members' evaluations of the Superintendent was mailed to Board members prior to this meeting. Board members rated the Superintendent in six areas (personnel management, fiscal management, board operations, service programs, state government relations, and professional development). They were also given the opportunity to provide comments for each of these areas and general narrative comments.

The summary document is attached to the official copy of these minutes.

Vice-Chairperson Lewellen asked whether any Board members had additional comments or remarks after having had the opportunity to read the summary. There were none.

Superintendent Maxwell thanked Board members for taking time to complete the evaluation in an open and frank manner. He expressed appreciation for the compliments and for the constructive suggestions, which he said he would share with staff members as appropriate.

Board members discussed the employment contract between the Board and Superintendent, which provides for notice by the Board of its intent to renew or non-renew the existing contract by June 15, 1988. In background information sent out prior to this meeting, Chairperson Copple and the Superintendent had suggested that the Board might wish to extend that time to June 21, the date of the next regular Board meeting.

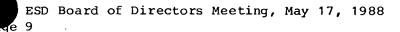
Vice-Chairperson Lewellen said he saw no reason why renewal should not take place within the time limits provided for in the contract. He suggested that the Chairperson could meet with legal counsel to go over contract language prior to the June Board meeting.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby agrees to renew the employment contract with Superintendent James G. Maxwell, providing that the Chairperson and one other Board member will meet with legal counsel prior to the June 21 Board meeting to review contract language.

(ESD Resolution #87-99)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.





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- 8.&
- 9. Executive Session
- 8.&
- ssion 9. There was no need for an Executive session.
- 10. Future Agenda Items 10. Future agenda items include:
 - A. Proposed Board Policy on Communicable Diseases
 - B. Media Services Report
 - C. Direction Service Report
 - D. Budget Hearing
 - E. Adopt and Appropriate Budget; Levy Taxes
 - F. Approve School-year Calendar
 - G. Approve Board Meeting Calendar
 - H. Routine Start-of-Year Designations and Authorizations

11. Next Meeting(s)

Center. The purpose of this meeting will be to hold a work session on data processing/OTIS services.

Α.

11.

B. The next regular meeting of the Board of Directors will be Tuesday, June 21, 1988, at 7:00 p.m.

6 p.m., Tuesday, May 31, 1988, at the ESD

A special meeting of the ESD Board will be held at

12. Adjourn

12. The meeting was adjourned at approximately 8:30 p.m.

Vice-Chairperson Bill Leweller

James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Amended Board Policy 705 Bid summary memo: courier van Cooperative Purchasing supplies bid summary Oath of office: Director McKay Summary: Evaluation of Superintendent SR:jv 3/007

POLICY Lane Education Service District

DRAFT

PROPERTY

Attachment 5/17/88

PROPERTY RECORDS AND INVENTORY

As steward of this District's property, the Board recognizes that efficient management and effective provision for full replacement upon loss requires accurate inventories and properly maintained records of all equipment and properties, whether located in the ESD Center or at other ESD program sites.

The intent of this policy is to provide for an accurate inventory and properly maintained records of all ESD equipment and property.

The inventory of all capitalized items will be maintained in accordance with the procedures required by auditing standards and will be utilized to determine replacement value for insurance purposes.

Inventory records for items owned or leased by the ESD which have a value less than the capitalization level and which otherwise would be defined as equipment will be maintained by each Division Director in accordance with procedures to be established by the Superintendent.

"Equipment and properties" means (for purposes of this policy) supplies, equipment, and furnishings that neither constitute an integral part of any building(s) nor are permanently attached to such building(s).

Definitions:

Cost: The original acquisition price of an asset. The cost includes installation cost paid, freight, taxes and related costs.

Specific asset (control asset): An item with a value greater than the capitalization level that is distinct unit of property such as desks or typewriters.

Building improvements: The replacement or major renovation of existing building such as carpets, air conditioners, new roof. Items not included are repairs to maintain the condition of an asset and cost less than \$1,000.

Class items: Items that are individually under the capitalization level but when combined are over the limit and meet the equipment definition. Stacking chairs are an example.

Capitalization level: The minimum dollar amount to capitalize. The capitalization level for Lane ESD shall be \$300 for specific assets and \$1,000 for computer software, building improvements and related items.

Leased assets: Assets being purchased under a lease purchase where title to the assets pass to the ESD at the end of the lease. If an item is acquired in installments, the total of the installments less interest is to be used to determine if the item should be capitalized.

Equipment:

- 1. It has anticipated useful life of more than one year.
- 2. It is of significant value (\$300 minimum except for certain class items).
- 3. It retains it original shape and appearance with use.
- 4. If damaged it is usually more feasible to repair it than to replace it.
- 5. It does not lose its identity through incorporation into a different or more complex unit.

The Superintendent shall annually cause to be conducted a complete inventory by physical count of all district-owned equipment and properties. having a current replacement value of \$100 or more. Items which may be defined as either equipment and properties or as an integral part of a building may be defined in such manner as to minimize the cost of insurance coverage.

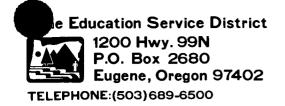
The Superintendent shall maintain a system of property records which shall include all descriptive matter required by law **and by commonly accepted auditing standards**.

ORS 334.125

Date Adopted: May 20, 1980 Date Revised: June 5, 1984

page 1/1

700-7



DATE: May 12, 1988

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Courier Van Bids

The ESD received two (2) bids for a courier van during our second effort in advertising for these vehicles. This is despite numerous personal contacts by Alan Livingston and earlier verbal assurances by five (5) agencies that they would submit bids.

In spite of the limited participation, we believe we have a quote that is competitive under any circumstances.

Bruce Chevrolet, Hillsboro, has submitted bids for a 1988 Chevrolet that meets the bid specifications. Their quote:

Gas engine:	\$13,814.00		
Diesel engine:	\$14,095.00		

The other bidder was Kendall Ford, Eugene, for a 1988 Ford. Their quote:

Gas engine:	\$16,474.00
Diesel engine:	\$18 , 711.00

It is our recommendation that the Board of Directors approve the purchase of a 1988 Chevrolet from Bruce. Our preference is to purchase a diesel model, but we may not be able to obtain one as the assembly line is in the process of converting to the 1989 models. If we cannot acquire the diesel, we request authorization to purchase the gasoline model and up to \$1,000 for conversion to propane.

Although a final decision has not been made regarding the propane conversion, it is my understanding the ESD has found this to be a clean, efficient alternative to gasoline. Even with the conversion the cost would be approximately \$4,000 less than the Ford diesel.

Therefore, we request the Board to approve the expenditure of up to \$14,800 for a Chevrolet courier van to replace one of the current vans.

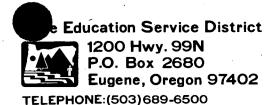
JM:j∨ 2/021

 (4°) **RESOLUTION:**

BE IT RESOLVED by the Lane ESD Board of Directors that a contract be awarded to Bruce Chevrolet for the purchase of a 1988 Chevrolet courier van for up to \$14,800, in accordance with the bid summary memo above.

40)

attachment 5/17/88



DATE: May 17, 1988

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Bid Awards: Cooperative Purchasing

Opening of bids for Cooperative Purchasing supplies took place earlier this month.

Several committees of local school district personnel have reviewed the bids, inspected samples and made product comparisons.

A summary of the recommended bid awards is attached. I recommend approval.

SR:jv Attachment 1/028

RESOLUTION

BE IT RESOLVED by the Board of Directors of Lane ESD that contracts be awarded vendors for Cooperative Purchasing supplies and equipment for the 1988-89 year, according to the bid award recap as attached.

MOTION:	SECOND:
	Copple Ficek
	Ficek
· .	Lewellen
• •	МсКау
	Nearing
	Swanson
	Weathers

Attachment 5/17/88

Education Service District 1200 Hwy. 99N P.O. Box 2680 Eugene, Oregon 97402

TELEPHONE:(503)689-6500

05/16/88

Richard Ellingboe

FROM:

TO:

Robert Buroker

RE:

Cooperative Purchasing Bid Award Recap

Enclosed please find the recap of 1988-89 Bid Awards. As in the past, the process of developing these recommendations has been through committees representing the participants in the Cooperative Purchasing program. Committee members met and reviewed the bids received. Evaluation of the products and quoted prices generally resulted in selection of the lowest bid price for each product as outlined through product specifications. Exceptions to this resulted from past performance concerns and/or problems with specific brands.

I would ask that the Board award contracts as follows:

5/17/88

COOPERATIVE PURCHASING BID AWARD RECAP 1988-89

SECTION	# <u>788</u>		AUDIO VISUAL EQUIPMENT	\$ 24,764.48
SECTION	# <u>10</u>	-	AUDIO VISUAL SUPPLIES	17,455.45
SECTION	# <u>20</u>		LIBRARY SUPPLIES	3,162.49
SECTION	# <u>30</u>	-	OFFICE/INSTRUCTIONAL SUPPLIES	169,853.57 *
SECTION	# <u>35</u>		FILING CABINETS/FURNITURE	11,893.50
SECTION	# <u>40</u>	-	CUT PAPER	116,404.93
SECTION	# <u>50</u>		ART SUPPLIES	105,576.95
SECTION	# <u>60</u>		CUSTODIAL SUPPLIES	76,716.51
SECTION	# <u>70</u>	-	FIRST AID SUPPLIES	15,638.64
SECTION	# <u>80</u>		PLAYGROUND/ATHLETIC SUPPLIES	29.661.26

TOTAL

\$ 571,127.78 *****

* THIS TOTAL DOES NOT INCLUDE:

- 1. Drop Shipments to L.C.C. on Computer Paper, Cut Paper, and Custodial Supplies.
- Glue Sticks and Felt Markers which have not been awarded (approximately \$9,000).

5/17/88

and the second

COOPERATIVE PURCHASING BID AWARD SUMMARY 1988-89 SUPPLIES

AUDIO VISUAL EQUIPMENT: #788

TOTAL

\$ 24,764.48

AUDIO VISUAL SUPPLIES: #10

Audio Visual Supply Aves Audio Visual Systems	\$ 1,382.40 189.00
Boise Cascade Office Products	808.09
Elgin School Supply	31.50
Eugene Forms	76.30
Force 4	7,782.73
Learning Services	775.00
NWI/Photo and Sound	317.64
Paper Impressions	13.50
Spiral Binding	3,128.41
Standard Stationery Supply	1,013.58
Tersch Products	1,657.58
Western Paper Company	279.72

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TOTAL

\$ 17,455.45

5/17/88

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LIBRARY SUPPLIES: #20

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Brodart, Inc.		\$ 1,050.99
Demco, Inc.		999.22
Gaylord Bros., Inc.		708.80
Standard Stationery	Supply	403.48

TOTAL

\$ 3,162.49

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INSTRUCTIONAL/OFFICE SUPPLIES: #30

TOTAL

\$ 169,853.57

5/11/88

4

FILING CABINETS/FURNITURE: #35

Pacific Stationery Supply	≢ 7,089.50
Virco Manufacturing	4,804.00
TOTAL	\$ 11,893.50

CUT PAPER: #40

TOTAL	\$ 116,404.93
Western Paper Company	111,737.83
Unisource Corp.	4,212.34
School Stationers Corp.	\$ 454.76

TOTAL

ART SUPPLIES: #50

AMS Distributing	\$ 95	9.05
Art Pak	2,82	8.88
Dick Blick West	1,28	2.86
Chromark	36	1.10
Creative Cache	69	6.93
Elgin School Supply	24	4.29
Junction City School Dist. #69	8	9.18
Facific Stationery Supply	10,95	0.96
Sax Arts & Crafts	1,13	3.02
School Stationers Corp.	1,07	7.98
Snyder-Crecelius Paper	55,99	6.38
Southern Oregon Pottery	46	4.21
Standard Stationery Supply	5,00	7.09
Tersch Products	59	9.44
Tru-Art Distributing	1,35	0.09
Western Paper Company	7,50	2.51
Western School Supply	2,81	8.55
Zellerbach Paper Company	_12,21	4.43

TOTAL

\$ 105,576.95

5/17/88

CUSTODIAL SUPPLIES: #60

TOTAL

EIRST AID SUPPLIES: #70

Burgin Medical Supply Coast First Aid Supply Micro Bio-Medics Monarch Surgical	\$ 2,432.35 1,697.60 2,002.14 785.39
	•
Moore Medical Corporation	440.28
Normed, Inc.	191.88
Portland Athletic Supply	5,979.92
Sanderson Safety Supply	 2,109.08

TOTAL

15,638.64 \$

\$ 76,716.51

5/17/88

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PLAYGROUND/ATHLETIC SUPPLIES: #80

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Frank Bashor Supplies Cascade Athletic CMG/Cannon Sports Coast First Aid Supply GSC Sports, Inc. Mohinder Sports Portland Athletic Professional Towel Company The Put On Sports Center Sportmaster U.S. Games, Inc. Val's Sports, Inc.	\$ 979.37 3,421.02 268.63 1,106.85 395.77 6,475.40 5,667.24 4,961.50 3,987.90 223.20 1,308.78 865.60
TOTAL	\$ 29,661.26
GRAND TOTAL ALL SECTIONS	\$ 571,127.78

5/14/88

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LANE ESD BOARD MEETING

TUESDAY, May 17, 1988

OATH OF OFFICE

I,____J. DOUGLAS McKAY_____, do hereby swear or affirm

that I will support the laws and constitutions of the United States of America and of the State of Oregon,

and that I will faithfully discharge the duties of my office as a member of the Board of Directors of the Lane Education Service District, representing Zone___1_,

to the best of my ability throughout the four-year term, July 1, 1988, through June 30, 1992.

Director

James G. Maxwell, Clerk

Attachment 5/14/88

LANE ESD SUPERINTENDENT EVALUATION

Instructions: Rate the superintendent on each of the items listed using a 1 to 5 scale --

(1 = excellent; 3 = average; 5 = poor)

1. Personnel Management

Exercises sound judgment in providing leadership to the district staff. Follows district policies, state and federal statutes and administrative rules in managing the recruitment, hiring, evaluation, and termination of district employees. Establishes clear lines of staff responsibility.

RATING: Four Board members rated 1 Three Board members rated 2

ADDITIONAL WRITTEN COMMENTS FROM BOARD MEMBERS: Board member 2:

> I feel Jim has done a very good job of establishing clear lines of responsibility, but feel that he needs to get in touch with the day-to-day operation and the people (employees) at the lower levels of the ESD more. I realize this is a difficult task since there are only so many hours and days in a work week -maybe it could be done section by section or some such. I really feel strongly that this interchange between staff and Jim is needed.

Board member 3:

It is my feeling that certain areas of administrative communication could be somewhat clearer. I would hasten to note that this is a personal opinion based upon casual observations. Many members of the administrative team are relatively new to their positions and no doubt the lines of authority will firm up as the team matures. I am, in reality, pleased with the progress in this area.

Board member 6:

Jim sets a good leadership example and has established clear lines of staff responsibility. There is an effort to insure that the ESD is meeting minority guidelines in hiring and promoting.

Attachment 5/14/88

2. Fiscal Management

Follows standard procedures in managing the District's financial resources. Identifies and implements procedure to optimize the services received for the funds expended.

RATING: Four Board members rated 1 Three Board members rated 2

ADDITIONAL WRITTEN COMMENTS: Board member 2

> From what I see as a Board member, Jim is doing all of the above -- would like to see more "service" for our money with our heat and cool monitor system though!! Kidding aside, since all the Board sees is the budget and the monthly financial statements -- I have no complaints or criticisms. I feel the staff could better answer this, actually.

Board member 3

I am more than pleased with progress in the area of fiscal management. Rome was not built in a day. The fiscal management area of ESD operations will become more and more critical and certainly deserves careful supervision. Fiscal departments tend to become isolated from the larger district operation and consequently become less responsive to the overall goals of the organization than would be desirable. Your integrated team approach should do much to insure that this does not become a problem.

Board member 6

I believe every effort is being made to keep the ESD financially sound.

3. Board Operations

Keeps the board informed about District activities. Provides leadership in providing efficient and effective decision making in meetings of the Board, Budget Committee, and Boundary Board. Follows Board policies.

RATING: Five Board members rated 1 Two Board member rated 2

ADDITIONAL WRITTEN COMMMENTS:

Board member 2

Would like to see individual meetings with Board members again (but realize time is again a factor).

Board member 3

I would suggest that the Superintendent appoint one member of his team to be an expert on Roberts Rules. This could be an invaluable source at critical times. I would further suggest that this person be an "on call" expert only.

5/17/88

Board member 6

I feel I am being kept informed. Occasionally I would like a little more direction or suggestion of direction to improve decision making.

4. Service Programs

Implements systematic procedures in determining programs which will be provided to the constituent districts. Provides a system for evaluating service programs.

RATING: Six Board members rated 1 One Board member rated 2

ADDITIONAL WRITTEN COMMENTS:

Board member 2

Feel this is being done and done well, but again, I feel someone other than the Board can best answer this. In this case, our sixteen Lane County School Districts.

Board member 6

Effective system is in place. I would like to see procedures to include more district staff input (personnel from the sixteen districts). I realize the final decision rests with the superintendents but encourage input from all areas.

5. State Government Relations

Provides services mandated for the District by statute and administrative rules. Maintains good working relationship with State Department of Education, other administrative departments of state government and the legislature.

RATING: Five Board members rated 1 Two Board member rated 2

ADDITIONAL WRITTEN COMMENTS: Board member 2: To the best of my knowledge.

Board member 6

Seems OK. I think it is important to begin working now to develop support for additional ESD funding, particularly in the area of Special Education.

5/14/88

6. Professional Development

Participates in appropriate professional activities and encourages employees to engage in professional development programs related to their job assignment.

RATING: Five Board members rated 1 One Board member rated 2 One Board member rated 3

ADDITIONAL WRITTEN COMMENTS:

Board member 2:

Do not know what professional activities Jim or any of our employees engage in. Would be nice to be updated on this as a special report at a board meeting. Also break down the report as to which activities the ESD pays the dues for and which ones the employee does.

Board member 3:

I feel inadequate to address professional development below the rank of superintendent. However my impression is that you are quite effective in assessing professional growth needs.

5/17/88

TUESDAY, MAY 17, 1988

LANE ESD BOARD MEETING

LANE ESD SUPERINTENDENT EVALUATION MAY 17, 1988

NARRATIVE EVALUATION

Board member 1:

I am well pleased with Jim Maxwell's performance as Superintendent of Lane ESD. He has high goals for the ESD and is continuously searching for ways to improve the operation of the District.

He is well organized and relates well to the staff, the local district superintendents and the community.

I have complete confidence in his ability to perform his duties as Superintendent of Lane ESD.

Board member 2:

First of all, let me explain that I very seldom ever mark any evaluation, rating sheet, etc., with the highest available number on the scale presented. No matter how well a person is doing in any given position or circumstance, I feel there is always room for improvement. Hence, the 2s and one 3 in this evaluation for Jim.

I feel Jim has grown tremendously in his role as Superintendent for Lane ESD. But I also hope that he will always be growing and learning in this position as well as being open to new ideas and new technology.

In summation, I do believe in giving an "A" when it is deserved and Jim deserves one for his leadership and decision-making through a period of change and some turmoil at Lane School, our OTIS Division, the Planetarium, and in the day-to-day operation with, in particular, our policies, accounting, cooperative purchasing, and internal changes throughout the ESD.

Board member 3:

I find little or no fault with your performance as Superintendent. If I have had questions or suggestions, I have shared them with you during the year. Jim, it is my opinion that you have done an admirable job of pulling together an effective organization. This was no mean task and you have done well.

Board member 4:

(No narrative evaluation included)

5/17/88

Board member 5:

(No narrative evaluation included)

Board member 6:

I am more than satisfied with Jim's performance as superintendent.

I believe that the ESD is only as good as its employees. This includes all employees, administation, confidential, and association members. Employee evaluation must allow employees the opportunity to critically analyze their performance and develop plans for development and improvement without fear of reprisal. This must be delicately balanced with the ESD's need for the most highly qualified employees. For example, I think this year's budget document indicated some problems which are staff related and which need to be corrected before next year. I also feel that some staff members are presently in positions for which they need additional training in order to be more effective. The Superintendent needs to encourage, perhaps require, additional training where needed.

Board member 7:

Quite happy with the Superintendent's performance in all areas. Particularly in relationships with Board and individuals.

SR:jv 3/004

I agree that this document is a true summary of written evaluations from individual Board members, which were reviewed at the May 17, 1988, Lane ESD Board Meeting.

Lois Copple, Board Chair

James G. Maxwell, Superintendent

Date

Date

Bill Lewellen, Vice-Chair

Date

5/11/88

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402

Office of the Superintendent Tuesday, April 19, 1988

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, APRIL 19, 1988

1. <u>Call to Order</u> 1A Attendance 1A. A regular meeting of the Lane ESD Board of Directors was called to order at 6:00 p.m., as announced on the agenda and public notice of the meeting. The following persons were present:

Board members: Lois Copple, Chairperson Bill Lewellen Frank Nearing

Bev Ficek Doug McKay Jim Swanson

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Sallie Rainville Brian Reid

Richard Ellingboe Bob Taylor Jeff Foreman Bob Buroker Jerry Miller

Others attending: Garth and Pat Putnam and son

1B Communications

- 1B. Communications presented included the following:
 - A. Affirmative Action Committee report
 - B. Survey of preferred dates for summer Board meetings
 - C. Request for information regarding American School Board Journal subscriptions
 - D. Announcement and registration information, OAESD Annual Conference, June 12-14 in Bend
 - E. Letter from Glenn Butler, Siuslaw Superintendent, thanking the ESD for Bob Taylor's coordination of "Onward to Excellence" program in the Siuslaw District.
 - F. Report of Activities Resolution #8: Hearing-Impaired and Audiological Services
 - G. Letter from Sam Miller, Eugene 4J, thanking Frank Landrum for his help in obtaining a NFIE grant for DaVinci School

Lane ESD Board of Directors Meeting, April 19, 1988 Page 2

2. <u>Statements</u> 2A Agenda Additions

- 2A. Superintendent Maxwell requested that the following items be added to the agenda:
 - 5A. Appointment to Advisory Council for Handicapped Children

6F. Discussion of WISTEC/Planetarium: Director Ficek

11B. Set date for work session on OTIS/data processing

3. Consent Agenda

3. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT GROUP AGENDA.

Director Copple seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

The following Action Items were included in the consent agenda approval:

The Board of Directors of Lane ESD:

APPROVES the Board minutes of March 15, 1988, and Budget Committee minutes of April 5, 1988, as presented.

AFFIRMS the Superintendent's canvass of votes for the March 22, 1988, Board of Directors election and the certification of J. Douglas McKay as elected to Board position 1.

(ESD Board Resolution #87-87)

AMENDS Board Policies 319 and 423: "Medical Insurance Coverage of Retiring Employees and Their Dependents," as attached to the resolution and to the official copy of these minutes.

(ESD Board Resolution #87-88)

ACCEPTS the personnel report dated April 13, 1988, as presented.

Business Affairs 4A Status of Audit Plan of Correction

4.

4A. Board members had previously indicated an interest in hearing a report on actions taken in response to the previous year's audit. The agenda background included a status report on five areas which were included in the correction plan adopted last year.

Richard Ellingboe and Superintendent Maxwell answered questions about the report.

4. Business Affairs

Parent Training Grant Application 4B. Superintendent Maxwell recommended that the Board approve a request to submit a \$3,500 grant application to the Oregon Department of Education. The purpose of the grant would be to assist in development of a training package for parents of SED students in Lane School and local school district programs.

Grant funds will be used to contract with the Oregon Social Learning Center which will provide a parenttraining specialist to work with the ESD staff to develop and field test the training package. Dr. George Sugai, a UofO professor who specializes in behavior disorders, will donate his time as a project consultant.

Project evaluation will include parent satisfaction data and student performance data in the development phase and at field test sites.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the application to the Oregon Department of Education for a parent training package grant in the amount of \$3,500, and authorizes the establishment of a special fund for grant funds' received.

BE IT FURTHER RESOLVED that the Board appropriates the grant amount of \$3,500, contingent upon receipt of funds.

(ESD Resolution #87-89)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

4C. Richard Ellingboe reviewed financial statements through March 31, 1988, as distributed. Included were the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; and Revenue/Expenditure Summaries for the Planetarium program and Cooperative Purchasing and OTIS funds. Ellingboe also reviewed a new report on investments, which will be included from now on as a part of the monthly financial statements.

4C Financial Statements

Page 3

4B

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Lane ESD Board of Directors Meeting, April 19, 1988 Page 4

5. Action Items 5A Appointment to Advisory Council 5A. The Board received a recommendation from the Advisory Council for Handicapped Children to appoint Gloria Davidson to the Council as a parent member. Mrs. Davidson would fill an unexpired term and would represent the Lane School (SED) population.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints GLORIA DAVIDSON to an unexpired term on the Lane ESD Advisory Council for Handicapped Children. The term of office expires June 30, 1989.

(ESD Board Resolution #87-90)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, and SWANSON VOTING YES.

Discussion Items6AFormat andProcess forSuperintendent'sEvaluation

6.

6A. Board members reviewed the process and evaluation instrument to be used for the Superintendent's annual evaluation, which will take place at the May meeting. The Board also reviewed a timeline for the evaluation and contract renewal process. Members agreed by consensus that the evaluation would be conducted in open session.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors adopts the evaluation instrument presented and attached to the official copy of these minutes as the standard to be used in evaluation of the Superintendent.

(ESD Board Resolution #87-91)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

6B. Superintendent Maxwell distributed a progress report on each of the Board's adopted goals. He said that last year several Board members had requested that this information be distributed prior to the time of the Superintendent's evaluation. He said that the complete management plan is available should any Board member wish to review it.

6B Progress Report on Board Goals

- 6. <u>Discussion Items</u> 6C Recommendation to Revise Fiscal Procedures Related to Use of Bank Cards
 - 6D Suggested Revision to Board Policy #705: Property Records and Inventory

6E Request from OAESD Legislative Committee 6C. The Board reviewed a briefing memo regarding use of bank cards by staff and board members. The auditors have recommended that use of revolving bank charge cards be eliminated. In addition, the major banks have discontinued issuance of additional revolving cards; the Accounting Office has also historically experienced problems in apportioning charges to specific budget accounts when there are multiple users of a card.

Superintendent Maxwell reviewed administrative procedures formulated to accommodate the recommended changes, which will become effective on July 1.

- 6D. Board members received, for the first reading, a revision to Board Policy 705: "Property Records and Inventory." Superintendent Maxwell said the administration is attempting to bring district inventory records into compliance with the advice of its auditors and with good management practices. This will require adoption of a two-level property records system, as follows:
 - <u>Capitalized items</u> (equipment with an initial purchase value of \$300 or greater and certain other items). Records of this type of property are a subject of the annual audit process.
 - Other assets. Items possessed by the ESD for which, in accordance with good management practices, a regular accounting should be made.

The suggested revisions to Policy 705 are intended to provide the basis for initiating this system. The policy will be supported by revised ESD procedures for taking and maintaining physical inventory records and for inventory classification.

Superintendent Maxwell and Richard Ellingboe answered questions about the proposed policy revision and about inventory procedures.

6E. A memo has been received from the OAESD Legislative Committee requesting suggestions for issues to be included in the 1989 OAESD legislative platform. Board members reviewed topics being considered by the administrative staff and made some suggestions for Lane ESD's position statements which will be reviewed at the May Board meeting.

Lane Page 5 Lane ESD Board of Directors Meeting, April 19, 1988 Page 6

6F. Director Ficek, who is also a member of the Willamette Discussion Items 6. WISTEC/ESD Science and Technology Center Board, reported briefly 6F · on recent WISTEC activities. She said it seems that Planetarium many people who visit the Planetarium do not recognize that it is a part of Lane ESD rather than "belonging to" WISTEC. Her suggestions for publicizing the ESD in connection with the Planetarium were noted by the staff. 7. 7A. The monthly status report on "new OTIS" users was Reports distributed for the Board's information. New OTIS 7A ¦ Status Report

- 7B Home Schooling
 7B. Bob Taylor reported on the home-schooling program and answered Board members' questions. He distributed a chart on home-schooling enrollment for 1987-88, a flowchart showing staff routines in connection with this program, and a cost breakdown. Mr. and Mrs. Putnam, who were in the audience, told the Board that as parents of home-schooled children they have been pleased with the way the ESD handles this program. They also answered questions from Board members.
- 7C Conferences 7C. This item was deferred to the May meeting. Attended by Board Members
 - Advisory Council 7D. Board members received the agenda for the April 19 for Handicapped 7D. Board members received the agenda for the April 19 meeting of the Advisory Council for Handicapped Children and minutes of the March meeting. Marv Wilkerson said the Committee is in the process of planning for next year's activities.
- 8.& 9. Executive Session

7D

- 8.8
- 9. There was no need for an Executive Session.
- 10. <u>Future Agenda</u> Items
- 10. Future agenda items include:
 - - A. Superintendent's evaluation
 - B. Direction service report
 - C. Policy on communicable diseases
 - D. Set summer meeting calendar
 - E. Media services report
 - F. Recommendation for hiring of outside service provider (employee benefits insurance agent-ofrecord)
 - G. Award bids for courier van

11.

Α.

11. Next Meetings

- The next regularly scheduled meeting of the Lane ESD Board of Directors will be at 6 p.m., Tuesday, May 17, 1988, at the ESD Center. (The Board will meet for dinner with the ESD Standardization Team. The regular business meeting will follow at 7:30 p.m.).
- B. A special meeting of the ESD Board will be held at 6 p.m., Tuesday, May 31, 1988, at the ESD Center. The purpose of this meeting will be to hold a work session on data processing services.

12. Adjourn

12. The meeting was adjourned at 7:40 p.m.

Loia Copple, Chairper James G. Maxwell, Superintendent-Clerk

Attachments to Official Minutes:

> Revised Policies 319 and 423: Medical Insurance for Retiring Employees and Their Dependents

Superintendent's Evaluation Instrument

SR:jv 3/001

LANE ESD

SUPERINTENDENT EVALUATION

Instructions:

Rate the superintendent on each of the items listed using a 1 to 5 scale (1 excellent; 3 average; 5 poor)

1. Personnel management

RATING:

Exercises sound judgment in providing leadership to the district staff. Follows district policies, state and federal statutes and administrative rules in managing the recruitment, hiring, evaluation, and termination of district employees. Establishes clear lines of staff responsibility.

2. <u>Fiscal management</u> RATING:_____

Follows standard procedures in managing the District's financial resources. Identifies and implements procedure to optimize the services received for the funds expended

3. Board operations

RATING:

Keeps the board informed about District activities. Provides leadership in providing efficient and effective decision making in meetings of the Board, Budget Committee, and Boundary Board. Follows Board policies.

4. Service Programs

RATING:

Implements systematic procedures in determining programs which will be provided to the constituent districts. Provides a system for evaluating service programs.

5. State government relations RATING:

Provides services mandated for the District by statute and administrative rules. Maintains good working relationship with State Department of Education, other administrative departments of state government and the legislature.

6. Professional development RATING:____

Participates in appropriate professional activities and encourages employees to engage in professional development programs related to their job assignments.

Attachment: April 19, 1988

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PROPOSED REVISION

No. 319 and 423

CERTIFICATED STAFF (and classified Staff)

MEDICAL INSURANCE COVERAGE FOR RETIRING EMPLOYEES AND THEIR DEPENDENTS

The Board shall, in accordance with law, provide continuation of medical insurance for retired employees on the ESD's group policy. The premiums for this coverage shall be paid by the former employee.

The Superintendent shall develop procedures which will insure the adherence to this policy, the statutes and the administrative rules.

The Board shall provide insurance coverage for Administrative and Confidential employees who elect early retirement according to the provisions of Board Resolution #87-70 (February 9, 1988).

Date Adopted: October 15, 1985 Date Revised: September 16, 1986 Date Revised:

attachment: april 19, 1988

page 1/1

300-28

NARRATIVE EVALUATION

Evaluation, in order to be helpful, should include suggestions for improvement. If possible, criticism should be of a constructive nature and will be accepted as such. Please be frank. This narrative portion of the evaluation will more than likely be more helpful to the person being evaluated than the checklist on the first page. The evaluation form and the commendation and/or criticism will become a part of the permanent record of the individual being evaluated.

BOARD MEMBER:	
DATE:	
SUPERINTENDENT:	

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402 Office of the Superintendent Tuesday, March 15, 1988

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, MARCH 15, 1988

1. <u>Call to Order</u> 1A Attendance 1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., as announced in the agenda and public notice of the meeting. The following persons were present:

Board members: Lois Copple, Chairperson Doug McKay Jim Swanson

Bev Ficek Frank Nearing

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Jeff Foreman Bob Buroker Jerry Miller

Richard Ellingboe Marv Wilkerson Sallie Rainville Erian Reid

1B Communications

- 1B. Communications presented included the following:
 - A. Letters sent by several other Oregon ESDs in support of Lane ESD Board Resolution #87-65, which requested additional growth opportunities for regional service agency Board members
 - B. Letter thanking Joan Finholt for her presentation at the February Board meeting
 - C. Report of Activities: Resolution No. 8, Hearing-Impaired and Audiological Services
 - D. Copy of "Scanner," the newsletter of the National School Public Relations Association, describing the ten most pressing issues in education
 - E. Program of 13th Annual Special Education Conference at California State University, for which Geoff Colvin was a keynote speaker and workshop presentor
 - F. Announcement of March 17 Vocational Education Skills Contest at Lane Community College

G. Program of Annual Small Schools Conference

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Lane ESD Board of Directors Meeting, March 15, 1988 Page 2

- The following two items were added to the agenda as Statements 2A. 2. 2A Agenda distributed: Additions
 - Vehicle Bids: Business Affairs Item 4C A.
 - Β. Long-term disability insurance coverage: Business Affairs Item 4D
 - Director Nearing requested that a discussion of С. building security be added to the agenda.

2C Announcements 2C. Jeff Foreman announced the second round of League of Women Voters Town Hall Meetings March 31 at the Eugene Conference Center. Superintendent Maxwell said that one of the Governors Task Forces will meet on the same date at Lane ESD.

> Doug McKay reviewed recent activities of the School Revenue Task Force.

Consent Agenda 3. DIRECTOR MCKAY MOVED TO ADOPT THE CONSENT GROUP AGENDA. 3.

> Director Nearing seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

Action items included in the consent agenda approval are as follows:

THE BOARD OF DIRECTORS OF LANE ESD HEREBY:

Approves the minutes of February 9 and March 8, 1988, as submitted.

Authorizes Jim Maxwell, Richard Ellingboe, and Wyatt Rosenbaum as Lane ESD's representatives to acquire federal surplus property from the Oregon State Agency for Surplus Property under the terms and conditions listed by that Agency.

(ESD Resolution #87-80)

Accepts the resignation of Karen Wisenor from the Advisory Council for Handicapped Children, with thanks for her services to public education

(ESD Resolution #87-81)

Accepts the personnel report dated March 9, 1988, as presented.

4A

Business Affairs Financial Statements

Richard Ellingboe reviewed financial statements through 4A. February 29, as distributed. Included were the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances (a revised sheet was distributed at the meeting); and Revenue/Expenditure Summaries for the Planetarium Program and Cooperative Purchasing and OTIS Funds.

Ellingboe said he had just been informed by Lane County that the ESD had received a \$400,000 February tax turnover. He said that all funds show healthy balances, with revenue collections running close to the estimated amounts for this time of year.

4B. At the February meeting, the Board approved a recommendation to cancel the current employee benefits Agent-of-Record contract, effective June 1. This action was taken to allow the ESD the opportunity to consider alternative approaches to providing these functions and to seek competitive proposals if the Agent-of-Record approach were recommended.

> Superintendent Maxwell said that after staff study of the alternatives, he recommends that the staff continue to use an Agent-of-Record to advise the Board, Superintendent, and Employee Benefits Committee and to assist the staff in administering the employee benefits insurance program. A draft position description for the Agent-of-Record was distributed.

DIRECTOR NEARING MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that authorization is hereby given to advertise for proposals to act as Agent-of-Record for employee benefits insurance.

(ESD Resolution #87-82)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, and SWANSON VOTING YES.

4C. Board members reviewed a briefing memo on the call for bids to purchase three new motor vehicles, as authorized at the January meeting. A summary of bids received was included in the memo. No bids were received on a high-cube van and the bidding process for that vehicle will be re-opened.

4B Employee Benefits Insurance Agent-of-Record Coverage

4C Vehicle Bids

Lane ESD Board of Directors Meeting, March 15, 1988 Page 4

4. <u>Business Affairs</u> 4C Vehicle Bids

4C. (continued)

DIRECTOR MCKAY MOVED:

BE IT RESOLVED by the Lane ESD Board of Directors that a contract be awarded to Emerald Chrysler Plymouth for the purchase of a compact sedan and a seven passenger mini-van at the amounts indicated in the bid summary memo which is appended to and made a part of the official copy of these minutes.

(ESD Resolution #87-83)

Director Nearing seconded and THE MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, McKAY, NEARING, and SWANSON VOTING YES.

4D LTD Coverage

4D. The Long-Term Disability (LTD) insurance policy renewal date is April 1, 1988. The Employee Benefits Committee met recently with the Agent-of-Record to review vendor quotes for furnishing this coverage. The Board reviewed a summary of the staff's review, rationale and recommendations.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves Standard Insurance Company as the provider of long-term disability insurance for ESD employees and authorizes the Superintendent to enter into a contract with the Company to provide the coverage for the period from April 1, 1988, through March 30, 1990, at a rate based on .47% of gross employee payroll.

(ESD Resolution #87-84)

Director Ficek seconded and THE MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, and SWANSON VOTING YES.

- 5. <u>Discussion Items</u> 5A Proposed Revision to Board Policies 319 and 423
- 5A. The first reading was held for proposed revisions to Board Policies 319 and 423: Medical Insurance Coverage for Retiring Employees and Their Dependents.

The modification places in policy authorization for the early retirement incentive plan adopted by the Board for administrative and confidential employees. The plan relates to purchase of insurance benefits for a period of time after retirement. The proposed policy provision applies only to administrative and confidential employees because all other employees have a similar clause in the current labor contract.





6. Reports

- 6A Information from Wellness Survey
- 6A. Richard Ellingboe stated he was very pleased with the forty-percent response rate to the interest survey on wellness programs. A summary of the survey responses was distributed for the Board's information. There was obvious interest in courses that would benefit both employees and the ESD, including stress management, CPR program, and First Aid.

As a result of the survey, these classes will be initiated. Ellingboe said he will also send out a follow-up questionnaire to elicit volunteers to participate in developing recommendations for a wellness program.

- 6B. The monthly "new OTIS" users status report was distributed and reviewed.
 - 6C. The ESD Service Resolution package for 1988-89 was approved by the March 1 deadline, according to requirements of ORS 334.175. Approval was unanimous in all but one of the sixteen local school districts. (Siuslaw voted no on one resolution.)
 - 6D. Marv Wilkerson reported on the March meeting of the Advisory Council for Handicapped Children. Discussion at that meeting centered on the Jasper Mt. facility and its impact on the Lowell School District.

Wilkerson also reported that at its April meeting, the Council will begin to review its functions and operating procedures. Superintendent Maxwell said the Council expects to bring its recommendations to the Board within the next couple of months.

- 6E. Frank Nearing reported briefly on a work session held by the Lane Council of Governments (L-COG) Board. The purpose of the session was to brainstorm additional ways the COG can be of help to its constituencies. One new service will be to provide consultant services to districts planning to propose tax levies.
- 7A. The Board reviewed a recommendation with respect to renewal of probationary certified employees. Superintendent Maxwell said the recommendation represents a collective evaluation of the work of employees by their supervisors and consultation with the division director. In the case of school psychologists, it also represents an evaluation by the districts to which they are assigned.

- 6B OTIS Users Report
- 6C ESD Service Resolutions for 1988-89

6D Advisory Council for Handicapped Children

6E L-COG

7. Action Items 7A Authorize Renewal of Certified Staff Members 7. Action Items 7A Authorize Renewal of Certified Staff Members

7A. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors concurs with the administrative recommendations and hereby authorizes notification of all affected employees of their change of status effective with the first working day of the 1988-89 school year. The recommendation is appended to and made a part of the official copy of these minutes.

(ESD Resolution #87-85)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, and SWANSON VOTING YES.

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9. No Executive Session was held.

Future agenda items include:

10. Future Agenda Items

Executive Session

- A. Proposed Policy on Communicable Diseases
 - B. Review format and process for Superintendent's annual evaluation.
 - C. Report on Progress of ESD Board Goals
 - D. Affirm Superintendent's canvass of March 22 Election results.
 - E. Action on Proposed Policy Revisions
 - F. Set Summer Board Meeting Calendar (May meeting)
 - G. Meet with ESD Standardization Team (prior to May meeting)
 - H. Award Cooperative Purchasing Bids (May meeting)
 - I. Superintendent's evaluation (May)

11. Director Nearing said he would like information about building security for the ESD and OTIS facilities. He said he is concerned about the cost of insurance and wants to know whether premium savings could be effected with additional security measures. The Board discussed the request. Superintendent Maxwell said the staff will research historical data and visit with insurance representatives regarding these questions and concerns.

11. Additional Discussion

ESD Board of Directors Meeting, March 15, 1988 Page 7 · . ·

12. Next Meetings

 A meeting of the Lane ESD Budget Committee is scheduled for Tuesday, April 5, 1988, at 7 p.m.

The next regularly scheduled meeting of the Lane ESD Board of Directors will be at 6 p.m., Tuesday, April 19, 1988. (A meeting of the Lane County School District Boundary Board will follow at 8 p.m. on that date.)

13. Adjourn

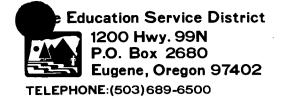
13. The meeting was adjourned at approximately 9:15 p.m.

Lois le, Chair Copp

James G. Maxwell, Superintendent-Clerk

Attachments to Official Minutes: Vehicle Bid Summary Recommendation to Renew Certificated Staff Members

SR:jv 53/004



DATE: March 15, 1988

TO: Richard Ellingboe

FROM: Alan Livingston

SUBJECT: Vehicle Purchase

The ESD solicited bids from Lane County automobile dealers for three vehicles; a high-cube courier van, a seven-passenger compact stationwagon or mini-van, and a compact sedan. The bid was advertised in the <u>Register-Guard</u> and personal contacts were made with all Lane County dealers who sold the courier van-type vehicle. We used the State of Oregon bid as a basis for the bidding on the two passenger vehicles.

Dealers were told that consideration would be given to Lane County dealers who chose to bid and that we would not necessarily go with the State bid. While several expressed appreciation for our efforts to buy locally, only one dealer out of eleven contacted chose to bid.

There were no bids on a high-cube courier van. We have contacted two Lane County dealers who indicated they would bid on the courier van if we reopened. We will also contact dealers outside of Lane County.

Emerald Chrysler Plymouth was the only dealer to submit a bid. Their bid on a compact sedan was \$8,466.05 which was \$27.95 lower than the State bid price. They also bid a seven passenger mini-van for \$12,665.55, but did not bid a stationwagon. The State bid for a stationwagon is \$11,124. The State bid did not include a mini-van equipped to our specifications.

When evaluating the ESD's needs for transporting light delivery items such as: OTIS packages, workshop materials, AV equipment and photography equipment, it was determined that a mini-van would be considerably more practical than a stationwagon. There are also several occasions during the year when we have a need to transport up to seven people to a single location. The minivan would again be considerably more practical and comfortable than a comparable stationwagon which is designated "seven passenger" but in reality would not transport more than five people with any comfort.

It is, therefore, recommended that we purchase a 1988 Plymouth Reliant, fourdoor sedan for \$8,466.05 and a 1988 seven-passenger Plymouth Voyager mini-van for \$12,665.55 from Emerald Chrysler Plymouth.

AL:jv 40/022

RESOLUTION: 4C

BE IT RESOLVED by the Lane ESD Board of Directors that a contract be awarded to Emerald Chrysler Plymouth for the purchase of a compact sedan and a seven passenger mini-van at the amounts indicated in the attached bid summary memo.

4C

Attachm: 3/15/88

RECOMMENDATION FOR RE-ELECTION

NAME	POSITION	HIRE DATE
Recommended for Second (One-Year Probationary Status:	
Berger, Carol Lee	Language/Speech Therapist (part-time)	09/01/87
Blumberg, Debra	Teacher	09/01/87
Bruland, Martha	Teacher	09/01/87
Carter, Jane	Teacher	09/01/87
Honeck, Holly	Teacher	09/01/87
Kemp, Dorothy	Teacher	09/01/87
Jenson, Donna	School Psychologist	09/01/87
Siemerink, Monique	School Psychologist	02/02/87
Simon, Ruth	Teacher	09/01/87
Wallace, Robyn	School Psychologist	09/01/87
Recommended for Third Or	ne-Year Probationary Status:	
Erickson, Alice	Family Consultant	10/23/86
Persons, Laurie	Adaptive P.E. Teacher (part-time)	09/17/86
Stahlberg, Dawn	Teacher	09/02/86
Witty, Joan	Teacher	09/02/86
Ellingboe, Richard	Director, Administrative Services	08/01/86
Recommended for Permanent Status:		

Duffy, Karen Johnson, Connie	Teacher Teacher	09/02/85 09/02/85
Messinger, Charles	Teacher	09/02/85
Myska, Margaret	School Psychologist	09/02/85
Ralph, Ginevra	Teacher	09/02/85

Certified Staff Not Recommended for Re-Election:

Parsons, Eleanor	School Psychologist (temporary)	01/04/88
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Attachm. 3/15/88

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402 Office of the Superintendent Tuesday, February 9, 1988

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LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, FEBRUARY 9, 1988

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1. <u>Call to Order</u> 1A Attendance 1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., as announced in the agenda and public notice of the meeting. The following persons were present:

Board members: Lois Copple, Chairperson Bill Lewellen Frank Nearing Glen Weathers

Bev Ficek Doug McKay Jim Swanson

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Joan Finholt Bob Buroker Jerry Miller

Richard Ellingboe Bob Taylor Jeff Foreman Sallie Rainville Brian Reid

1B Communications

- 1B. The following communications were presented:
 - A. Memo from Superintendent Maxwell announcing that the State standardization team is scheduled to visit Lane ESD on May 17-18. A dinner is planned prior to the regularly scheduled May 17 Board meeting to give Board members the opportunity to meet with members of the team.
 - B. Letter from Tim Keeley, Bethel District Special Education Director, thanking Geoff Colvin for presenting a workshop on behavior problems to the Bethel staff.
 - C. News release announcing meeting dates for Governor's Commission on School Funding Reform Task Forces.
 - D. Copy of letter and Board resolution on growth opportunities for regional service agency Board members (in accordance with Board Resolution #87-65, January meeting).

Lane ESD Board of Directors Meeting, February 27, 1988 Page 2

1. <u>Call to Order</u> 1B Communications

2. Statements

1B. (continued)

2.

E. Announcement of Oregon Community Education Association Convention

Director Ficek, who is a member of the WISTEC Board of Directors, announced that tickets are now on sale for the March 8 fund raiser "Chocolate Lovers for WISTEC."

Superintendent Maxwell announced that Doug McKay has filed for re-election to Position 1 on the ESD Board of Directors.

Bob Taylor invited interested Board members to attend the Small Schools Conference to be held February 10 at Valley River Inn.

Director Weathers announced that he has filed for election to the Siuslaw District 97J School Board.

3. DIRECTOR NEARING MOVED TO ADOPT THE CONSENT GROUP AGENDA.

Director Ficek seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

Action items included in the consent agenda approval were as follows:

Approve the minutes of January 19, 1988, as submitted.

Accept the February 2 Personnel Report as submitted. (A list of probationary employees to be considered at the March 15 meeting was included with this report.)

4. Joan Finholt, Adapted PE Teacher in the Special Education Division, reported on projects completed during her half-year Sabbatical last year. One of the goals which she accomplished was to develop a computer teaching manual for teachers of mentally handicapped students. Joan was also able to update "Guidelines for Physical Educators of the Mentally Handicapped," a teachers manual which she had previously co-authored.

Joan thanked the Board for granting the Sabbatical and said she had returned to the job refreshed and relaxed, with a different perspective and new methods of teaching.

3. Consent Agenda

4. Program Report

- 5. <u>Business Affairs</u> 5A Financial Statements
- 5A. Because this meeting was rescheduled to a week earlier than usual, Richard Ellingboe said that written January financial statements could not be completed. He said that ESD and OTIS funds appear to be in good financial condition. Written reports will be up-to-date for the March meeting.
- 5B Corrective Actions, Audit Report
- 5B. Board members discussed a briefing memo on administrative staff review of the auditor's "management letter" submitted at the January meeting.

DIRECTOR SWANSON MOVED TO APPROVE THE FOLLOWING RESOLUTION:

WHEREAS, Oregon statutes require the Lane Education Service District to note audit recommendations, and

WHEREAS, the ESD Board has received the financial audit for 1986-87;

BE IT RESOLVED that:

The ESD Board directs the administration to take the following action in accordance with the audit recommendations:

- 1. The business manager will monitor the reconciliation of the bank accounts to assure that they are completed in a timely manner.
- 2. The OTIS Division and the Administrative Services Division will develop internal procedures to assure that any liabilities for installment contracts are recorded.
- 3. The ESD administration will establish a dollar value for capital items and update its inventory to reflect this change. A complete physical inventory of capital items will be completed by August 31, 1988. The inventory will then be maintained on an ongoing basis by monitoring purchases made from the 500 object series of the budget and the disposal of surplus capital items.

Lane ESD Board of Directors Meeting, February Op, 1988 Page 4

5. <u>Financial Statements</u> 5B Corrective Action, Audit Report 5B. (continued)

- 4. The ESD administration will provide the concerns expressed by the auditors regarding OTIS data processing security issues to the independent auditing firm which monitors OTIS security and operations practices on behalf of the member districts. Changes in security practices will be initiated as appropriate.
- 5. The budget/accounting supervisor will oversee cash receipts and disbursements.
- The division directors will continue to monitor their accounts to assure expenditures are authorized and within the appropriated amounts.

(ESD Resolution #87-66)

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

5C. Background information provided to the Board explained that state funding is available to continue the Lane Vocational Education Consortium's regional vocational education plan into a final year. Superintendent Maxwell briefly reviewed the function and objectives of the Consortium. He recommended that the Board authorize development and submission of the continuation grant application by the February deadline set by the State Department of Education.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes an application to the Oregon Department of Education on behalf of the Lane Vocational Education Consortium for a continuation grant in the total amount of \$119,856, to be used as follows:

Program Improvement:	\$60 ,24 8
Disadvantaged:	\$47,700
Handicapped:	\$11,908

5C Vocational Education Consortium Grant Application

5. <u>Financial Statements</u> 5C Vocational Education Consortium Grant Application

5C. (continued)

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD authorizes, contingent upon grant approval, the establishment of the appropriate special fund in the 1988-89 budget and appropriates the grant amount contingent upon receipt of the funds.

(ESD Resolution #87-67)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6A. Superintendent Maxwell provided requested information on the fee schedule of current legal counsel. The Board also had expressed a desire not to be bound by an agreement with the firm of Luvaas, Cobb, Richards, and Fraser in the event that Joe Richards were no longer available to service the district. The Superintendent said that there is currently no written agreement that binds the ESD and either Mr. Richards or the firm. Richards has said it is his preference that if either party desires to terminate the relationship for any reason, a timely notice (thirty days) be all that is required.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District designates Joe B. Richards of Luvaas, Cobb, Richards, and Fraser as its legal counsel.

(ESD Resolution #87-68)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6B. In accordance with Board adopted Policy and Administrative Regulation, Director Swanson placed before the Board his request to attend the National Council of Teachers of Mathematics (NCTM) Annual Conference as an ESD Board member.

Action Items 6. Designation of 6A Legal Counsel

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6B Board Conference Attendance Lane ESD Board of Directors Meeting, February 12/2, 1988 Page 6

6. <u>Action Items</u> 6B Board Conference Attendance 6B. (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Director Jim Swanson at the annual conference of the National Council of Teachers of Mathematics (NCTM), April 6 through April 9, in Chicago, Illinois. Expenses will be reimbursed from funds budgeted for Board travel and conferences in accordance with Board Policy 108 and Administrative Regulation 1108-1.

(ESD Resolution #87-69)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6C. A briefing memo from the Board Subcommittee on Administrative/Confidential Salaries and Benefits was included in the agenda background mailing. Members of the committee are Bill Lewellen, Chairperson; Bev Ficek; and Jim Swanson. Director Lewellen briefly reviewed the committee's work and answered questions about the recommendations.

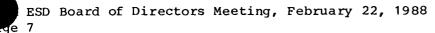
Director Swanson declared a possible conflict of interest.

DIRECTOR MCKAY MOVED TO APPROVE THE FOLLOWING RESOLUTIONS:

BE IT RESOLVED that the Lane ESD provides for administrative and confidential employees a voluntary early retirement program effective immediately, as described in the memo referenced above, which is appended to and made a part of the official minutes of this meeting.

(ESD Resolution #87-70)

6C Recommendation of Board Subcommittee on Administrative/ Confidential Staff Compensation



6. Action Items

6C Recommendation of Board Subcommittee on Administrative/ Confidential Staff Compensations

6C. (continued)

BE IT RESOLVED that the Lane ESD requires each administrative employee to have a physical examination at least once every two years and to provide the Superintendent an opinion from the examining physician regarding whether or not any impairment exists that would be likely to affect the employee's ability to perform an administrative job in the district.

BE IT FURTHER RESOLVED that the cost of the procedures listed herein will be paid by the ESD through an additional premium for each affected employee's medical insurance effective March 1, 1988. (Reference memo above, attached to the official minutes of this meeting.)

(ESD Resolution #87-71)

BE IT RESOLVED that the Board of Directors of Lane ESD re-adopts the administrative/confidential staff benefits document as presented and authorizes provision of these benefits to the affected employees. A copy of the referenced document is attached to and made a part of the official minutes of this meeting.

(ESD Resolution #87-72)

BE IT RESOLVED that the Board of Directors of Lane ESD approves the salary schedule for administrative and confidential salaries for 1988-89 as recommended by the subcommittee above and authorizes compensation of each employee at the appropriate placement on the adopted schedule. A copy of the recommended salary schedule is appended to and made a part of the official minutes of this meeting.

(ESD Resolution #87-73)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. 6. <u>Action Items</u> 6D Budget Committee

Appointments

6D. Superintendent Maxwell said that the Fern Ridge School Board had nominated Francisca Johnson for appointment to the ESD Budget Committee to fill the unexpired position created by Richard Golden's resignation.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that FRANCISCA JOHNSON is hereby appointed to fill an unexpired at-large term (Position 6) on the Lane ESD Budget Committee. The term of office expires June 30, 1989.

(ESD Resolution #87-74)

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

7A. Board members reviewed a briefing memo discussing ESD's internal use of OTIS-provided services and conversion to "new OTIS."

Superintendent Maxwell provided a brief summary of the memo, pointing out that two significant pieces of equipment will be needed before conversion can proceed much further. He said the equipment, a local work station controller and a line printer, will be included in the 1988-89 budget proposal unless the Board directs otherwise.

The Superintendent and Wyatt Rosenbaum answered questions about the capacity and capabilities of the new system. Director Lewellen asked that a report comparing the "old" and "new" generation be developed to help to explain cost effectiveness to constituents.

A chart showing current status of each ESD department in the "new OTIS" conversion was also included for the Board's review.

7B. At the September meeting, a calendar for reviewing the position of agent-of-record for employee benefits was adopted. According to that timeline, a termination date and conditions were to be negotiated with the current carrier by February.

Discussion Items 7A ESD Internal Use of OTIS (Office Automation)

7.

7B Insurance Agent-of-Record for Employee Benefits

7. Discussion Items

7B Insurance Agent-of-Record for Employee Benefits

7B. (continued)

The ESD contract with Smith & Crakes has been legally assigned to Manley Administrative Services. A clause in the contract, which expires December 31, 1988, allows cancellation on June 1 of each contract year if 60 days prior notice is given.

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Superintendent Maxwell recommended that he be authorized to notify Smith & Crakes and Manley Administrative Services that the ESD intends to cancel the agreement on June 1. He said that the summer period constitutes a more normal break in the ESD insurance program than does the end of the calendar year. In addition, the current provider firm, did not become a party to the contract via the regular ESD selection process.

He said the recommendation to cancel did not reflect on the quality of services provided. Both Smith & Crakes and Manley Administrative Services will be invited to submit competitive proposals for whatever services are sought from an outside provider.

Director Lewellen said it appeared to him that January might be more effective than June for a new agent to begin providing services, in terms of making budget estimates. He said he felt that if there are no problems with the current agent it might be wiser to wait until January.

Richard Ellingboe said that insurance policies for the coming year have already been negotiated. He gave the schedule of expiration dates for the various policies.

The Board also reviewed the agent-of-record job description and discussed three alternative approaches to providing those functions. Staff recommendations for the method to be used will be made at the March meeting.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to notify Smith & Crakes and Manley Administrative Services that it intends to cancel its employee benefits agent-of-record agreement, effective June 1, 1988.

(ESD Resolution #87-75)

Lane ESD Board of Directors Meeting, February $\frac{1}{22}$, 1988 Page 10

7. Discussion Items

- 7B. Insurance Agent-of-Record for Employee Benefits
- 7C Board Calendar for 1988-89

7B. (continued)

Director Copple seconded. DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTED YES. DIRECTOR LEWELLEN VOTED NO. THE MOTION CARRIED.

7C. A calendar of suggested dates for the 1988-89 Board calendar was provided for preliminary consideration. Dates are based on the consensus to change regular meeting days to the fourth Tuesday of the month. (Alternative dates were suggested in a few cases because of potential conflicts.)

Superintendent Maxwell said a summer meeting calendar will be proposed in April. He asked Board members to let staff know if they will be away from town during any of the suggested meeting weeks. The calendar of regular Board meetings for the remainder of the year will be proposed for adoption in July or August, along with other routine beginning-of-year business.

7D. Director Weathers requested authority under provisions of Board Policy 313 and Administrative Regulation 1313-1 to inspect personnel records of probationary teachers to be considered for renewal at the March meeting.

Such action would allow any Board member who wished to do so to review probationary teacher's files in the personnel office prior to taking action on renewal at the March 15 meeting.

Director Nearing said he was not in favor of perusal of personnel files; he said he would find it sufficient to accept Administrative recommendations.

DIRECTOR LEWELLEN MOVED to allow Board Members to review probationary teachers' personnel files, in accordance with Board Policy and Administrative Regulation.

(ESD Resolution #87-76)

Director Swanson seconded. DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTED YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED.

Personnel Files

7D

- 8. Reports 8A ESD Service
 - Resolution Progress Reports
 - OTIS New User 8B Report
 - 8C SRI Grant Proposal

8D OTIS Executive Board.

- 8E Advisory Council for Handicapped Children
- 9. Future Agenda Items

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8A. Board members received an updated chart showing action of the 11 districts that have voted on ESD Service Resolutions to date.

- 2012. 101. 2012 (2017) 1040-2017 (2017) 2017 (2017) 2017 (2017) 2017 (2017) 2017 (2017) 2017 (2017) 2017

- 8B. Wyatt Rosenbaum reviewed and answered questions on the monthly "new OTIS" users report.
- 8C. Bob Taylor reported on the Student Retention Initiative Grant Proposal (SRI) which was authorized by the Board on November 17. Notification has been received that a total of \$71,000 will be awarded over this year and 1988-89. The funds are to be used for substance abuse coordination and training. Lane ESD submitted the grant application on behalf of a consortium of fifteen Lane County School Districts.
- 8D. Director McKay briefly reviewed major items on the January 28 OTIS Executive Board meeting agenda. He reported that the group approved the proposed 1988-89 OTIS budget, including a 6% fee increase; received a status report on conversion to "new OTIS;" discussed the status of long-term contracts and how that project might be affected by the safety net; and appointed a sub-committee to look at governance of the OTIS Board.
- 8E. Director Weathers reported on the February meeting of the Advisory Council for Handicapped Children. Minutes of the January meeting were distributed.
- 9. Future agenda items include:
 - Α. Authorize renewal of probationary certificated staff
 - Β. Recommendation, Insurance Agent-of-Record
 - C. Report on wellness survey
 - D. Policy on communicable diseases
 - Ε. Direction Service report
 - F. Home schooling report (April)
 - G. Records management project report (April)
 - H. Media Services report (April)
 - I. Affirmative Action report (April)

Lane ESD Board of Directors Meeting, February 22, 1988 Page 12

- 10.&
- 11. Executive Session
- 12. Next Meeting
 - .

13. Adjourn

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- 11. No Executive Session was held
- 12. The next regularly scheduled meeting of the Lane ESD Board of Directors will be at 6 p.m., Tuesday, March 15, 1988, at the Lane ESD Center.

Lane ESD Budget Committee meetings are scheduled for Tuesday, March 1 at 7 p.m.; Tuesday, March 8 at 7 p.m.; and Tuesday, March 15 at 8 p.m.

The meeting was adjourned at approximately
 9:15 p.m.

Lois Copple, Chairperson

James G. Maxwell, Superintendent-Clerk

Attached to Official Minutes: Recommendation of Board Subcommittee on Administrative/ Confidential Staff Compensation

SR:jv 1/001 Lane Education Service District 1200 Hwy. 99N P.O. Box 2680 Eugene, Oregon 97402 TELEPHONE:(503)689-6500

4

DATE: January 29, 1988

TO: Lane ESD Board

FROM: Board Subcommittee on Administrative/Confidential Salaries and Benefits Bill Lewellen, Chairperson Bev Ficek Jim Swanson SUBJECT: Administrative/Confidential Salaries and Benefits

At its May 16, 1987, meeting, the Board assigned responsibility to the Superintendent and the Committee on Administrative/Confidential Salaries for two pieces of unfinished business.

- 1. **BE IT RESOLVED** that the Board authorizes the Superintendent to investigate and recommend an early retirement plan for which there would be no direct cost to the District.
- 2. **BE IT RESOLVED** that the Board of Directors of Lane ESD directs the Superintendent to investigate and recommend a plan in which each administrative employee would be required to have a District paid physical examination no less than every two years.

The Committee and the Superintendent submit the following for consideration by the Board and recommend adoption of these provisions.

EARLY RETIREMENT

An early retirement incentive program shall be available to administrative and confidential employees who have reached 58 years of age after having completed 12 consecutive years of employment with the district.

Eligible employees may retire June 30 or December 31 after giving 60 days written notice or they may retire during the 1988 calendar year at such other time as may be approved by the Superintendent.

As an incentive for an employee opting for early retirement, the District agrees to provide up to \$150 per month for up to four years and to a maximum of \$7,200 to each early retiree for medical, dental and vision insurance.

It is understood that coverage is subject to the rules of the insurance carrier. For dental and vision insurance the composite rates will apply. If the cost exceeds \$150 per month and the employee elects to maintain that level of coverage, the retired employee shall pay the difference.

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Administrative/Confidential Salaries and Benefits Page 2

In no case will the district provide this benefit beyond age 65.

If the spouse of the employee is, at the time of the employee's death not eligible for Medicare, the district shall provide single-party medical insurance for the duration of the time that the deceased employee was eligible for benefits or until the date on which the spouse is eligible for Medicare.

BE IT RESOLVED that the Lane ESD provide for administrative and confidential employees a voluntary early retirement program as described herein effective immediately.

PHYSICAL EXAMINATION

The Board believes that the physical well being of its administrative employees is critical to maintaining the operations of the district. In order to assure that each administrative employee is regularly apprised of his/her health characteristics and that the District's interest in maintaining a healthy administrative work force is protected, all administrative employees are required to have a physical examination by a licensed physician once every two years.

The physical examination will include the following procedures unless otherwise determined by the examining physician. The ESD will provide payment for the listed procedures as a provision of each administrative employee's medical insurance.

- -- Development of medical history and establishment or updating of baseline information
- -- complete blood count
- -- chem screen
- -- thyroid panel
- -- urinalysis
- -- rectal and lower colon exam and hemocult test
- -- chest X-ray
- -- electrocardiogram
- -- female employees: pap smear, mammogram

Other tests recommended by the physician as a result of reviewing the employee's medical history will be covered under the regular provisions of the ESD medical insurance program.

The employee, upon completion of the physical examination, will provide to the Superintendent an opinion from the examining physician regarding the employee's general health condition as it relates to the ability to carry out the duties of his/her job assignment.

The initial cost for this benefit will be \$7.00 per month per covered employee. The amount will be paid by the District in addition to the regular premium for medical insurance.

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Administrative/Confidential Salaries and Benefits Page 3

BE IT RESOLVED that the Lane ESD requires each administrative employee to have a physical examination at least once every two years and to provide the Superintendent an opinion from the examining physician regarding whether or not any impairment exists that would be likely to affect the employee's ability to perform an administrative job in the District.

BE IT FURTHER RESOLVED that the cost of the procedures listed herein will be paid by the ESD through an additional premium for each affected employee's medical insurance effective March 1, 1988.

SALARIES

The Committee also reviewed information regarding the establishment of salaries for administrative and confidential employees in 1988-89.

The following issues were considered:

- The Board has been engaged in a multi-year effort to make administrative/confidential salaries equitable as compared 1) with each other and 2) with other employees of the District.
- The Board has directed that salaries of this group also be compared with similar employees in local school districts, the Eugene/Springfield general labor market and comparable ESDs.
- Employees in the ESD bargaining unit received a 3.5% increase in their salary schedules in 1987-88, and a 4.25% increase for 1988-89. The administrative and confidential employees received a 1.92% adjustment in 1987-88.
- The averaged Consumer Price Index--All Urban Consummers (CPI-U), the benchmark which has traditionally been used by the ESD, increased 3.64% in 1987.
- 5. The ESD Board has expressed a desire to limit salary increases as close as possible to a 6% overall amount.
- 6. Normal increments in the existing salary schedule result in a 2.52% increase in overall salaries if no staff turnover occurs.
- 7. When the 3.64% CPI-U increase is applied to the existing schedule, with no staff turnovers calculated, an increase of 6.08% results.
- 8. The revised schedule, mentioned in #7 above, results in several classes of employees being paid less than they would receive if they were on the Association salary schedule.
- 9. To compensate for the discrepancies mentioned in #8 above, a modified salary schedule was developed. This results in an overall increase of 6.54%, again without accounting for staff turnovers.

Administrative/Confidential Salaries and Benefits Page 4

10. A copy of the modified schedule is attached for the review and advice of the Board. The Committee will appreciate any advice provided by the full Board and will use it in developing a salary proposal to be recommended for adoption at a subsequent meeting.

2

EMPLOYEE BENEFITS

The Committee recommends the readoption of the administrative/confidential staff benefits document and recommends that these benefits to be provided to the affected employees. (Please note editorial change on page 2, Professional Organization Dues.)

JM:ajs 16/018

LANE ESD ADMINISTRATOR/CONFIDENTIAL SALARY SCHEDULE 1985-86, 1986-87, and 1987-88 1988-89

Supervisor I

Supervisor, Media Library Supervisor, Media Services Supervisor, Planetarium Supervisor, Media Production Supervisor, Accounting

IA. <u>Supervisor I</u>, 218 work days (249 day contract, 11 noncontract days, earn 22 vacation days)

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary		1.06	1.12	1.18	1.20
1985-86 1986-87 1987-88 1988-89	30,082 30,984 31,582 32,732	31,887 32,843 33,477 34,696	33,692 34,702 35,372 36,660	35,497 36,561 37,267 38,624	37,267 39,278

IB. <u>Supervisor I</u>, 229 work days (260 day contract, earn 22 vacation days)

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$250 x 12 = \$3,000

Salary	1.05	1.11	1.17	1.23	1.25
1985-86	31,586	33,391	35,196	37,001	
1986-87	32,533	34,392	36,251	38,110	
1987-88	33,161	35,056	36,951	38,846	38,846
1988-89	34,369	36,333	38,296	40,260	40,915

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Supervisor II

Supervisor, TMR (2 positions) Supervisor, SED

IIA. Supervisor II, 218 work days (249 day contract, earn 22 vacation days)

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary	1.06	1.12	1.18	1.24	1.26
1985-86	31,887	33,692	35,497	37,302	
1986-87	32,843	34,702	36,561	38,420	
1987-88	33,477	35,372	37,267	39,162	39,162
1988-89	34,696	36,660	38,624	40,588	41,242

IIB. Supervisor II, 229 work days (260 day contract, earn 22 vacation days)
TSA: (Steps 0-3) \$155 x 12 = \$1,860
(Step 4) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary	1.11	1.17	1.23	1.29	1.31
4005 05					
1985-86	33,391	35,196	37,001	38,806	
1986–87	34,392	36,251	38,110	39,969	
1987-88	35,056	36,951	38,846	40,741	40,741
1988-89	36,333	38,296	40,260	42,224	42,879

Director, Special Education Director, Instructional Services Director, Business Manager/Administrative Services

IIIA. Director, 218 work days (249 day contract, earn 22 vacation days)

TSA: (Steps 0-3) \$205 x 12 = \$2,460(Step 4) \$250 x 12 = \$3,000

Step Salary	0 1.25	1 1.31	2 1.37	3 1.43	4 1.43
				· ·	· · ·
1985-86	37,603	39,407	41,212	43,017	
1986-87	38,730	40,589	42,448	44,307	
1987-88	39,478	41,372	43,267	45,162	45,162
1988-89	40,915	42,879	44,843	46,807	46,807

IIIB.	Direct	or,	229	work	days	(260	day	contra	act,	earn	22	vacation	days)
		(Ste (Ste	-)-3)		x 12 x 12		•						
	Step			0		1			2			3	4	
	Salary			1.30		1.:	36		1.42		1	•48	1.	48
	1985-8	6	3	89,107	7	40,9	912	42	2,710	5	44	,521		
	1986-8	7	4	10,279	9	42,1	I 38	43	3 , 99'	7	45	,856		

44,846

46,479

46,741

48,443

46,741

48,443

42,952

44,516

1987-88.

1988-89

41,057

42,552

88

Manager I

Manager, Testing Services Manager, OTIS Programmer/Analysts Manager, OTIS DP Operations Manager, OTIS Communications

Manager I, 12 months

TSA:	(Steps 0-3)	$155 \times 12 = 1,860$	
	(Step 4)	$200 \times 12 = 2,400$	

Step	0	1	2	3	4
Salary	1.00	1.06	1.12	1.18	1.18
1985-86	32,544	34,497	36,449	38,402	
1986-87	33,520	35,531	37,542	39,554	40,317
1987-88	34,167	36,217	38,267	40,317	
1988-89	35,411	37 , 536	39,660	41,785	41,785

Manager II

Manager, OTIS Systems

Manager II, 12 months

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$200 x 12 = \$2,400

Step	0	1	2	3	4
Salary	1.06	1.12	1.18	1.24	
1985–86	34,497	36,449	38,402	40,355	·
1986–87	35,531	37,542	39,554	41,565	
1987-88	36,217	38,267	40,317	42,367	42,367
1988-89	37,536	39,660	41,785	43,910	43,910

Manager III

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Manager, OTIS Operations Manager, OTIS Support Services Manager, OTIS Systems and Programming

Manager III, 12 months

TSA: (Steps 0-3) \$205 x 12 = \$2,460 (Step 4) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary	1.12	1.18	1.24	1.30	1.30
1985-86	36,449	38,402	40,355	42,307	
1986-87	37,542	39,554	41,565	43,576	
1987-88	38,267	40,317	42,367	44,417	44,417
1988-89	39,660	41,785	43,910	46,034	46,034

Manager IV

Assistant Director, OTIS

Manager IV, 12 months

TSA: (Steps 0-3) \$205 x 12 = \$2,460 (Step 4) \$250 x 12 = \$3,000

Step Salary	0 1.18	1 1.24	2 1.30	3 1.36	. 4 1.36
1985-86	38,402	40,355	42,307	44,260	
1986-87	39,554	41,565	43,576	45,587	
1987-88	40,317	42,367	44,417	46,467	46,467
1988-89	41,785	43,910	46,034	48,159	48,159

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Deputy Director, OTIS

Manager V, 12 months

TSA:	(Steps 0-3)	\$205 x 12	=	\$2,460
	(Step 4)	\$250 x 12	=	\$3,000

Step	0	1	2	3	4
Salary	1.36	1.42	1.48	1.54	1.54
1985-86	44,260	46,212	48,165	50,118	52,617
1986-87	45,587	47,598	49,610	51,621	
1987-88	46,467	48,517	50,567	52,617	
1988-89	48,159	50,284	52,408	54,533	54,533

Executive Director

Executive Director, 12 months

TSA:	(Steps 0-3)	$205 \times 12 =$	\$2 , 460		
	(Step 4)	\$250 x 12 =	\$3,000		
Step	0	1	2	3	4
-	-		_	-	-
Salar	<u>y 1.42</u>	1.48	1.54	1.60	1.60
1985-	86 46,21	2 48,165	50,118	52 , 070	
1986-	87 47 , 59	8 49,610	51,621	53,632	
1987-	88 48,51	7 50 , 567	52 , 617	54,667	54,667
1988-	89 <u>5</u> 0,28	4 52,408	54,533	56,658	56 , 658
					,

Administrative Secretary

Administrative Secretary, OTIS Services Administrative Secretary, Superintendent Administrative Secretary, Instructional Services Administrative Secretary, Special Education Services Administrative Secretary, Administrative Services

A.S. Administrative Secretary, 12 months

TSA: (Steps 6) $$50 \times 12 = 600							
Step Salary	0 1.00	1 1.06	2 1.12	3 1.18	4 1.24	5 1.30	6 1.30
1985-86 1986-87 1987-88 1988-89	15,000 15,450 15,748 16,636	15,900 16,377 16,693 17,634	16,800 17,304 17,638 18,632	17,700 18,231 18,583 19,630	18,600 19,158 19,528 20,629	19,500 20,085 20,472 21,627	20,472 21,627

Executive Assistant

Information Assistant Superintendent/Board Assistant

Executiv	Executive Assistant, 12 months						
TSA: (S	Step 6) \$	50 x 12 =	\$600				
Step	0	1	2	3	4	5	6
Salary	1.42	1.48	1.54	1.60	1.66	1.72	1.72
1985-86	21,300	22,200	23,100	24,000	24,900	25,800	
1986-87	21,939	22,866	23,793	24,720	25,647	26,574	
1987-88	22,362	23,307	24,252	25,197	26,142	27,087	27,087
1988-89	23,623	24,621	25,619	26,618	27,616	28,614	28,614

11/024

E.

0/9/88

Adopted by ESD Board: 2/9/88

Page

Adopted by the Lane ESD Board: 2/9/88

Administrator and Confidential Staff Benefits

Insurance (Medical, Dental, Vision, Long-Term Disability)

Administrators and confidential staff are covered by the following insurance programs provided members of the bargaining unit through the current Labor Agreement. These policies include:

Medical - full 12 month hospital, medical insurance, full family Dental - full 12 month composite dental insurance with orthodontic rider, full family Vision - full 12 month composite vision insurance, full family Long Term Disability - full 12 month disability insurance, employee only

Any limit in increase in the cost of this package that is contained in the labor agreement is also applicable to administrative and confidential employees.

In addition a full 12 month, \$50,000 term life insurance plan for the employee only is provided.

Tax Sheltered Annuities

A TSA in lieu of salary is paid by the district for all administrators. For Supervisors the TSA amount is \$1,860 per year and for Directors it is \$2,460 per year. For OTIS it is \$1,860 per year for Managers I and II and \$2,460 per year for Managers III, IV, V and Executive Director.

This is increased for employees who are at Step 4 of the salary schedule, to \$3,000 for Supervisors and Directors, \$2,400 for OTIS Managers I and II, and \$3,000 for Managers III, IV, V and Executive Director. Confidential employees at Step 6 of the schedule receive a TSA in the amount of \$600.

The district also provides one of the following options for each administrator and confidential employee:

- 1. Two party or full family medical insurance
- 2. Single party medical insurance (employee only) and

a tax sheltered annuity of \$35 per month

3. Administrators and confidential employees who can demonstrate equal or better medical coverage than that provided by the district may elect to not carry ESD medical insurance and receive a TSA of \$60 per month in lieu of medical insurance.

2/9/88

Professional Organization Dues

The ESD pays the dues for basic COSA membership for each administrative employee who requests the benefit. The employee pays COSA department dues. Other professional organization memberships may be paid in part or in full when required by the Superintendent.

Holidays

Benefits for administrators/confidential employees include the same paid holidays as provided the employees in the Bargaining Unit. Currently they are:

Labor Day	New Years Day
Veteran's Day	Memorial Day
Thanksgiving and day after	Fourth of July .
Christmas Day and one other	

Vacation

260-day work year - administrators on this schedule will earn 22 days of vacation to be used during the following fiscal year.

Confidential employees earn vacation at the same rate as classified employees covered under the labor agreement. Currently that is:

10 days per year during the first five years of employment
15 days per year during the 6th through the 15th years of employment
20 days per year in the 16th and subsequent years of employment

249-day work year - administrators on this schedule will earn 22 days of vacation each year to be used during the following year and will have 11 non-contract days. Non-contract days are days on which no work is performed for the district and for which no compensation is received by the employee.

Job Related Expenses

The District reimburses expenses incurred in the performance of duties related to employment with the District.

Mileage reimbursement for use of personal vehicle is at the District approved rate. (Currently \$.21/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed at the District approved rate. Currently these rates are:

Breakfast	\$ 5.00
Lunch	7.50
Dinner	12.50

Adopted by the Lane ESD Board: 2/9/88

Exceptions are made when meals are included as part of conference registration or where meal costs are higher than the per diem. In these cases, employees must provide receipts for meals.

The cost of lodging is reimbursed for the full amount when approved in advance by the Superintendent or Division Director. Employees are expected to use discretion when making arrangements for lodging and encouraged to obtain special rates when available.

Early Retirement

An early retirement incentive program shall be available to administrative and confidential employees who have reached 58 years of age after having completed 12 consecutive years of employment with the district.

Eligible employees may retire June 30 or December 31 after giving 60 days written notice or they may retire during the 1988 calendar year at such other time as may be approved by the Superintendent.

As an incentive for an employee opting for early retirement, the District agrees to provide up to \$150 per month for up to four years and to a maximum of \$7,200 to each early retiree for medical, dental and vision insurance.

It is understood that coverage is subject to the rules of the insurance carrier. For dental and vision insurance the composite rates will apply. If the cost exceeds \$150 per month and the employee elects to maintain that level of coverage, the retired employee shall pay the difference.

In no case will the district provide this benefit beyond age 65.

If the spouse of the employee is, at the time of the employee's death not eligible for Medicare, the district shall provide single-party medical insurance for the duration of the time that the deceased employee was eligible for benefits or until the date on which the spouse is eligible for Medicare.

Physical Examination

The Board believes that the physical well being of its administrative employees is critical to maintaining the operations of the district. In order to assure that each administrative employee is regularly apprised of his/her health characteristics and that the District's interest in maintaining a healthy administrative work force is protected, all administrative employees are required to have a physical examination by a licensed physician once every two years.

The physical examination will include the following procedures unless otherwise determined by the examining physician. The ESD will provide payment for the listed procedures as a provision of each administrative employee's medical insurance.

- Development of medical history and establishment or updating of baseline information
- complete blood count
- -- chem screen

2/9/88



- -- thyroid panel
- -- urinalysis
- -- rectal and lower colon exam and hemocult test
- -- chest X-ray
- -- electrocardiogram
- -- female employees: pap smear, mammogram

Other tests recommended by the physician as a result of reviewing the employee's medical history will be covered under the regular provisions of the ESD medical insurance program.

The employee, upon completion of the physical examination, will provide to the Superintendent an opinion from the examining physician regarding the employee's general health condition as it relates to the ability to carry out the duties of his/her job assignment.

JM:jv 89/017 LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE OR 97402 Office of the Superintendent Tuesday, January 19, 1988

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, JANUARY 19, 1988

1. Executive Session

 An Executive Session of the Lane ESD Board of Directors was convened at 7:45 p.m., Tuesday, January 19, 1988, under provisions of ORS 192.660(1)(d) to discuss negotiations. All Board members were present. Others attending were Superintendent Jim Maxwell; ESD staff Richard Ellingboe, Wyatt Rosenbaum, Bob Taylor, Jeff Foreman, and Sallie Rainville; and ESD legal counsel Joe Richards.

The Executive Session was closed at approximately 8:00 p.m.

2A. Chairperson Copple called the regular business meeting of the Lane ESD Board to order at approximately 8 p.m., as announced in the agenda and public notice of the meeting. The following persons were present:

Board members:

Lois Copple, Chairperson Bill Lewellen Frank Nearing Glen Weathers Bev Ficek Doug McKay Jim Swanson

ESD staff:

Jim Maxwell, SuperintendentRichard EllingboeWyatt RosenbaumBob TaylorJeff ForemanSallie RainvilleBob BurokerDarien GouldJerry MillerBrian Reid

Others:

Mike Lewis, Steve Christenson, and Dwight Ackerman (representatives of Jones & Roth, the ESD's audit firm)

2B Communications

- 2B. The following communications were presented:
 - A. Announcement from Lane County Elections
 Division. (Board position #1 is scheduled to be voted on during the March 22, 1988, special election. Filing deadline is February 11.)

2. <u>Call to Order</u> 2A Attendance

2. Call to Order 2B. (continued) 2B Communications в. Quarterly update, Board planning calendar (monthly overview of regular items used in building board agendas throughout the year) C. Report of Activities: Resolution No. 8 (Hearing-Impaired and Audiological Screening) D. Announcement of Oregon State Health Division and State Department of Education AIDS-HIV Workshop to be held January 27 and 28 at the Eugene Hilton. Ε. Note from Mick Waggoner thanking Jeff Foreman for Innerviews article on TMR program featuring Mick's classroom. F. Announcement of Career Information System (CIS) 15th Anniversary Celebration Conference, Hilton Conference Center, February 18-20. 3. Statements 3A. Superintendent Maxwell asked that Agenda Items 5D 3A Agenda Revision (Audit Report) and 6A (Planetarium Policy) be moved forward on the agenda to accommodate the schedules of the auditors. 3B Staff Announcements 3B. Bob Taylor announced the Lane County Media Fair to be held on March 14 and the Lane County Student Video Festival on April 28. Both events are coordinated by Lane ESD's Teaching Resource Center staff. Taylor also told the Board that copies of the Lane County Curriculum Coordinators agenda packet are available upon request. Jeff Foreman said that the League of Women Voters School Project will hold a January press conference to release summary information from the first round of State-wide Town Meetings. A schedule for the second round of meetings will also be announced.

> Foreman also reminded Board members of the Lane County School Boards Winter meeting to be held February 4 at Creslane Elementary.

4. Consent Agenda

age 3

4. DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Consent Group agenda.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

ACTION ITEMS INCLUDED IN THE CONSENT AGENDA APPROVAL WERE AS FOLLOWS:

THE BOARD OF DIRECTORS OF LANE ESD:

APPROVES the minutes of December 15, 1987, as submitted.

ACCEPTS the resignation of Richard Golden from the ESD Budget Committee and expresses appreciation for his services to education. (ESD Resolution 87-57)

ACCEPTS the resignation of Marge Bray from the Advisory Council for Handicapped Children, with thanks.

(ESD Resolution 87-58)

REVISES the adopted Board calendar by changing the regularly scheduled February Board meeting from Tuesday, February 16, to Tuesday, February 9. (ESD Resolution 87-59)

ACCEPTS the personnel report dated January 13, 1988, as submitted.

5. Business Affairs

5D Review and Accept Audit Report 5D. Mike Lewis, Steve Christiansen, and Dwight Ackerman, of Jones & Roth, CPA, were present to report on the 1986-87 audit and management letter. Copies had been mailed previously to each Board member.

Mike Lewis thanked ESD staff members for their help and cooperation in the audit process. He reviewed the report format and described the firm's preliminary work.

Steve Christiansen and Dwight Ackerman provided a summary and explanatory comments about recommendations in the management letter.

DIRECTOR NEARING MOVED TO ACCEPT THE FOLLOWING RESOLUTION:

WHEREAS Oregon Statutes require the Lane Education Service District to note audit recommendations, and Lane ESD Board Meeting, January 19, 1988 Page 4

5. Business Affairs 5D Review and Accept Audit Report 5D. (continued)

WHEREAS the ESD Board has received the financial audit for 1986-87 and will receive a resolution directing corrective action as necessary as a part of the February Board agenda, therefore,

BE IT RESOLVED that the Lane ESD Board of Directors accepts the audit report for 1986-87.

(ESD Board Resolution #87-60)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- 6. Action Items
 - 6A Proposed Board Policy 907: Community Use of Planetarium
- 6A. The first reading of a proposed policy regarding community use of Planetarium facilities was a part of the June 23, 1987, Board meeting.

Since that time, issues related to Planetarium service have continued under review by the administration with the advice of legal counsel and auditors. A cost apportionment model has been developed which meets the legal requirement that funds collected by the ESD tax levy may not be diverted to support users other than public schools.

The staff has also worked closely with WISTEC to assure continued public availability of the Planetarium facilities while remaining within the legal framework set out by counsel.

Mike Lewis reviewed steps that the auditing firm has taken as they worked with the staff to develop the cost apportionment data based on excess costs associated with public use of the Planetarium.

Superintendent Maxwell said that these data will provide the basis for development of administrative regulations to support the recommended policy, as well as to generate an agreement with WISTEC to operate the Plaentarium for public use.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors adopts, as a part of its Bylaws and Policies, Board Policy No. 907: "Community Use of Planetarium Facilities." The adopted policy is appended to the official copy of these minutes.

(ESD Resolution #87-61)

5. <u>Business Affairs</u> (cont.) 5A Financial Statements

5

- 5B Request to Seek Bids on Printing Press
- 5A. Richard Ellingboe reviewed financial statements for December, 1987, as distributed. Included were the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; and Revenue/ Expenditure Summaries for the Planetarium Program and Cooperative Purchasing and OTIS funds.
- 5B. Board members reviewed a recommendation to authorize the Superintendent to seek bids for the purchase of a large-format printing press to replace the press currently being used for multiple pages or large formats. The press was the only part retained of an automated system which was worn out and replaced in 1982. It has been under a manufacturer's maintenance contract, but is at the point where it does not produce consistent quality at normal run speeds. It has printed an estimated 25,000,000 impressions.

Funds for the replacement press will come from the General Equipment Reserve Fund. A status report on of this fund was also a part of the Board's background information. The estimated cost of the replacement press is \$22,000 to \$25,000.

Superintendent Maxwell answered questions about specifications for the press and the process to be used in evaluation of bids received.

DIRECTOR NEARING MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that authorization is given to call for bids for the purchase of a large-format printing press in accordance with specifications.

(ESD Resolution #87-62)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS.

5C. Board members reviewed background information recommending authorization to purchase three vehicles to replace existing ESD fleet vehicles. A list of Lane ESD motor pool vehicles, including mileage for each, was also included.

The ESD has not replaced any of its vehicles during the past three years. Instead, amounts have been placed in the General Equipment Reserve Fund; replacements are to be funded from that fund when age, mileage, and general condition of an individual vehicle warrant it.

5C Request to Seek Bids on Motor Pool Lane ESD Board Meeting, January 19, 1988 Page 6

5. <u>Business Affairs</u> 5C Request to Seek Bids on Motor Pool 5C. (continued)

Vehicles recommended for purchase are a compact sedan, a compact station wagon, and a courier van. Estimated cost of the three vehicles is \$34,500. They would replace a 1975 panel van, a 1972 step van, and a 1972 window van, which have exhibited performance deficits that indicate a need for replacement. These three vehicles, which are presently being used as back-up equipment and for in-county use, will be sold following acquisition of the new vehicles. Three other high-mileage vehicles will be placed in back-up positions in their stead.

Bid specifications for two of the new vehicles, a sedan and a station wagon, will be those used by the State Purchasing Division. The State price will be used as one of the bids. Specifications for the replacement courier van will be developed by the staff, because the State has not placed such vehicles on bid during recent years. All dealers in Lane County will be provided an opportunity to bid on similarly equipped vehicles.

Superintendent Maxwell said that the recommendation points out a planned change of emphasis for the vehicle fleet as a larger service staff goes into the field to train users of the "new OTIS". Delivery needs will diminish as computer reports are printed at user sites rather than here at OTIS central. The new sedan and stationwagon will increase the number of available out-of-county passenger cars.

DIRECTOR NEARING MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that authorization is hereby given for a call for bids for the purchase of three new motor vehicles, in accordance with specifications.

(ESD Resolution #87-63)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

(Director Lewellen was ill and left the meeting at this point.)

7. Discussion Items

7A Review of Consent Agenda Format and Structure of Agenda 7A. When use of the consent agenda procedure was approved last May, the Board agreed to review this action at the December meeting. (The item was among those agenda items deferred last month because of weather conditions.)

The consent agenda was adopted as an attempt to streamline the amount of Board paper work. In addition, as a further attempt to cut down on paper work, certain background information items have been reduced to summary form for inclusion in the Board packet. These include grant applications, program evaluation reports, and background on individual employees requiring Board action for hiring.

Chairperson Copple asked for feedback and direction regarding these and other elements of Board meetings.

Consensus of the Board was that the consent agenda group was serving its intended purpose of conserving time and enabling the Board to focus on other matters on the agenda. Board members said they had no hesitancy to pull an item if they did have additional questions or concerns.

There was some discussion about background information needed on personnel report items. Most Board members said they would like to continue to see letters from resigning staff members as well as Directors' recommendations to employ new staff.

Board members said it was important that they continue to receive agenda packets with sufficient lead time to call and ask for additional information if they feel it is needed. Chairperson Copple said that any additional information could be delivered upon request.

Change 7B. Director Lewellen had previously requested that the Board consider a different regular meeting date for next year, because he has a conflict on the third Tuesday of the month. Director McKay stated that he also would have a conflict with the third Tuesday next year.

> Superintendent Maxwell said that the ESD Board has, historically, tried to schedule meeting days to conflict with as few local school district board meetings as possible. This allows local Board

7B Request to Change Board Meeting Dates 7. <u>Discussion Items</u> 7B Request to Change Board Meeting Dates

AAESA Conference

7C

7B. (continued)

members to serve on the ESD Budget Committee and ESD Board members to visit local board meetings if they wish. A chart showing regularly scheduled local board meeting days was distributed. Superintendent Maxwell recommended that if the Board considers an alternate, first consideration be given to the fourth Tuesday, which presents no conflicts.

Superintendent Maxwell also commented that Board members may wish to shorten and/or revise their meeting schedule during the summer months.

Board members expressed no objections to the proposed change, but pointed out that the schedule may need to be altered in December and perhaps in July.

7C. Director Lewellen had previously requested that consideration be given to supporting a resolution to request that the American Association of Education Service Agencies (AAESA) hold an annual meeting in conjunction with the NSBA Convention.

Board members discussed the need for opportunities for professional growth and information sharing among board members of regional education service agencies throughout the country. Those who attend an out-of-state conference said they prefer the

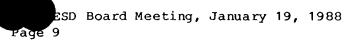
National School Boards Association (NSBA) annual conference and they would like to see an AAESA workshop held in conjunction with it.

DIRECTOR McKAY MOVED TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS Regional Education Service Agencies (RESA) are members of both the National School Boards Association and the American Association of Education Service agencies, and

WHEREAS the NSBA Annual Conference is the primary national source for Board member training and sharing of common concerns, and

WHEREAS Regional Educational Service Agencies represent a growing presence in the public education governance structure in the United States, and



7. Discussion Items 7C AAESA Conference

7C. (continued)

WHEREAS members of Regional Education Service Agencies boards of directors are especially in need of training and support as they assume responsibility for this relatively new type of agency,

THEREFORE BE IT RESOLVED that the Lane ESD Board of Directors encourages AAESA and NSBA to provide professional growth experiences uniquely suited to ESA Board members at or in conjunction with the annual NSBA convention.

BE IT FURTHER RESOLVED that this resolution be sent to the governing boards of COSA, OSBA, OAESD, AAESA, NSBA, and other regional education service agencies.

(ESD Resolution #87-65)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

7D. Board members received the Superintendent's written review of legal counsel services, based on standards adopted in December. Superintendent Maxwell said he had given Joe Richards a copy of the review and invited him to provide additional information. A letter from Richards indicating his interest in continuing to serve as District legal counsel and supplying supplemental information was distributed.

The Superintendent invited Board members to provide feedback on their perceptions of Mr. Richards' performance.

In discussion following, indications were that Board members were quite satisfied with Mr. Richards' services. Board members requested that information about Mr. Richards' fees be provided at the next meeting. Members also requested assurance that it is contracting with Mr. Richards personally rather than with his firm in general.

7D Review Legal Counsel's Performance Based on Approved Standards Lane ESD Board Meeting, January 19, 1988 Page 10

- 8. <u>Reports</u> 8A OSBA Convention Reports
 8A. Several written reports on the OSBA Convention were a part of the December mailing, but comment on the Conference was among those items deferred. Board members who had attended the Conference said they felt it had been an enjoyable and worthwhile experience. Superintendent Maxwell commented that some local district Board members have expressed interest in attempting to arrange to schedule a future OSBA Convention in Eugene.
 - 8B"New OTIS" User8B. Wyatt Rosenbaum explained a format change for the
"new OTIS" user report, which had been distributed
as a part of the agenda packet.
 - 8CESD Service8C. The Board agenda packet included a memo listing
dates when local school boards will be considering
the ESD service resolution package. A chart
showing action taken to date was distributed.
 - 8D Advisory Council for Handicapped Children
 8D. Director Weathers reported on the January meeting of the Council which he had attended earlier on this date (January 19, 1988). Board members discussed the report which centered on Council members' concern about job placements for pupils graduating from TMR programs.

9. Future Agenda Items 9. Future agenda items include:

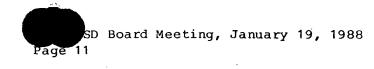
- A. Administrative/Confidential Subcommittee report
- B. Program report: Materials developed by Joan Finholt, adapted PE teacher, during her Sabbatical last year
- C. Authorize renewal of probationary certificated staff
- D. Direction Service report
- E. Report on records management project
- F. Media Services report (April)
- G. Affirmative Action report (April)

10.&10.&11. Executive Session11. No Executive Session was held.

12. The next regularly scheduled meeting of the Lane ESD Board of Directors will be at 7:00 p.m., Tuesday, February 9, 1988, at the Lane ESD Center.



12. Next Meeting



13. Adjourn

13. The meeting was adjourned at approximately 10:00 p.m.

s Copple, Chairperson James G. Maxwell, Superintendent-Clerk

Attachments to official minutes: Adopted Board Policy 907: Community Use of Planetarium Facilities

SR:jv 5/007



No. 907 (DRAFT)

RELATIONS

COMMUNITY USE OF PLANETARIUM FACILITIES

The Board recognizes that its Planetarium facility located at Alton Baker Park represents both an educational support service for Lane County public schools and a valuable cultural asset for the larger community.

It shall be the policy of the Board to provide curriculum and instructional support services from the Planetarium to Lane County public schools in accordance with an approved service resolution or by contract with districts.

It is the policy of the Board that the Planetarium facility be made available to the greater community during times when it is not being used to support public education. Within its statutory authority, the ESD will make the Planetarium facility available to agencies which serve the general community. Monies collected by the ESD for support of public schools will not be used to finance Planetarium services provided to the general community.

It is the responsibility of the Superintendent to prepare regulations, to assure implementation of this policy and compliance with Oregon statutes.

Date Adopted: Date Revised:

page 1/1

900-8



LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402 Office of the Superintendent Tuesday, December 15, 1987

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, December 15, 1987

1. Executive Session

Call to Order

Attendance

2.

2A

 An Executive Session of the Lane ESD Board of Directors was convened at 6 p.m., Tuesday, December 15, 1987, under provisions of ORS 192.660(1)(d) to discuss negotiations. All Board members were present.

The Executive Session was closed at approximately 7:00 p.m.

2A. Following the Executive Session, Chairperson Copple announced that because of adverse weather conditions, the agenda would be revised by deferring items not requiring immediate attention.

Superintendent Maxwell briefly outlined the revised agenda.

The regular meeting of the Lane ESD Board of Directors was called to order at 7:30 p.m., Tuesday, November 17, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board Members:

Lois Copple, Chairperson	Bev Ficek
Bill Lewellen	Doug McKay
Frank Nearing	Jim Swanson
Glen Weathers	

ESD staff:Jim Maxwell, SuperintendentRichard EllingboeWyatt RosenbaumBob TaylorMarv WilkersonJeff ForemanSallie RainvilleBob BurokerJerry MillerBrian Reid

2B Communications

2B. The following communications were presented:

A. Announcement from Lane County Elections Division. (Board position #1 is scheduled to be voted on during the March 22, 1988, special election. Filing deadline is February 11.) Lane ESD Board of Directors Meeting, December 15, 1987 Page 2

2. <u>Call to Order</u> 2B. Communications 2B. (continued)

- B. Memo sent to members of Lane ESD Budget Committee announcing adopted Budget Committee calendar
- C. Report of Activities: Resolution No. 8 (Hearing-Impaired and Audiological Screening)
- D. Letter from Diane L. Ferguson, University of Oregon, complimenting TMR teachers Gwen Meyer and Ginevra Ralph for their presentations at two conferences and thanking Marv Wilkerson for his support
- E. Letter from parent of TMR child thanking staff members for their help

. . ·

- F. Quarterly update, Board planning calendar (monthly overview of regular items used in building board agendas throughout the year)
- G. Personnel policies handbook (This compilation of personnel-related Board policies will be distributed to each employee in order to assure that each has the opportunity to become aware of district personnel policy.)
- H. Memo from Bill Taylor, Umatilla ESD, thanking OTIS staff members for their help with report cards project
- Announcement from OSBA of Mock Bargaining Conference, January 8 and 9, 1988, at Otter Crest.
- 3. No statements were presented.
- Director Weathers requested that Item 4B be removed from the Consent Group. It was placed as Action Item 6G.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Consent Group agenda items.

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

3. Statements

4. Consent Agenda

ESD Board of Directors Meeting, December 15, 1987



4. Consent Agenda

4. (continued)

The Board of Directors of Lane ESD hereby:

APPROVES the minutes of November 17, 1987, and December 8, 1987, as submitted.

ACCEPTS the recommended position standards for legal counsel as submitted by the Superintendent (Resolution 87-44)

ACCEPTS the personnel report dated December 9, 1987 (Resolution 87-45)

- 5. Business Affairs 5A Financial Statements 5A Financial Statements 5A. Richard Ellingboe reviewed financial statements for November 1987. Included were the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; and Revenue/ Expenditure Summaries for the Planetarium program and Cooperative Purchasing and OTIS funds.
 - 5B Apple Computer Grant Application
 5B. The Special Education Division has been invited to submit a concept paper and possible grant application to Apple Corporation for the purpose of developing computer literacy and enhancing communication tools for handicapped learners. A similar grant application last year was not funded, but Apple has provided a critique with specific suggestions for improving the proposed project this time.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the development of a concept paper and grant application to Apple Computer Corporation for the purpose of enhancing communication tools for handicapped learners by equipping Special Education classrooms with computer hardware and software.

(Resolution #87-46)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

5C Review and Accept Audit Report 5C. (Deferred to January agenda)

- Gulla

Lane ESD Board of Directors Meeting, December 15, 1987 Page 4

6.	Acti	on Items				
	6A	Proposed Board Policy: Community Use of Planetarium	6A.	(Deferred to January agenda)		
	6B	Conference Attendance	6B.	DIRECTOR NEARING MOVED:		
				BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Bill Lewellen at the NSBA Annual Conference, March 26 through 29, 1988, in New Orleans, Louisiana. Expenses will be reimbursed from funds budgeted for Board travel and conferences in accordance with Board Policy 108 and Administrative Regulation 1108-1.		
				(Resolution #87-47)		
				Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.		
	6C	Approve ESD Service Resolutions	6C.	Board members received 1988-89 Lane ESD Service Resolutions for the second reading and reviewed a briefing memo which outlined changes in the resolutions and costs and funding sources for 1988- 89 and ensuing years.		
				The Superintendent said that local district superintendents had reviewed the draft resolutions as well as short- and long-term financial implications. At a meeting on December 9, the superintendents unanimously approved the resolu- tions for submission. The group also agreed to work closely with the ESD administration to adjust programs in ensuing years in order to assure continuing financial stability of the ESD.		
				DIRECTOR MCKAY MOVED:		
				BE IT RESOLVED that the Lane ESD Board of Directors approves the 1988-89 service resolutions and authorizes them to be submitted to Lane County local school boards for approval.		
				(Resolution #87-48)		
				Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.		

- 6. Action Items 6D TSPC Request
- 6D. A memo from the Superintendent explained that the Teacher Standards and Practices Commission (TSPC) requires verification that Board Resolution #87-15 (August 18, 1987) included a waiver of the CBEST examination for 1987-88. The August resolution requested that TSPC issue an emergency certificate to teach mildly handicapped learners to Ron Sherman for the 1987-88 school year.

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DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors affirms that its request for an emergency certificate for Ron Sherman included a waiver of all requirements permitted under the Teacher Standards and Practices Commission rules, including but not limited to the CBEST examination.

(Resolution #87-49)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6E. The Board reviewed background information and recommendations regarding a request from staff member Kermit Horn for an unpaid one-year educational/study leave of absence. The dates of the leave would be July 1, 1988, through June 30, 1989.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD grants a one-year uncompensated leave of absence to Kermit Horn, in accordance with Board Policy 311 and Administrative Regulation 1311-1.

(Resolution #87-50)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6F. Board members reviewed an administrative recommendation regarding hiring of a .5 school psychologist for a job-share position.

6E Uncompensated Leave Request

6F Hiring of .5 School Psychologist Lane ESD Board of Directors Meeting, December 15, 1987 Page 6

6. <u>Action Items</u> 6F Hiring of .5 School Psychologist 6F. (continued)

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the following personnel action, in accordance with the Superintendent's personnel recommendation as presented: Employ certificated staff member Eleanor J. Parsons.

(Resolution #87-51)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6G Approve Continuing 6G. Director Weathers asked for a review of services Membership in L-COG received through Lane Council of Governments. Superintendent Maxwell and staff members cited L-COG coordination of the regional information system and special projects and its geographic data system which is a major resource for the staff in responding to questions on school district boundaries. L-COG also provides the research base for boundary change petitions to be considered by the Boundary Board. Director McKay added that it has served as the fiscal agent for the Oregon Museum Commission. Director Nearing said that dues for 1988-89 will remain at \$340, the same as for the current year.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD declares its intent to continue membership in Lane Council of Governments (L-COG) for the coming membership year.

(Resolution #87-52)

Director Ficek seconded. Directors Copple, Ficek, McKay, Nearing, Swanson, and Weathers voted yes. Director Lewellen voted no. THE MOTION CARRIED.



- 6. <u>Action Items</u> 6H Action as a Result
 - of Executive Session
- 6H. During the 6 p.m. Executive Session, Board members had reviewed the proposed 1987-1990 Collective Bargaining Agreement.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors hereby ratifies the 1987-90 Collective Bargaining Agreement with the Lane County Education Association (LCEA), pending approval of contract language by the ESD's legal counsel.

(Resolution #87-53)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- Discussion items listed on the agenda were deferred to the January 19 meeting.
- 8. Reports 8A through 8D listed on the agenda were deferred.
- 8E. An enrollment summary developed by staff as part of the budget planning process was distributed for Board members' information.
- 8F. Director Ficek had previously asked for a report on enrollment and cost effectiveness of the Pearl Buck Center program. Board members received a written report prepared by the staff to answer those questions.
- 9. Future agenda items include:
 - A. Budget Committee Orientation and Organizational Meeting (scheduled for 6 p.m., Tuesday, January 19, prior to the regular ESD Board meeting)
 - B. Report from Administrative/Confidential Subcommittee
 - C. Report on Records Management Project
 - D. Direction Service Report
 - E. Review of Legal Counsel's Performance based on standards approved by the Board
 - F. Those items deferred from December agenda

7. Discussion Items

- 8. Reports
 - 8E Countywide School Enrollment
 - 8F PBC Enrollment and Budget

9. Future Agenda Items

Lane ESD Board of Directors Meeting, December 15, 1987 Page 8

10.&

- 11. Executive Session
- 12. Next Meeting

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13. Adjourn

- 10.&
- 11. No Executive Session was held.
- 12. The next regularly scheduled meeting of the Lane ESD Board of Directors will be held on Tuesday, January 19, 1987, at the Lane ESD Center. A meeting of the Lane ESD Budget Committee will begin at 6 p.m., with the regular January Board meeting to follow at approximately 7:30 p.m.
- The meeting was adjourned at approximately 8:00 p.m.

Copple, Chairperson Lois James G. Maxwell, Superintendent-Clerk

SR:jv 3/004



Office of the Superintendent Tuesday, December 8, 1987

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 NORTH, P.O. BOX 2680 EUGENE, OR 97402

> LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, DECEMBER 8, 1987

1. <u>Call to Order</u> 1A Attendance 1A. A specially called meeting of the Lane ESD Board of Directors was called to order at 6:00 p.m., Tuesday, December 8, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board Members:Lois Copple, ChairpersonBev FicekBill LewellenDoug McKayFrank NearingJim SwansonGlen WeathersJim Swanson

Jim Maxwell, Superintendent

Richard Ellingboe Marv Wilkerson Opal Jacobson

Others: Jack Liles

ESD staff:

Bob Taylor

Jeff Foreman

Sallie Rainville

- 2. Executive Session
- 3. Adjourn

- Chairperson Copple called the Board to Executive Session under provisions of ORS 192.660(1)(d) to discuss negotiations.
- No action was taken following the Executive Session, which was adjourned at aproximately 8:00 p.m.

Lois opple, Chairp erson Janes G. Maxwell, Superintendent-Clerk

SR:jv 6/026





LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE OR 97402

Office of the Superintendent Tuesday, November 17, 1987

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, NOVEMBER 17, 1987

- 1. Executive Session
- An Executive Session of the Lane ESD Board of 1. Directors was convened at 6 p.m., Tuesday, November 17, 1987, under provisions of ORS 192.660(1)(d) to discuss negotiations. All Board members were present.

The Executive Session was closed at approximately 7:00 p.m. No action was taken following the meeting.

2A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, November 17, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board Members: Lois Copple, Chairperson Bill Lewellen Frank Nearing Glen Weathers

Bev Ficek (until 9 p.m.) Doug McKay Jim Swanson

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Ellen Adler Sallie Rainville Jerry Miller

Richard Ellingboe Bob Taylor Jeff Foreman Marty Sheehan Bob Buroker Brian Reid

Others: Betsy Krause, Register-Guard

- 2B. The following communications were presented:
 - Affirmative Action Committee Report, Α. November 3, 1987
 - Β. "Oregon School Finance," a League of Women Voters of Oregon Education-Fund publication
- Statements 3. Governor's Commission 3A

2R

on School Funding Reform

Communications

3A. Superintendent Maxwell announced that Doug McKay has been appointed to one of the four task forces established by the Governor's Commission on School Funding Reform.

2. Call to Order

2A Attendance

4. Consent Group

4. Chairperson Copple removed Item 4B from the Consent Group and placed it as Action Item 6D.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Consent Group agenda as follows.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

APPROVES the minutes of October 20, 1987, as submitted.

APPOINTS JACK BILLINGS to a three-year term on the Lane ESD Budget Committee, representing Zones 1 and 2. The appointment begins July 1, 1987, and ends June 30, 1990.

(Resolution 87-35)

APPOINTS MARGERY BRAY to a term on the Advisory Council for Handicapped Children. The term of office expires June 30, 1989. (Resolution 87-36)

ACCEPTS the personnel report dated November 10, 1987.

(Resolution 87-37)

5. <u>Business Affairs</u> 5A Financial Statements, October 1987

Student Retention

Initiative (SRI)

Grant Proposal

- 5A. Richard Ellingboe reviewed financial statements for October 1987. Included were the General Fund Revenue Summary; Summary of General Fund Expenditures and Encumbrances; and Revenue/ Expenditure summaries for the Planetarium program and Cooperative Purchasing and OTIS funds.
- 5B. Superintendent Maxwell briefly summarized the "Student Retention Initiative" which the State Legislature created last winter to meet Governor Goldschmidt's goal of lowering the dropout rate in Oregon Schools. The legislation combined several funding sources for programs designed to prevent school dropouts. Competitive applications for these grant funds were invited by the State.

Board members reviewed a briefing memo on an application for these funds, which Lane ESD has been requested to submit on behalf of fifteen of the sixteen Lane County school districts.

5B

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- 5. **Business Affairs** 5B Student Retention Initiative (SRI) Grant Proposal

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5B. (continued)

Superintendent Maxwell explained that the legislation requires that a Core Planning Group be formed to assess district needs and review and submit proposals. The Lane County group, which consists of representatives of school districts and youth agencies, was formed last year. Eugene 4J was the only district to submit a proposal last spring.

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Representatives of the other fifteen school districts met this fall and designated Lane ESD as their representative on the Planning Group and also requested that the ESD serve as their fiscal agent for a consortium proposal for the next phase of the grant funds. Bob Taylor represents the ESD in this role and has also recently been named to co-chair the Core Team.

A summary of the consortium grant proposal was included in the agenda back-up material. The project would provide cost effective help for schools in the area of "at-risk" students by coordinating, facilitating, and improving local programs in the area of substance abuse prevention, identification, intervention, and treatment referral.

Bob Taylor gave additional details about the proposal and answered questions. As required by the legislation there has been much documentation and public input into the process of writing the proposal. The Core group has held planning sessions with public schools and public agencies represented. A public hearing was held on November 3. Approval of the grant will also be sought from the Lane County Commissioners and the Southwest Oregon Private Industry Council.

Director Nearing said he was concerned about justifying the expenditure of these funds because federal grants funds are still the responsibility of the taxpayers. He added that he had not found a project evaluation component in the summary included in the packet. Nearing said there needs to be a better understanding of the complexity of the problem before programs are developed.

Bob Taylor explained that the complete proposal was not included in the Board's agenda background because it exceeds 100 pages. The Board had previously directed staff to provide "executive summaries" of large grant proposals. Copies of

5. <u>Business Affairs</u> 5B Student Retention Initiative (SRI) Grant Proposal 5B. (continued)

the full document are available for review at any time, however. A detailed evaluation process is included in the proposal. Taylor said he would plan to keep the Board apprised of the progress of the project.

Director Swanson said it appeared that the project was written to help districts to take advantage of funds that are available and the districts' input into the planning process should assure that the proposal was written to address their needs.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the application for Governor's Student Retention Initiative (SRI) funds (Parts B and E) on behalf of Lane County School Districts (except Eugene 4J) and authorizes the establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant amount of \$26,250 (1987-88 Budget), contingent upon receipt of the funds. (A grant amount of \$105,003, which is for use in the 1988-89 year will be appropriated in that budget year, in the normal course of building the budget.)

(Resolution #87-38)

Directors Lewellen seconded. DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTED YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED.

- 6. Action Items
 - 6A Endorsement of SRI Core Proposal

6A. The SRI Core Planning Group has recommended that the Board include a letter of support for Lane County's Student Retention Initiative proposals along with the application. In addition to the proposal for the fifteen Lane County Districts, the Superintendent recommended that the Board support Eugene School District's application for a continuation grant under another part of the Initiative.

Director Nearing reiterated concerns expressed in the previous discussion.

LANE ESD BOARD OF DIRECTORS MEETING, November 17, 1987 Page 5



6. <u>Action Items</u> 6A Endorsement of SRI Core Proposal 6A. (continued)

DIRECTOR SWANSON MOVED:

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BE IT RESOLVED that the Board of Directors of Lane ESD endorses the Lane County Core Planning Group's Student Retention Initiative (SRI) grant applications and authorizes the Superintendent, on behalf of the Board, to send a letter stating such support to the Director of the Student Retention Initiative project.

(Resolution #87-39)

Director Ficek seconded. DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, AND WEATHERS VOTING YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED.

6B NSBA Attendance 6B. In accordance with Board Policy and Administrative Regulation, three requests to attend national conferences were placed on the agenda for Board consideration.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Directors Lois Copple and Beverly Ficek at the NSBA Annual Conference, March 26 through March 29 in New Orleans, Louisiana, and the attendance of Director Frank Nearing at the Annual School Law Seminar in New Orleans March 25 and 26. Expenses will be reimbursed from funds budgeted for Board travel and conferences in accordance with Board Policy 108 and Administrative Regulation 1108-1.

(Resolution #87-40)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

Reports(Chairperson Copple moved the TMR Study Team(Change in agendareport to this point on the agenda, so that itorder)could be presented before the break for the 8 p.m.Boundary Board hearing.)

- 8A. As a part of the continuing process of evaluating programs, the ESD invited the Teaching Research Division of the State System of Higher Education and the State Department of Education to evaluate
- 8A TMR Study Team Report

8.

8. Reports

(Change in agenda order) TMR Study Team REport

8A. (continued)

five representative sites in the TMR program. The assessment instrument used applies recognized indicators of best practices in the field as a measurement of the program.

Board members reviewed Superintendent Maxwell's briefing memo which summarized the 40-page evaluation report. Marv Wilkerson said the complete report is available to anyone who wishes to read it. He called on program coordinators Ellen Adler and Marty Sheehan to provide additional details.

Adler reported that the Ideal Practices evaluation instrument provided an excellent method of looking at the TMR program. The field sites were chosen to represent a sample of the entire program. They were Willamette High School, Thurston Middle School, Willagillespie Elementary, Pearl Buck Center, and Florence High School. The evaluation team spent from four to six hours at each site. The instrument field tested ten areas, which each included five to twenty quality indicators.

Sheehan said that Lane ESD's TMR program is regarded as exemplary. However, he said, there are several areas where improvement can be made, based on the "best practices" used in the evaluation instrument. He gave a brief summary of staff plans for improvement.

Chairperson Copple said she was very proud of the ESD's TMR program. She thanked the staff for the important report and for being open to improving an already excellent program.

Board meeting recessed Chairperson Copple recessed the Board meeting at 8:00 p.m., to continue after conclusion of a meeting of the Lane County School District Boundary Board.

The Board meeting reconvened at approximately 9:15 p.m. Director Ficek left during the recess and was not present for the remainder of this meeting. ANE ESD BOARD OF DIRECTORS MEETING, November 17, 1987 Page 7

6. <u>Action Items</u> 6C Request to

Place Full-time Aide at Skipworth 6C. Board members reviewed background information regarding Skipworth School daily attendance, which has remained substantially higher than anticipated.

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Superintendent Maxwell recommended that the Board authorize the addition of an instructional aide for the remainder of the year. The aide would relieve the teachers of routine classroom assignments and work with small groups or individual students under the supervision of a teacher. This would allow the teachers to spend more time on direct instruction.

Marv Wilkerson answered questions about Skipworth staffing and enrollment.

The Superintendent estimated the cost for the position for the remainder of the year to be \$7,450. Although not necessary at this time, a request for transfer of contingency funds may be made after the position is hired and the impact on the program budget is assessed.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the establishment of the position of instructional aide at Skipworth School for the remainder of the 1987-88 school year.

(Resolution #87-41)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6D. Chairperson Copple pointed out that several Budget Committee members would be out of state on the last Tuesday in March, which had been scheduled for a Budget Committee review meeting. She recommended that the meeting be postponed to Tuesday, April 5.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the calendar for preparation of the 1988-89 Lane ESD Budget as corrected. A copy of the adopted calendar is attached to the official copy of the minutes of this meeting.

(Resolution #87-42)

6D Budget Calendar, 1988-89



6. Action Items 6D Budget Calendar, 1988-89 6D. (continued)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

7. Discussion Items 7A First Reading: ESD Service Resolution, 1988-89

7A. Superintendent Maxwell said that the administrative staff has completed its visits to the sixteen districts and has reviewed and analyzed the information received through these meetings. Thirteen draft resolutions have been written to respond to the districts' expressed needs for ESD services.

Board members reviewed the resolution drafts and heard the Superintendent's summary of substantive changes from the current year programs.

The first twelve resolutions are substantially the same as used during the past several years. Some of the resources within the severely emotionally handicapped program (Resolution #10) will be shifted to provide additional assistance to students in transition from elementary school and for students past age 16.

Twelve districts requested that a kindergarten TMR program be initiated. (Fourteen of the sixteen Lane County districts will provide Kindergarten by next fall.) Kindergarten services for handicapped children has been added as Draft Resolution #13. If this resolution is included in the final package, the specific nature of services to be provided to this group of students will be developed by the ESD staff working with local districts and specialists from the State Department of Education and consultants from the University of Oregon.

Board members and the Superintendent reviewed preliminary cost estimates for this program. Because of the favorable rate of collection during 1986-87 of previously uncollected property taxes, the ESD could fund initation of the program next year, but could not sustain this financial commitment without reducing resources to other programs in subsequent years. The Superintendent said that a long-term financial plan will be presented to the Board prior to a final recommendation to support this resolution. E ESD BOARD OF DIRECTORS MEETING, November 17, 1987 Page 9



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- 7. Discussion Items 7A First Reading: ESD Service Resolution, 1988-89
- 7A. (continued)

Lane County Superintendents will review the proposed resolutions at a meeting on December 9. Following that meeting, the staff will develop modifications as necessary. At the December 15 meeting, the ESD Board will review the final draft of the resolutions and will be asked to authorize the staff to submit them to local district boards for approval. Superintendent Maxwell said that cost information will be included in the final draft.

7B Provision of Special Education to Kindergarten Children

7C Review of District-Held Membership

7D

7B. Board members asked last month for clarification of the basis on which districts must provide services to handicapped kindergarten children. A briefing memo from the Superintendent which had been reviewed by Joe Richards, along with a copy of the ORS and OAR citations were provided for review.

In summary, children from districts that have voluntarily adopted a kindergarten program are eligible for Special Education services if they are of kindergarten age.

7C. The Board determined several years ago that it wished to review annually the matter of the District's continued membership in Lane Coucil of Governments (L-COG). A memo reviewing services received through the membership was distributed, as well as a copy of L-COG's annual report.

Services include the coordination of the regional information system, provision of research and information services to members, and a geographic data system which is a major resource and research base for the staff in responding to questions on school district boundaries.

Director Nearing, who represents the ESD on L-COG's Board of Directors, said he would consider it appropriate to continue the cooperation with other governmental agencies that the membership provides.

Initiate Process for Review of Legal Counsel 7D. Under provisions of Board Policy 806 and Administrative Regulation 1806-1, services of current legal counsel should be reviewed this year. A calendar for the review process and a draft of position standards for school district legal counsel were included in agenda background material. Standards for review will be proposed for adoption at the December meeting. 8. Reports 8B OTIS Report 8B. A status report of districts involved with the new OTIS was distributed. Wyatt Rosenbaum said this report will be updated monthly and provided for Board members' review at each meeting.

Rosenbaum thanked Directors Lewellen and Swanson for attending the meeting of the OTIS Futures Committee in Portland on November 12.

Jerry Miller reported briefly on completion of processing for the Fall 1987 OTIS testing season.

A report on the legal basis for establishment of

Minutes of the October 20 meeting of the Council were distributed for the Board's information. Director Weathers reported on the November meeting, which he had attended earlier on this

the Advisory Council for Handicapped Children was

8C Advisory Council for Handicapped Children

9. Future Agenda Items

9. Future agenda items include:

date (11-17-87).

deferred to next month.

- A. Report(s) on Oregon School Boards Association convention
- B. Request from Director Lewellen to consider changing regular Board meeting date
- C. Resolution to support Director Lewellen's request to change AAESA annual conference to coincide with NSBA rather than AASA
- D. Review use of consent agenda format
- E. Approve ESD Service Resolutions
- F. Direction Service Report
- G. Report on Records Management Project
- H. Proposed Board Policy: Community Use of Planetarium
- I. State Enrollment Report
- J. Review and Accept Audit Report
- K. Report from Administrative/Confidential Subcommittee (January)
- L. Budget Commitee Orientation and Organizational Meeting (January)

10.&

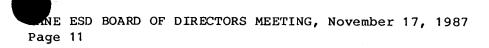
8C.

- 11. No Executive Session was held.
- 12. Director Weathers reminded Board members that the Season of Good Spirits was about to begin and suggested that a visit from someone special might be in store at the December meeting.

10.8

11. Executive Session

12. Additional Comments





13. Adjourn

13. The meeting adjourned at approximately 10:00 p.m.

Copple, Chairperson James G. Maxwell, Superintendent-Clerk

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Attachments to official minutes: Budget calendar

SR:jv 3/001



DATE: November 23, 1987

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Budget Committee Calendar

The proposed calendar for this year's budget process follows a similar schedule to last year's. An orientation session at 6 p.m. on Tuesday, January 19, will provide time to familiarize Budget Committee members with proposed ESD resolution programs and changes in the budgeting format. Dinner will be served. (An abbreviated ESD Board meeting will be held following the organizational session.)

The budget review process would begin on Tuesday, March 1, and continue on Tuesday evenings until completed.

Tuesday, January 19, 1988, 6 p.m.:	Orientation session. Organization of the Committee (election of Budget Committee officers).
Tuesday, March 1, 1988, 7 p.m.:	First Budget Committee meeting. Budget proposal available. Delivery of Budget Message. Review of budget proposal.
Tuesday, March 8, 7 p.m.:	Budget Committee meeting. Review of budget proposal.
Tuesday, March 15, 7 p.m.:	Budget Committee meeting. Review of budget proposal.
Tuesday, April 5, 7 p.m.:	Budget Committee meeting. Review of budget proposal. (approval of budget).

(If additional meetings are needed, they will be held on subsequent Tuesday evenings with approval deferred until the review process is completed.)

The public hearing on the budget is scheduled for Tuesday, June 21, 1988, at 7 p.m. Action to adopt the budget, appropriate funds, and levy taxes will be a part of the regular Board meeting agenda on June 21.

Legal notice of the first Budget Committee meeting, budget summary, and notice of budget hearing will be published according to statute in the <u>Register-</u> Guard.

SR:jv 8/010 LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE OR 97402 Office of the Superintendent Tuesday, October 20, 1987

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LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, OCTOBER 20, 1987

 An Executive Session of the Lane ESD Board of Directors was convened at 6 p.m., Tuesday, October 20, 1987, under provisions of ORS 192.660(1)(d) to discuss negotiations. All Board members were present.

The Executive Session was closed at approximately 7:30 p.m. No action was taken following the meeting.

2A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:30 p.m., Tuesday, October 20, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members: Lois Copple, Chairperson

Bill Lewellen

Frank Nearing

Glen Weathers

Bev Ficek Doug McKay Jim Swanson

ESD staffJim Maxwell, SuperintendentWyatt RosenbaumBob TaylorMarv WilkersonBob BurokerJeff ForemanOpal JacobsonSallie RainvilleJerry MillerBrian Reid

2B. The following communications were presented:

- A. Letter from Les Wolfe, Superintendent, Fern Ridge District, with copies of the district newsletter "Fern Ridge Flyer."
- B. Report of Activities, Resolution No. 8:
 Hearing-Impaired and Audiological Services
- C. Revised Board Procedures Handbook

3A. Superintendent Maxwell referred to Administrative Regulation 1108-1 and asked if Board members had questions about the OSBA Conference next month in Portland. Four Board members have indicated they plan to attend. There were no comments. Superintendent Maxwell said that scheduled out-ofstate conferences of possible interest to Board

2. <u>Call to Order</u> 2A Attendance

1. Executive Session

2B Communications

3. Statements

3A Board Conferences

Lane ESD Board of Directors Meeting, Tuesday, October 20, 1987 Page 2

- 3. <u>Statements</u> 3A Board Conferences
 - 3B Other Staff Announcements:

3A. (continued)

members include AAESA/AASA to be held in Las Vegas February 19-22 and NSBA in New Orleans March 26-29.

3B. Wyatt Rosenbaum said that a meeting of the OTIS Futures Committee will be held at OSBA headquarters on November 12. He invited all Board members attending OSBA to the meeting.

Jeff Foreman announced that the United Way campaign had closed after surpassing its \$5,000 goal. He thanked Director McKay for his help.

Bob Taylor announced that a public hearing on the Student Retention Initiative Proposal will be held November 3 at the ESD.

Jerry Miller corrected an error he had made in his August report on OTIS testing. He said that last year's testing revenues had increased ten percent.

4. DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Consent Group agenda as follows:

APPROVES the minutes of September 15, 1987, as submitted.

AMENDS Board Policy 205: "Evaluation of the Superintendent" as attached to the official copy of the minutes of this meeting.

(Resolution #87-27)

APPOINTS ALAN PETERSEN to a three-year term on the Lane ESD Budget Committee, representing Zone 3. The appointment begins July 1, 1987, and ends June 30, 1990.

(Resolution #87-28)

APPOINTS MARY BOLES to fill an unexpired term on the Advisory Council for Handicapped Children. The term of office expires June 30, 1988.

(Resolution #87-29)

ACCEPTS the personnel report dated October 12, 1987, as submitted.

(Resolution #87-30)

4. Consent Group

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4. Consent Group

4. (continued)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- 5. Business Affairs 5A Financial Statements, September 1987
- 5A. Superintendent Maxwell reviewed financial statements for September, 1987. Information distributed and reviewed included the following: General Fund Revenue Summary; Summary of General Fund Expenditures, including encumbrances; a Revenue/Expenditure summary for the Science-Planetarium program; and a financial summary for OTIS.
- 5B Science Consortium Grant Application
 5B. The Lane Regional Science Consortium, with Lane ESD serving as the sponsoring agency, has been invited to submit a renewal application for third year Title II Science-Math funding. The amount available to Lane County is \$39,453.

Superintendent Maxwell said that project funds this year will be used to provide workshops and training sessions for secondary science teachers and to develop elementary-level science materials and field trip training sessions. A portion of the amount (\$4,213) will be reserved to fund a mathematics staff development project.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the application for Year-Three Elementary/Secondary Grant Funds (Title II, PL 98-377) on behalf of the Lane Regional Science Consortium and authorizes the establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant amount of \$39,453, contingent upon receipt of the funds.

(Resolution #87-31)

- 6A. Superintendent Maxwell said that George Lewis, Junction City Planner, had indicated he would attend the meeting to answer questions the Board might have on the city's request for support for designation as an Enterprise Zone. Since Lewis had not arrived, the Superintendent asked that this item be deferred to a later point on the agenda.
- 6. Action Items 6A Junction City Economic Development Proposal

Lane ESD Board of Directors Meeting, Tuesday, October 20, 1987 Page 4

- 6. Action Items
 - 6B League of Women Voters School Finance Project
- 6B. Superintendent Maxwell briefly reviewed two separate but interdependent studies regarding school finance which are now underway in the state. They are the Governor's Commission on School Funding Reform, created by the 1987 Legislative Assembly; and The Oregon League of Women Voters Education Fund's SCHOOLS project. SCHOOLS is an effort to educate the general community about the nature of school funding issues and to seek community input into providing potential solutions to those problems.

The League has asked for support of this effort from various agencies.

DIRECTOR LEWELLEN MOVED to approve the following resolution in support of the SCHOOLS project.

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

WHEREAS, the League of Women Voters of Oregon Education Fund is embarking on a project called SCHOOLS to bring citizens together to seek a common solution to the problem of school finance, and

WHEREAS, informed and active citizen participation in government is the purpose of the League of Women Voters, therefore,

BE IT RESOLVED that the Board of Directors of the Lane Education Service District commends the League of Women Voters for implementing the SCHOOLS project and encourages Lane County citizens to actively participate so that solutions to school finance problems acceptable to Oregon citizens can be developed.

(Resolution #87-32)

6C. Board members reviewed a briefing memo on wellness programs from the Superintendent and a working paper developed by Director Ficek and Richard Ellingboe. Wellness programs in agencies such as the ESD have two general goals: 1) to help employees regain, retain, or improve their physical, mental and/or emotional health; and 2) to retain or improve job productivity through enhancing the health and well-being of the employee group.

6C Employee Wellness Program





6. Action Items 6C Employee We

5C Employee Wellness Program

6C. (continued)

The Superintendent said that the material has been placed on the agenda in order to give the Board an opportunity to assess the value of such a program and to seek direction prior to commiting additional staff time.

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Director Ficek shared some of the information she has received from the wellness conferences she has attended and answered questions.

Included with the working paper was a draft of a proposed employee interest survey. Board members made some suggestions for changes which were noted. Board members indicated that in the future they would want additional data on costs, staff involvement, and liability insurance.

Superintendent Maxwell said that if the Board indicated interest in assessing the value of the wellness program, such additional data and background information would be generated after the survey is taken.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD is interested in assessing the value of a staff wellness program and authorizes the Administration to develop a profile of employee need and interest in such a program as described in the attached materials.

(Resolution #87-33)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON and WEATHERS VOTING YES.

- 7. The agenda included no discussion items.
- 8A. Superintendent Maxwell and Bob Taylor provided an update on progress toward developing a means by which Planetarium services can be delivered to both pulic schools and other community users as directed by the Board. The background information included brief summaries of legal advice received on this topic as well as discussions involving the new auditing firm.

7. Discussion Items

- 8. Reports
 - 8A Community Use of Planetarium

Lane ESD Board of Directors Meeting, Tuesday, October 20, 1987 Page 6

8. <u>Reports</u> 8B Resolution Visits
8B. A calendar of administration visits to local districts to discuss resolution programs for 1988-89 was distributed. Superintendent Maxwell said these visits are the first step in building service programs for the coming year. The superintendents, or their designees, are asked to provide feedback that will help to develop a service program package to best serve the collective needs of the sixteen districts.

> Superintendent Maxwell said several districts have asked that consideration be given to adding TMR services for kindergarten children to the ESD special education program. There was some discussion about state and federal laws related to education of handicapped children. Director Nearing asked for additional information on this topic at a future meeting.

8C. Director McKay gave a brief summary of the October 9 OTIS Executive Board meeting. He said that the major portion of the meeting centered on discussions of multi-year contracts. Status reports on several projects were also given.

Wyatt Rosenbaum said he will report at next month's meeting on those districts that will convert to the "new" OTIS.

8D. Minutes of the September 15 meeting of the Advisory Council for Handicapped Children were distributed for the Board's information. Director Weathers had attended the October meeting at noon. He reported that Marty Sheehan discussed the transition of students who have graduated from the ESD TMR program and the lack of services available for these young people. He said it was suggested that the Council plan to look into whether and how it can become involved in a solution to this problem.

Weathers also reported that Superintendent Maxwell had spoken to the group in response to the concern which he had mentioned at last month's Board meeting--that the Council was uncertain about its authority to write letters in support of various programs or to seek information needed for its work. He said he thought the Superintendent's talk was encouraging to Council members.

Chairperson Copple asked the Superintendent to give a summary of his talk to the group. The Superintendent said that he and Marv Wilkerson had

8D Advisory Council for Handicapped Children

8C OTIS Executive Board

8. <u>Reports</u> 8D Advisory Council for Handicapped Children

8D. (continued)

thoroughly analyzed the Council Guidelines and he had attempted to respond to the group's concerns within the context of those guidelines. He said he told the Council that it has the authority to seek needed information without going through the Board. The guidelines are very clear, however, that the group is not to act by taking a position on behalf of the Board (or on behalf of themselves, as an advisory body to the Board) without coming to the Board first.

Constraints

Server Street and street

The Council was told that ESD Board procedures require that policy adoption or modification matters be on two Board meeting agendas. This is to assure an opportunity for public review. However, letters of support for programs would likely fall within existing policy and such a request from the Council could be acted upon at the first Board reading.

The Superintendent said he also discussed other areas where the Council could be of help, including participation in the Special Education program evaluation process.

6A. Superintendent Maxwell reviewed background information sent by Junction City's Mayor and City Planner. The material had been included in the Board's agenda packet. He said that Junction City is seeking designation as an Enterprise Zone. The purpose of such status is to help economically lagging areas by offering various incentives to attract new industries. Junction City is eligible because Lane County has been designated as a lagging economic area.

The primary reason that the City has approached the ESD and other agencies that would collect taxes in Junction City is that under Enterprise Zone status, new buildings, additions to existing buildings, and new machinery or equipment would be exempt from property taxes in the first year and partially exempt during the next four.

The Superintendent said that the Junction City School Board has voted to support the application.

In discussion, Board members commented in support of the fact that this program would not take existing properties off of the tax rolls, but would be an incentive to bring new industry to the area. It

6. Action Items

6A Junction City Economic Development Proposal (Mr. Lewis had still not arrived. The Board proceeded with Agenda Item 6A.)



6. Action Items

6A Junction City Economic Development Proposal

6A. (continued)

was also noted that the program does have a builtin five-year sunsetting provision.

DIRECTOR NEARING MOVED to approve the following resolution supporting the City of Junction City's application for designation as an Enterprise Zone.

Director Ficek seconded and the motion carried with DIRECTORS COPPLE, FICEK, LEWELLEN, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

WHEREAS Lane County has been designated as an economically lagging area by the State of Oregon, and

WHEREAS, Oregon revised Statute 284.160 provides that the Governor may designate certain qualifying areas as Enterprise Zones, and

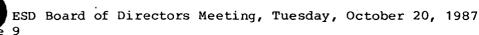
WHEREAS, the State of Oregon establishes Enterprise Zones to encourage economic development by permitting incentives for businesses to locate in such designated Enterprise Zones, and

WHEREAS, the Lane Education Service District Board of Directors recognizes the need for community and economic development in the City of Junction City in accordance with land use, environmental protection, and zoning regulations, and

WHEREAS, the City of Junction City has asked the Lane Education Service District Board of Directors to support its application for Enterprise Zone status,

NOW THEREFORE BE IT RESOLVED that the Lane ESD Board of Directors supports the proposed application of the City of Junction City for Enterprise Zone status and urges the Governor to approve the designation.

(Resolution #87-34)





9. Future Agenda Items

- 9. Future agenda items include:
 - A. Direction Service report
 - B. First reading: ESD service resolutions 1988-89
 - C. Adopt budget calendar
 - D. Initiate process for review of legal counsel

- E. Review district-held memberships
- F. Proposed Board Policy: Community Use of Planetarium
- G. Review and accept audit report
- H. TMR Study Team Report
- 10.&

12.

13.

evening.)

11. It was not necessary to hold an Executive Session.

Lane ESD Center. The meeting will begin at 6 p.m. (A Lane County School District Boundary Board hearing is scheduled for 8 p.m. that

the Oregon Alliance last week. The meeting's agenda included discussion about the current

The next regularly scheduled meeting of the Lane ESD Board will be on Tuesday, November 17, 1987, at

Director Lewellen said he had attended a meeting of

direction being taken by the Teacher Standards and Practices Commission (TSPC). Lewellen urged the ESD to keep closely in touch with the Commission.

- 12. Next Meeting
- 13. Additional Comments

Executive Session

14. Adjourn

14. The meeting adjourned at approximately 9:00.

Chairperson Copple, James G. Maxwell, Superintendent-Clerk

Attachments to official minutes: Board Policy **2**05: Evaluation of

Superintendent

SR:jv 3/001

Prove

10.&

11.

POLICY Lane Education Service District

No. 205

ADMINISTRATION

EVALUATION OF SUPERINTENDENT

The Board believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually evaluate the performance of the Superintendent.

Each evaluation of the Superintendent shall be preceded by a statement of those standards by which performance shall be measured. Such standards shall include:

- 1. The educational goals of this District.
- Objectives for the school year agreed upon annually by the Board and Superintendent, and
- 3. Such criteria of effective performance as are jointly adopted by the Board and the Superintendent.

The Board and the Superintendent, jointly, shall at the outset of each evaluation determine the method by which the evaluation shall be conducted. Such method shall include the Superintendent's own selfanalysis. It may also include the recommendation of a Board Committee and/or the active participation of each Board member.

The evaluation #/#/# may be conducted in executive session in accordance with provisions of ORS 192.660(1)(i).

Date Adopted: May 20, 1980 Date Revised: May 15, 1984 (renumbered only)

page 1/1

LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE OR 97402

1. <u>Call to Order</u> 1A Attendance

2. <u>Program Report</u> 2A Skipworth Program

Presentation

Statements

1B

2B Skipworth Study Team Report Office of the Superintendent Tuesday, September 15, 1987

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, SEPTEMBER 15, 1987

1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, September 15, 1987. As announced on the agenda and in the public notice, this meeting was convened at Skipworth Juvenile Detention Center. The following persons were present:

Board members Bill Lewellen, Vice-Chairperson Doug McKay Frank Nearing Jim Swanson Glen Weathers

ESD staff Jim Maxwell, Superintendent Bob Taylor Geoff Colvin Mike Lynch Sallie Rainville

Richard Ellingboe Marv Wilkerson Jeff Foreman Alan Pierce Bob Buroker

Others attending Frank Mills

- 1B. Bill Lewellen thanked Board and staff members for their expressions of sympathy on the death of his mother.
- 2A. Marv Wilkerson introduced Skipworth Superintendent Frank Mills, and welcomed Geoff Colvin who supervises the ESD's school program, and teachers Mike Lynch and Alan Pierce.

Frank Mills gave a brief overview of Skipworth, Lane County's Juvenile Detention Center for which Lane ESD provides the school program.

He showed a slide presentation on Skipworth programs and conducted a complete tour of the facility.

2B. Board members reviewed Superintendent Maxwell's summary of the Skipworth School Study Team Evaluation and heard Geoff Colvin's overview of the first stage of the report.

Lane ESD Board of Directors Meeting, September 15, 1987 Page 2

- 2. <u>Program Report</u> 2B Skipworth Study
 - Team Report

2B. (continued)

Because the educational program at Skipworth had not been evaluated since 1980-81, Lane ESD requested a formal evaluation during the 1986-87 year. The study team was comprised of Dr. Phyllis Haddox, UofO Education Department; Dr. Patti Chamberlain, Oregon Social Learning Center, and Tom Maloney, Eugene 4J Special Education Department. Ex-officio members were Geoff Colvin and Ron Sherman of the ESD staff.

The first phase of the report is based on general analysis of data obtained from site visits, observations, and interviews; a second phase will be completed after a more detailed computer analysis of data and questionnaires.

Colvin reported on the evaluation team's conclusions and recommendations and answered Board members' questions. Copies of the complete report are available through the special education department.

- 3. The following communications were presented:
 - A. Letter thanking Frank Landrum for assistance with the University of Oregon's "Extending the Human Mind" conference
 - B. Letter from Verne Duncan appointing Bob Burns to an ex-officio chair on OTIS Executive Board
 - C. Memo from OAESD Marketing Committee asking for Board member assistance at OSBA convention
 - D. Memo from NSBA asking for recommendations of persons to participate in 1988 convention clinics
 - E. Lane ESD's 1987-88 "Services to Schools" brochure
 - F. Fall issue of InnerViews
- 4. DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Consent Group agenda as follows:

APPROVES the minutes of August 18, 1987, as submitted.

3. Communications

4. Consent Group

La GED Board of Directors Meeting, September 15, 1987 Page 3

4. Consent Group

4. (continued)

RATIFIES 1987-88 appointments to special liaison and Board committee positions as made by the Chairperson

(Resolution #87-18)

APPROVES the job description for the Superintendent as attached to the official copy of the minutes of this meeting. This document will be made a part of the contract between the Board and Superintendent as "Exhibit #1" referenced in said contract.

(Resolution #87-19)

ACCEPTS the personnel report as submitted and APPROVES the following personnel actions recommended by the Superintendent:

> Employ certificated staff members: Holly Honeck and Ruth Simon

(Resolution #87-20)

REQUESTS that the Teachers Standards and Practices Commission (TSPC) issue an emergency certificate to teach handicapped learners for the 1987-88 school year to Holly H. Honeck. The party for which certification is requested has filed an approved regular teaching certification program.

(Resolution #87-21)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- 5A. Richard Ellingboe reviewed financial statements for August, 1987. Information distributed and reviewed included the following: General Fund Revenue summary; General Fund expenditures, including encumbrances; and Revenue/Expenditure summaries for Cooperative Purchasing, Science-Planetarium, and OTIS. Ellingboe pointed out an error in the interest amount listed in the distributed General Fund revenue summary and provided a corrected version.
- 5. Business Affairs 5A Financial Statement August 1987

Lane ESD Board of Directors Meeting, September 15, 1987 Page 4

- 5. <u>Business Affairs</u> 5A Financial Statement August 1987
- 6. <u>Action Items</u> 6A Classified Week Employee Proclamation

6B Agent-of-Record for Employee Benefits 5. (continued)

Ellingboe also reviewed the auditors' response to questions raised by Board members regarding startof-year balance for the OTIS Special Fund.

6A. Board members reviewed Governor Goldschmidt's proclamation declaring November 2-6 as Classified School Employee Week. Superintendent Maxwell said a large percentage of ESD staff members are classified employees who provide important services directly to students, teachers, and those who serve students and teachers.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD recognizes the important contribution made by classified employees and proclaims the week of November 2-6, 1987, as "Classified School Employee Week" for Lane ESD employees.

(Resolution #87-22)

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6B. Superintendent Maxwell told the Board that Smith & Crakes Company has arranged with Manley Administrative Services to assume its contractual obligations as employee benefits agent-of-record for the ESD. He said that the assignment is acceptable to the administrative staff. The process has been reviewed by Joe Richards, district legal counsel. The Superintendent recommended that the process calendar adopted last month be amended in order to allow delay of formal review and selection of a consultant until later in the fiscal year. Board members reviewed the revised calendar.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD amends its August 18 Resolution #87-12 "Process for Review of Employee Benefits Insurance Agent-of-Record" to include the timeline attached to the official copy of the minutes of this meeting.

(Resolution #87-23)

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

La SD Board of Directors Meeting, September 15, 1987 Page 5

- 6. Action Items
 - 6B Agent-of-Record for Employee Benefits

6B. (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the assignment of the current contract to provide employee benefits agent-ofrecord services from Smith & Crakes to Manley Administrative Services.

(Resolution #87-24)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6C. Administrative Regulations 1301-1 and 1401-1 provide for a committee to guide the district in meeting the Board's affirmative action policy. The Board reviewed Policies 301 and 401: "Affirmative Action Employment Program," the two related administrative regulations, and the Affirmative Action Committee's report and action plan for the year.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Affirmative Action Committee report and action plan dated August 28, 1987, as submitted.

(Resolution #87-25)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SWANSON and WEATHERS VOTING YES.

7. Discussion Items

- 7A Suggested Revision to Policy 205: "Evaluation of Superintendent"
- 7B ESD Management Plan Summary 1987-88
- 7A. Board members reviewed a proposed change to Board Policy #205: "Evaluation of Superintendent." The proposed revision would bring the policy into compliance with Oregon statute, which provides the option of holding the evaluation in open or executive session.
- 7B. Following last month's adoption of the organizational goals, Superintendent Maxwell said, he had met with the four division directors to establish a plan for working toward those goals during the coming year. A summary of that management plan, including areas to be emphasized during the year, was reviewed by the Board. Copies of the complete plan are available from the Superintendent's office.

6C Accept Affirmative Action Report etina

Lane ESD Board of Directors Meeting, September 15, 1987 Page 6

- 8. Reports
 - 8A Curriculum/Staff
 Development/Media
 Plan of Work
- 8A. Superintendent Maxwell provided a brief historical review of the 1983-84 reconfiguration of Instructional Services Division resources in order to provide a more flexible response to district curriculum needs. That project combined the department's resources into a single unit guided by division director Bob Taylor and curriculum representatives from each of the sixteen school districts.

This steering committee develops an annual plan of work at the beginning of each year, and this year it has also arrived at a six-year projection of district needs for county-wide instructional improvement. Bob Taylor provided a brief summary of those documents, which were distributed to the Board, and answered questions about the Division's plans for 1987-88.

Also distributed was a letter describing the Institute for Advancement of Leadership, which is a part of the Oregon Leadership Academy. The Academy was established by COSA with a grant from the U.S. Department of Education. Its purpose is to improve staff development opportunities for administrators. Superintendent Maxwell said that Bob Taylor is a regional facilitator for the institute.

8B. Board members reviewed Marv Wilkerson's report on Special Education student enrollment for the start of the 1987-88 year. Urban program enrollment continues to grow, with an increase of 15 students over last year. Rural school and Pearl Buck Center enrollments have declined.

8C. Marv Wilkerson reported that the teacher mentor grant application approved by the Board last month has been awarded by the State Department of Education for implementation at Lane School. A training program and budget for the \$3,000 grant are being developed. A written project report is also planned. Wilkerson said it appears that the project could serve as a training model for teachers of students with severe behavior problems.

Geoff Colvin reported on implementation of the project. The mentor teacher, Joan Herburger, has had seventeen years of teaching experience, twelve of those with students with severe behavior problems. This year, she has been assigned as a teacher consultant to work with the Mapleton and Siuslaw rural areas.

8B School Enrollment

8C Mentor Teacher Grant Update 8. <u>Report</u> 8C Mentor Teacher Grant Update 8C. (continued)

The beginning Lane School teacher with whom she will work is Debra Blumberg, who has been a teacher aide at Lane School for the past two years. During that time Debra demonstrated that she has the exemplary skills to make her an excellent teacher.

Colvin said the grant will allow Debra to receive additional training for her difficult assignment, while Joan will be provided an additional opportunity to firm up her consulting skills.

- 8D. Director Weathers said he had attended the noon meeting of the Advisory Council for Handicapped Children. This meeting, the Council's first for the year, was organizational in nature. Weathers said some Council members feel that the organization's guidelines may need to be updated and asked that the Board and staff consider this need. Superintendent Maxwell said the staff will study the guidelines and Council members' concerns. He will bring a recommendation back to the Board at a future meeting.
 - 9. Future agenda items include:
 - A. Action on proposed policy on Community Use of Planetarium
 - B. Review and accept audit report
 - C. Action on proposed revision to Policy #205: Evaluation of Superintendent
 - D. Report on Direction Service
 - E. TMR Study Team report
 - 10.&
 - 11. No Executive Session was held.
 - 12. The next regularly scheduled meeting of the Lane ESD Board will be at 7 p.m., Tuesday, October 20, 1987, at the Lane ESD Center, 1200 Highway 99 North, Eugene.

8D Advisory Council for Handicapped Children

9. Future Agenda Items

Executive Session

Next Meeting

10.& 11.

12.

Lane ESD Board of Directors Meeting, September 15, 1987 Page 8

13. Adjourn

13. The meeting adjourned at approximately 9:15 p.m.

ice-Chairperson [len James G. Maxwell, Superintendent-Clerk

Attachments:

Superintendent's job description Process for review of agent-of-record for employee benefits

SR:jv 1/001 JOB DESCRIPTION

·		
NAME:		
DIVISION:	Administrative Services	
TITLE:	Superintendent	
QUALIFICATIONS:	 At least a Masters Degree and preferably a Doctorate in Education including an emphasis in educational administration. 	
	 Eligibility to hold an Oregon Teaching Certificate and Administrative Certificate with a Superintendent's Endorsement. 	
	 Three years' successful experience as an elementary or secondary classroom teacher, and demonstrated knowledge of the teaching/learning process. 	
	 Five years' experience in public school (or regional education service agency) administration, and demonstrated skills required for the management of multi-agency educational programs. 	
	 Demonstrated ability to meet and maintain open communication with public, educators, elected boards of education and the news media. 	
	6. Demonstrated leadership ability in an educational enterprise of a size comparable to that of the Lane Education Service District, including knowledge of principles of business management, labor relations and public employee bargaining, and the ability to exert leadership beyond the District in the state, region and nation.	
REPORTS TO:	Board of Education	
SUPERVISES:	Division directors, Executive Assistant for Information and Operations, Executive Assistant to the Superintendent/Board, and Administrative Secretary.	
JOB GOAL:	The Superintendent is to act as the chief executive officer of the district, providing leadership for all educational programs, and exerting leadership in all areas of the district operations.	
PERFORMANCE RESPONSIBILITY:	 Act as agent to the Board of Education in the execution of such contracts and agreements as are approved by resolution of the Board of Education. 	

attachm. 9/15/84

- 2. Serve as the Executive Officer of the Board of Directors and implement policies of the Board.
- 3. Serve as Clerk of the District.
- Prepare the agenda for each Board meeting in consultation with the Board Chairperson and provide recommendations on all issues upon which the Board takes action.
- 5. Participate in all deliberations of the Board when such deliberations do not involve the employment of the Superintendent.
- Administer the District in conformity with state and federal law, the adopted policies of the Board, and rules and regulations of the State Board of Education.
- 7. Develop and implement an annual management plan based on goals adopted by the Board.
- 8. Develop administrative procedures for implementing Board policy and provide a continuing appraisal of all policies originating with the Board.
- Direct the process of identifying, implementing, evaluating, modifying, and terminating educational service programs in accordance with the needs of the constituent districts.
- Coordinate the implementation and evaluation of all educational service programs mandated for ESDs by state statutes and administrative rules.
- Evaluate those members of the district staff who report directly to the Superintendent.
- 12. Recommend employees for appointment, promotion, transfer, demotion, suspension, and dismissal in accordance with the policies of the Board and Oregon revised statutes.
- 13. Assign certified and classified personnel, and develop and maintain a comprehensive labor relations plan.
- 14. Submit financial and other reports to the Board to keep it informed about the current status of the district's fiscal and other affairs.
- Serve as Executive Officer of the District Budget Committee.
- 16. Serve as Executive_Officer_of the School District Boundary Board.

- 17. Participate in state and national professional meetings and provide for attendance of other members of district staff for the purpose of keeping informed about current programs in education.
- 18. Serve as Executive Secretary of the Lane County School Boards Association and the local district superintendents' group.
- Coordinate methods of informing educators and the general public about the ESD, its financial structure, and its missions and goals.

TERMS OF12-month contract. Salary and benefits to beEMPLOYMENT:established by the Board.

EVALUATION:

Performance will be evaluated in accordance with the provisions of Board Policy, district procedures and the Superintendent's contract.

APPROVED BY:	DATE:
(Board Chairperson)	
REVIEWED BY:	DATE:
(Employee)	

9/87 14/040

attachm. 9/15/87

Education Service District 1200 Hwy. 99N P.O. Box 2680 Eugene, Oregon 97402

TELEPHONE:(503)689-6500

DATE:	September 9, 198	37		- •,	- ~	
TO:	Board Members		· · ·			
FROM:	Jim Maxwell		· · · ·	7		

SUBJECT:

Process for Reviewing Replacement of Agent-of-Record for Employee Benefits

Following is a calendar and timeline for the process for considering the engagement of an agent to assist the ESD with employee benefits insurance.

Completion Date	Tasks	
9/15/87	Negotiate termination date and conditions with current carrier	
9/Y7/87 2 /1/87	Review job description for position 1. Consultation to ESD in specifying bidding, negotiating and monitoring policies 2. Claims processing service	
2/16/88	Review alternative means for providing these services	
9/Y\$/\$7 3 /15/88	Recommendation to Board for method to cover tasks traditionally provided by agent-of-record for employee benefits	
9/19/87 4/1/88	Develop job description for outside service provider	
9/18/87 ±\$ 10/20/87 4/1/88 to 4/29/88	Seek and evaluate competitive proposals for services to be provided by outside agent	

yø/2ø/ø7 **5/17/8**8

Recommendation to Board for hiring of outside service provider.

JM:jv 6/017

EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE OR 97402

. Executive Session

2. Call to Order 2A Attendance

2B Communications

- 3. Statements
 - 3A Statements from Staff

Office of the Superintendent Tuesday, August 18, 1987

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, AUGUST 18, 1987

 An Executive Session of the Lane ESD Board of Directors was convened at 6 p.m., Tuesday, August 18, 1987, under provisions of ORS 192.660(1)(d) to discuss negotiations. All Board members were present.

The Executive Session was closed at approximately 6:45 p.m. No action was taken following the meeting. The Board reconvened in open session at 7:00 p.m.

2A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, August 18, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members Lois Copple, Chairperson Bill Lewellen Frank Nearing Glen Weathers

Beverly Ficek Doug McKay Jim Swanson

ESD staff Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Jeff Foreman Carol Abbott Jerry Miller

Richard Ellingboe Bob Taylor Sallie Rainville Bob Buroker Darien Gould

2B. The following communications were presented:

- A. Report of Activities: Resolution No. 8, Speech, Hearing and Audiological Services
- B. Board Planning Calendar, 1987-88
- C. Announcement of Lane County School Boards Association/Oregon School Boards Association Fall Legislative Update meeting
- D. Announcement of Oregon School Boards Association Collective Bargaining Workshop
- 3A. Bob Taylor reported briefly on an Onward to Excellence training session which he recently attended at the Northwest Regional Education Laboratory. He also attended the COSA/OSBA Curriculum Conference.

Lane ESD Board of Directors Meeting, August 18, 1987 Page 2

4. Consent Group

4. DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Consent Group agenda as Follows:

- A. APPROVES the minutes of July 21, 1987, as presented
- B. ADOPTS Board Policy No. 807: "Courier Service" as a part of the official Lane ESD Bylaws and Policies. The text of the policy is appended as an official part of the minutes of this meeting.

(Resolution #87-8)

C. ADOPTS the 1987-88 Lane ESD Board meeting calendar as attached to this resolution and the official copy of the minutes of this meeting.

(Resolution #87-9)

D. AMENDS Board Policies 320 and 424 "Grievance Procedure" as attached to this resolution and the official copy of the minutes of this meeting.

(Resolution #87-10)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

5A. Richard Ellingboe reviewed financial statements for July, 1987, including General Fund Revenue summary; General Fund Expenditures, including encumbrances; and Revenue/Expenditure summaries for Cooperative Purchasing, Science-Planetarium, and OTIS.

Bob Buroker distributed and reported on year-end fiscal statements.

5B. Jones and Roth will begin the final audit for 1986-87 on August 25. Richard Ellingboe said the process should be complete within two weeks, with a report ready for formal Board review no later than the October meeting.

5. Business Affairs 5A Financial Statements

5B Audit Update



Lane ESD Board of Directors Meeting, August 18, 1987 Page 3

6. Action Items 6A ESD Board Goals 6A. Board members discussed draft language for the ESD's short-term organizational goals for 1987-88 and made some suggestions for minor changes. They also reviewed a summary of the emphases contained in the draft language and a calendar for implementation of the goals.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors adopts the following 1987-88 organizational goals:

Goal #1: Within its fiscal resources, the ESD will provide programs and services that are requested by constituent school districts and/or required by Oregon Statute or Administrative Regulations. Programs provided by the ESD at the request of local districts will be those that they are unable to provide for themselves, or are better provided on a regional basis.

<u>Goal #2:</u> The ESD will provide information to constituent districts about services that meet regional agency criteria and are not presently being offered by the ESD.

<u>Goal #3:</u> The ESD will review and evaluate ESD programs and services. Program reviews will include, whenever possible, both measures of user satisfaction provided by the constituent districts and a comparison with recognized "best practices" in the field.

Goal #4: The ESD will maintain and enhance methods of informing educators and the general public about the ESD, its financial structure and its missions and goals.

Goal #5: The ESD will maintain and enhance a functional two-way communication system between the ESD and local school districts and among the ESD Board, administration and staff.

Goal #6: The ESD will encourage and support staff members to develop and improve skills necessary to effectively carry out their job roles and to use their experience, knowledge, and creativity in helping to develop plans and policies for ESD operations. Lane ESD Board of Directors Meeting, August 18, 1987 Page 4

6. Action Items 6A ESD Board Goals 6A. (continued)

<u>Goal #7:</u> The ESD will maintain financial stability with its revenues and expenses in balance. The financial position of the ESD will be regularly documented and communicated to the staff, Board and interested citizens.

Goal #8: The ESD will use a team management approach which stimulates creative thinking, provides an open and critical forum for ideas, balances individual programs with overall organizational needs and provides a support system for problem solving.

<u>Goal #9</u>: The ESD will maintain and monitor a comprehensive labor relations plan.

Goal #10: Lane ESD programs and services each will have goals and objectives stated in a consistent format.

<u>Goal #11:</u> The ESD will be involved in the legislative and rule making processes of state government. An advocacy position for cost effective, cooperative educational services will be maintained. Activities of legislative interim committees and rule making administrative agencies which have an impact for the ESD and its services to local districts will be identified, analyzed, and monitored.

(Resolution #87-11)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

Superintendent Maxwell also called attention to Board Policies 103 "Organizational Goals" and 104 "Educational Goal Setting," as a part of the Board's continuing process of reviewing policies.

6B. Board members discussed the process for considering employment of an agent to assist the ESD with employee benefits insurance.

6B Review of Insurance Agent-of-Record 6. Action Items 6B Review of Insurance Agent-of-Record 6B. (continued)

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board approves the following process for review of the ESD's employee benefits insurance agent-of-record:

<u>9/15/87</u> Negotiate termination date and conditions with current carrier

- 9/15/87 Review job description for position
 - Consultation to ESD in specifying bidding, negotiating and monitoring policies
 - 2. Claims processing service

Review alternative means for providing these services

<u>9/15/87</u> Recommendation to Board for method to cover tasks traditionally provided by agent-of-record for employee benefits

<u>9/15/87</u> Develop job description for outside service provider

<u>9/16/87-</u> Seek and evaluate competitive proposals <u>10/20/87</u> for services to be provided by outside agent

10/28/87 Recommendation to Board for hiring of outside service provider.

(Resolution #87-12)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES

6C. The terms of two Budget Committee members, Karen Hemmingsen and Alan Petersen, expired on June 30.

Ms. Hemmingsen's position is one of two representing ESD Board Zones 1 and 2 (Eugene School District). The other position represents Zone 3 (Springfield School District).

6C Budget Committee Positions Lane ESD Board of Directors Meeting, August 18, 1987 Page 6

- 6. Action Items 6C Budget Committee
 - Positions

6C. (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board authorizes the Superintendent to contact Bugene and Springfield School District superintendents to request nominations to the ESD budget Committee representing Zones 1/2 and Zone 3.

(Resolution #87-13)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- 6D Advisory Council for Handicapped Children
- 6D. Board members received a letter from Hope Glassco submitting her resignation from the ESD Advisory Council for Handicapped Children. Mrs. Glassco has moved from the area.

In her letter, Mrs. Glassco mentioned a concern about Direction Service which she had raised at a recent Council meeting. She said Direction Service provides a valuable service, but she is concerned with how it can deliver independent and objective guidance to parents while being funded and taking direction from the ESD and local school district administrators.

Superintendent Maxwell said the issue referred to is one that both the Direction Service staff and the ESD staff continue to deliberate.

Board members asked that the relationship between Direction Service and the ESD be reviewed administratively, with input from legal counsel as needed.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Lane ESD Board accepts the resignation of Hope Glassco from membership in the Advisory Council for Handicapped Children and expresses its thanks for the service she has given.

(Resolution #87-14)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6.	Action Items		1 · · ·	
•	6E	Personnel	Report	and
· .		Actions		

6E. The Board reviewed the monthly personnel report and background material provided by the Superintendent and Richard Ellingboe.

1.1.1.1.1.1.1.1.1

10.38

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD requests that the Teacher Standards and Practices Commission (TSPC) issue an emergency certificate to teach mildly handicapped learners for the 1987-88 school year to Ron Sherman. The party for which certification is requested has filed an approved HLE certification program.

(Resolution #87-15)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the following personnel actions, according to the Superintendent's personnel recommendations:

> Employ certificated staff members: Martha Bruland Donna Jenson

Accept resignation of certificated staff member: Debra McGee

(Resolution #87-16)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

6F. Board members reviewed a copy of an application for Mentor Teacher Program grant funds. Funds were made available through the Professional Development and School Improvement Act in the closing days of the 1987 Oregon Legislative Session. One of the goals of the legislation is to provide "mentoring" assistance by experienced teachers to first year teachers. The legislation was reviewed by Geoff Colvin and Marv Wilkerson, who determined that the program would fit in very well with professional development work planned

6F Mentor Teacher Program

Lane ESD Board of Directors Meeting, August 18, 1987 Page 8

6. Action Items 6F Mentor Teacher

Program

6F. (continued)

for Lane School. If received, the grant will provide \$6,000 to assist two master teachers to give special assistance throughout the year to two beginning teachers in the program.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane BSD Board of Directors approves the application to the State Department of Education for Mentor Teacher Program grant funds and authorizes establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant amount of \$6,000 upon receipt.

(Resolution #87-17)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- 7A. Board members were provided an outline of the ESD service resolution process. The resolution package will be presented for Board review at the November meeting, with approval of the package requested in December.
- 7B. Board members first reviewed a draft job description for the Superintendent last fall. Following that time, Chairperson Copple said, she and Director Nearing met with Joe Richards to seek his counsel and input. A redrafted description incorporating Richards' suggestions was distributed for the Board's further review.

Board members pointed out two minor changes that will be incorporated.

Chairperson Copple recommended that the job description be approved by the Board at its next meeting, if there are no further suggestions for change. The description will then become a part of the contract between Board and Superintendent, as referenced in the contract.

- 7. <u>Discussion Items</u> 7A Service Resolution Process
 - 7B Superintendent's Job Description

7. <u>Discussion Items</u> 7C Board Chair's Committee Appointments

8.

- ESD Bylaws deleg to make these ap tionally has rev
- Reports 8A Oregon Museum Park Commission

8B Evaluation of Planetarium Services to Public Schools

8C OTIS Testing Services

8D Drug-Free Schools Consortium Grant

- 7C. Chairperson Copple reviewed with Board members her proposed appointments to standing committee and liaison positions.
 - ESD Bylaws delegate authority to the chairperson to make these appointments. The Board traditionally has reviewed them and expressed its support by resolution.
- 8A. Minutes of the June 30, 1987, meeting of the Oregon Museum Park Commission Board of Directors were distributed and briefly reviewed by Director McKay.
- 8B. A survey of user opinions about the Science/ Planetarium program has been completed. This is a part of the ongoing process of evaluating ESD programs and services. An executive summary was distributed and the complete evaluation report is available for review. Bob Taylor provided a brief overview of the evaluation process, pertinent points in the report, and recommendations.

Taylor also introduced Darien Gould, who has been hired as the replacement for Bill Suggs for the 1987-88 school year. Taylor and Ms. Gould briefly summarized their plans for the year, especially as they relate to recommendations of the study. Ms. Gould said she was looking forward to working with teachers during the year.

Board members discussed the survey and future plans for the Planetarium. They welcomed Ms. Gould and thanked her for coming to the meeting.

- 8C. Wyatt Rosenbaum thanked Jerry Miller for his special efforts with the OTIS Testing Program during the year. Miller distributed copies of the Annual Report for Testing Services and presented a brief overview of the report.
- 8D. At its June 23 meeting, the Board approved submission of a grant application for federal funds from the "Drug-Free School Act." Bob Taylor reported that his proposal was reviewed by the Lane County Student Retention Initiative Advisory Council and has been submitted to the State for approval.

Lane ESD Board of Directors Meeting, August 18, 1987 Page 10

- 8. 8D. (continued) Reports **8**D Drug-Free Schools Consortium Grant Taylor gave a brief summary of major elements of
- Future Agenda Items 9.

Executive Session

Next Meeting

Adjourn

the proposal. The complete grant application is available for review in the ESD office.

- 9. Future agenda items include:
 - Α. Ratify Board Chair's committee appointments
 - в. Skipworth Study Team Report
 - c. TMR Study Report
 - D. Curricululm/Staff Development/Media plan of work
 - Ε. Affirmative Action report
 - F. Report on school opening/enrollment
 - G. Proposed Policy on community use of Planetarium facilities
 - н. Approve Superintendent's job description.
- 10. &
- 11. No Executive Session was held
- 12. The next regularly scheduled meeting of the Lane ESD Board will be at 7 p.m., Tuesday, September 15, 1987. This meeting will be held at the Skipworth Juvenile Detention facility at 2411 Centennial Boulevard.
- The meeting was adjourned at approximately 9 p.m. 13.

a Chairperson Copple,

mes G. Maxwell, Superintendent-Clerk

Attachments to official minutes: Policy 807 "Courier Service" 1987-88 Board Meeting Calendar Policies 320 and 424 "Grievance Procedure"

SR:jv 3/006

10. &

11.

12.

13.





Light Education Service District 1200 Hwy. 99N P.O. Box 2680 Eugene, Oregon 97402 TELEPHONE:(503)689-6500

DATE: August 12, 1987

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Lane ESD Board Meeting Calendar, 1987-88

Regular meeting dates for 1987-88 are as follows:

August 18 September 15 October 20 November 17 December 15 January 19 February 16 March 1 (Budget Committee) March 8 (Budget Committee) March 15 (Budget Committee and Board meeting) March 29 (Budget Committee) (if needed) April 19 May 17 June 21

Meetings will regularly begin at 7 p.m., and will be held at the Lane ESD Center, 1200 Highway 99 North. Public notice will be given of any changes in time or place.

SR:1t 1/025

No. 320 & No. 424

CERTIFICATED STAFF

PROPOSED AMENDMENT GRIEVANCE PROCEDURE

The intent of this procedure is to facilitate the resolution of employee grievances and complaints. The purpose is to contribute to good human relations in the workplace, to maintain good employee morale and to achieve maximum efficiency within the organization.

The following procedures may be initiated by an employee in the event she/he believes employee personnel policies are not administered in accordance with the intent of the policy.

- R/ R grievance is defined as a dispute over:
 - I. An alleged figlation, misinterpretating of misapplication of the Agteement between Lane ESP Boata and Lane ESP Education Association/
 - 21 BØAYA BYLANS ANA PØLICIES ØF RAMINISKTATIVE RULES ANA REGULATIØNS/ IT AN EMPLØYEE IS BISCIPLINED TØF AN ALLEGED INTFACTION ØT TNØSE BYLANS/ PØLICIES/ RULES/ AND REGULATIØNS/
 - B. No employee shall be disciplined, reprimanded or reduced in rank or compensation without just ¢aus¢ due process. Th¢ Bøata shall nøt find any a¢tiøn that has b¢¢h gti¢v¢d tø b¢ Withøut just ¢aus¢ in th¢ abs¢n¢¢ of btøøf that su¢h a¢tiøn vas atbittaty of ¢apti¢iøus øt tak¢n in bad faith øt in viølat tiøn øf th¢ lav/
 - C. A grievance shall be considered as timely if presented within ten (10) working days of occurrence, or of the first date upon which the employee knew or upon the exercise of reasonable diligence could have known of such occurrence.
 - D It is the intent of the District that differences be resolved at the lowest possible level and in all cases other than suspension or termination, the employee shall continue to carry out the regularly assigned duties.

page 1/3

Attachn. 8/18/87

No. 320 & No. 424

GRIEVANCE PROCEDURE - page 2 (continued)

2.

3.

E. Any grievance shall proceed through the following steps:

Step 1 - An attempt shall be made to resolve the grievance by informal discussion between the employee and the supervisor. At this step, an employee may be represented or accompanied by an Association representative. The supervisor has five (5) working days in which to respond.

Step 2 - At the end of this time, if the supervisor has not responded, or if a decision has not been reached which is satisfactory to the parties, the employee has five (5) working days to present the grievance in writing to the division director.

The written grievance shall include all the known facts, the provision of the Agreener of written policy alleged to have been violated, and the corrections sought. The grievant may be accompanied by a representative of the Association at this step. The division director will reply in writing to the employee within five (5) working days after receipt of the written grievance.

Step 3 - If a decision has not been reached which is satisfactory to the parties, the employee may, within five (5) working days of receipt of the division director's answer or lack of response, refer the grievance to the Superintendent. The parties shall meet within ten (10) working days and shall put in writing any settlement worked out and send it to all parties. Any settlement agreed to shall be final and binding on all parties. If no settlement is reached at the Superintendent level, then the question shall be referred in writing to the Board. The grievant may be accompanied by a representative of the Association at this step.

Step 4 - If no *pipding decision* resolution is reached at Step 3, the grievant may refer the grievance to the Board within ten (10) working days. The Board shall afford an opportunity for all parties related to the grievance to present their views at its next regular meeting or not later than twenty (20) working days following receipt of said grievance. The Board shall render its decision, in writing, within five (5) working days following the close of the hearing. The decision of the Board shall be final.

Nothing shall be construed to deny the Board its right to grant the grievance and the remedy sought without holding a hearing.

page 2/3

No. 320 £ No. 424

GRIEVANCE PROCEDURE - page 3 (continued)

- F. If, in the judgment of the Association, a clearly defined grievance affects a group or a class of employees in more than one department, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall commence at Step 3.
- G/ TNELE SNALL DE NO LEDLISALS DY EILNEL OL LNE DALLES AGAINSL EMPLOYEES/ EQUINISLIALOIS/ OL BOALD MEMDELS DY LEASON OL ANY DALLICIDALION IN LNIS GLIEVANCE DLOCEDLLE/

Date Adopted: March 18, 1986 Date Revised: May 20, 1986 (effective July 1, 1986) Date Revised:

page 3/3

Attach 8/18/87

POLICY

Lane Education Service District

(PROPOSED)

No. 807

OPERATIONS

COURIER SERVICE

Statement of Purpose:

The Board of Directors of the Lane Education Service District recognizes the establishment of a courier program to provide approved service to its constituent districts.

This policy prohibits the use of the courier service where other legitimate options are more appropriate and/or cost effective, including but not limited to the U.S. Postal Service and private carriers such as United Parcel Service.

Function:

The courier service will provide for the delivery and pick-up of ESD Media Library materials, the delivery of items from other ESD departments, inter-district communications, and the pick-up and delivery of audio-visual materials and equipment.

Implementation:

It shall be the responsibility of the administration to develop and maintain regulations and guidelines which conform to the intent of this policy. These procedures will include, but not be limited to, the development of schedules which provide the required services in a cost effective manner, guidelines for courier use and the regulations for monitoring use of courier service.

Date Adopted: Date Revised:

page 1/1

attachm). 8/18/87

800-8

EAGLATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE OR 97402

1. Executive Session

2. Call to Order 2A

Attendance

Office of the Superintendent Tuesday, July 21, 1987

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, JULY 21, 1987

1. An Executive Session of the Lane ESD Board of Directors was convened at 6 p.m., Tuesday, July 21, 1987, under provisions of ORS 192.660(1)(d) to discuss negotiations. All Board members were present.

The Executive Session was closed at approximately 7 p.m. No action was taken following the meeting. The Board convened in open session immediately following.

2A. A regular meeting of the Lane ESD Board of Directors was called to order at approximately 7:00 p.m., Tuesday, July 21, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members: Frank Nearing, Chairperson Lois Copple Beverly Ficek Doug McKay Glen Weathers

Bill Lewellen Jim Swanson

ESD staff: Jim Maxwell, Superintendent

Wyatt Rosenbaum Jeff Foreman Carol Abbott Jerry Miller

Richard Ellingboe Sallie Rainville Bob Buroker Frank Landrum

2B Communications 2B. The following communications were presented:

- Α. Letter from parent thanking TMR support staff members Ali Erickson and Dawn Stahlberg for their help with their child's behavior disorder
- в. Minutes of first meeting of Lane County School Business Officials group, which has been organized with the help of Richard Ellingboe and Bob Buroker
- 1986-87 Report on International Classroom c. Visitors Program
- Letter from SDE coordinator of Instructional D. Technology, thanking Frank Landrum for his help with writing Library Information Skills Curriculum Guidelines

Lane ESD Board of Directors Meeting, July 28, 1987 Page 2

- 2. <u>Call to Order</u> <u>2B</u> Communications
 2B. (continued)
 E. Letter of thanks sent at request of Board member to staff members who recently resigned.
 - F. Memo from Richard Ellingboe updating Board on support received from the new auditing firm, Jones and Roth.
 - 3A. Superintendent Maxwell announced that the ESD Media Services Division has been recognized as a model learning resource program by the Association for Educational Communications and Technology (AECT). Frank Landrum showed a portion of the AECT audio-visual presentation which highlights the award winning programs. Board members received copies of the AECT publication "Learning Programs That Make a Difference" and the certificate of merit.
 - 3B. Copies of a memo from Chris Dudley, OSBA Executive Director, were distributed. Chairperson Nearing encouraged Board members to review the memo which requested names for consideration by the OSBA nominating committee.
 - 3C. Superintendent Maxwell provided an update on procedures for filling the Planetarium Director vacancy created by Dr. Suggs' resignation.

4. DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent group agenda as follows:

- A. APPROVES the minutes of June 23, 1987, as presented
- B. AMENDS the following Board policies as attached to the official copy of these minutes:
 - 302: Employment of Certificated Staff
 - 304: Disqualification by Reason of Physical or Mental Condition
 - 308: Renewal of Nontenured Staff
 - 309: Sick Leave
 - 312: Professional Growth Requirements
 - 314: Bereavement Leave
 - 315: Critical Illness Leave
 - 403: Assignment and Transfer of Classified Staff

3. <u>Statements</u> 3A Meritorious Award

for Media Services Programs

3C Planetarium Vacancy

OSBA Memo

4. Consent Group

3B



Page 3 Board of Directors Meeting, July 23, 1987

4. Consent Group

D.

E.

411: Sick Leave

412: Bereavement Leave

413: Critical Illness Leave

(Resolution #87-1)

C. DELETES the following policies from its Bylaws and Policies effective as of this date. Copies of the deleted policies are attached to the official copy of the minutes of this meeting.

417: Holidays 421: Disciplinary Action

(Resolution #87-2)

RE-AFFIRMS as its official statement of policy the Bylaws and Policies of the Lane Education Service District, as adopted May 20, 1980, and subsequently amended, including amendments adopted as a part of this motion.

(Resolution #87-3)

AMENDS June 23 Resolution 86-117 in order to authorize application for and acceptance of Vocational Education Regional cooperative carryover grant funds in the approximate amount of \$16,000. ADTHORIZES the appropriation of said funds, upon receipt, to the Vocational Education Grant I Fund (Fund 278/000/4500).

(Resolution #87-4)

F. ACCEPTS the personnel report as submitted and approves the following personnel actions recommended by the Superintendent:

Resignation: Robert Cattoche

(Resolution #87-5)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON AND WEATHERS VOTING YES.

5A. Richard Ellingboe reviewed financial statements for June, 1987, including General Fund Revenue summary; General Fund Expenditures, including encumbrances; and Revenue/Expenditure summaries for Cooperative Purchasing, Science-Planetarium, and OTIS.

5. <u>Business Affairs</u> 5A Financial Statements Lane ESD Board of Directors Meeting, July 2, 1987 Page 4

- 6. Action Items 6A Elect Board Officers
- 6A. Chairperson Nearing declared nominations open for the position of Board Chairperson.

Director Lewellen nominated Lois Copple.

Director Ficek seconded.

THE VOTE WAS UNANIMOUS.

Chairperson Nearing declared Lois Copple elected as Chairperson of the Lane ESD Board for 1987-88.

Chairperson Nearing declared nominations open for the position of Board Vice-Chairperson.

Director McKay nominated Bill Lewellen.

Director Swanson seconded.

THE VOTE WAS UNANIMOUS.

Chairperson Nearing declared Bill Lewellen elected as Vice-Chairperson of the Lane ESD Board for 1987-88.

Discussion Items77AReview of ContractedService Providers

7.

7A. Board Policy 808 specifies that at the July meeting the Superintendent will identify the contracted service providers which are due for formal review during the ensuing fiscal year. The Board reviewed a brief summary of services provided by each vendor covered by this policy: legal counsel, labor relations consultant, auditor, and agents-of-record for both employee benefits insurance and property/casualty insurance.

The contract between Smith & Crakes, the current employee benefits agent-of-record, expires December 31, 1987, and is scheduled for formal review during this year. Superintendent Maxwell recommended that the review begin immediately and be completed by November 30.

The other provider scheduled for formal review during this fiscal year is the position of legal counsel. Superintendent Maxwell recommended that this review be delayed until later in the year.

7B. Board members reviewed a working paper comparing district goals for 1986-87 with drafts of goal statements for 1987-88.

The Superintendent highlighted new emphases contained in the draft goal language and encouraged additional Board discussion toward ensuring that the goals reflect the Board's intentions for the year.

7B ESD Board Goals

7. Discussion Items 7C Review Current Board Committee Appointments

Page 5

7D First Reading: Proposed Policy on Courier Program

7E Board Meeting Calendar

7F Proposed Policy: Community Use of Planetarium Facilities

7G First Reading: Proposed Revision to Grievance Procedure Policies 7C. An action item for the August or September meeting will be ratification of the Chairperson's appointments to Board committee and liaison positions. A list of 1986-87 assignments was distributed for review.

Chairperson Nearing encouraged Board members to carefully consider these assignments.

7D. Board members reviewed the first draft of a new Board Policy on Courier Service and related Administrative Regulations.

The Courier Program has operated for many years by Administrative Regulations without direct support of policy. In recent years, the legal status of ESD/school district courier systems has been tested and clarified in the courts. Another factor that may affect courier services is that labor unions have become active in seeking access to them.

The draft policy and administrative regulations provide a basis for Administration to address such issues.

- 7E. An action item for the August meeting will be adoption of the Board calendar for 1987-88. Board members reviewed a proposed calendar based on the same schedule that was followed in 1986-87 (regular business meeting on the third Tuesday of the month, beginning at 7 p.m.).
- 7F. Superintendent Maxwell said he wanted to provide the WISTEC staff further opportunity to review the proposed policy on community use of Planetarium facilities. He said that WISTEC Director Alice Carnes and its Board Chair are currently on vacation.

The Superintendent said he anticipated that the review would happen no later than the September Board meeting. At that time, the proposal, with any modifications that may be suggested, will be brought to the Board with a recommendation for action. In the meantime, according to Board Bylaws, the proposal will remain open for further discussion.

7G. The proposed revision to grievance procedure policies has been changed from that reviewed by the Board in June. The change takes into account the agreement in principle which has been reached between the ESD and LCEA that a contract Lane ESD Board of Directors Meeting, July 28, 1987 Page 6

7. Discussion Items 7G First Reading: Proposed Revision to Grievance Procedure Policies

Vocational Education

Regional Coordinator

Property/Casualty Insurance Report

Legislative Update

7G. (continued)

grievance procedure will be included in the Collective Bargaining Agreement. Richard Ellingboe reviewed rationale for the proposed revision. He said the suggested policy language has been revised to reflect the philosophy that the purpose of policy grievance procedure is to enhance communication among the staff. The redrafted language also deletes references to the Agreement, and adds language to make it clear that the Board retains the right to make the final decision.

Superintendent Maxwell and Ellingboe answered Board member questions.

- 8A. Superintendent Maxwell reviewed the Executive Summary of the Evaluation report for Regional Coordinator Services in Lane County.
- 8B. Director McKay reviewed the June 30 meeting of the Oregon Museum Park Commission. At the meeting, Commission members voted not to "sunset" the museum, but to meet less often. Administrative staff for the sponsoring agencies will continue to meet in order to keep the concept alive. He also reviewed a concept paper which discusses plans for a Forest Heritage Center to be incorporated with the present county historical museum.
- 8C. Board members reviewed a summary of coverages purchased by Fred Greatwood, agent for Tromp and McKinley Insurance. Richard Ellingboe said the ESD is fortunate to have equal or better coverage in all areas for the same cost as 1986-87.

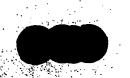
8D. Jeff Foreman provided an update on bills which the ESD staff has been tracking through the legislative process.

- 9. Future agenda items include the following:
 - A. Board Chair's committee appointments
 - B. Review Budget Committee positions
 - C. Board Policy Amendments

10.& 11. Executive Session

Future Agenda Items

- 10.&
- 11. No Executive Session was held.



8.

Reports

Program

OMPC

8A

8B

8C ·

8D

9.

Board of Directors Meeting, July 23, 1987

Page 7

12. Adjourn

12. Director Nearing thanked Board members for their help and cooperation during his year as Board Chairman.

The meeting adjourned at approximately 8:15 p.m. U unk 1 AnC Frank Nearing, Chairperson ames G. Maxwell, Superintendent-Clerk

Attachments to Official Minutes:

Amended Board Policies as listed

Deleted Board Policies as listed

SR:jv 3/001

No. 302 ·

CERTIFICATED STAFF

EMPLOYMENT OF CERTIFICATED STAFF

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, fix the compensation and establish the term of employment for each person filling a contractual position. Such approval shall be given only to those candidates for employment recommended by the Superintendent. The Superintendent or designee shall appoint all persons employed in the non-contractual positions.

The Board will observe and adhere to the requirements of ORS 342.515 in hiring certificated staff members. The Board may hire a member of the family or bona fide dependent of an employee of the District in a position in which there would be direct supervision, appointment or grievance adjustment authority exercised by either employee relative to the other (under ORS 659.340(2)) after due deliberation and consultation with staff and upon finding that:

- 1. The position is classified by the Teachers Standards and Practices Commission as one for which there are insufficient applications in the teaching endorsement or in the region, or
- 2. There is not a suitable number of qualified applicants, or
- 3. The relative or dependent is exceptionally well-qualified when compared to other applicants, or
- 4. It is unlikely any other equally qualified or superior candidate can be located within a reasonable period of time by reasonable recruitment methods, or
- 5. Alternate means of evaluation and/or grievance adjustment which removes the relative or dependent from the process are available, feasible, and reasonably likely to work effectively.

300-3

page 1/3

attachment 8/28/87

No. 302

Staff - page 2

CERTIFICATED STAFF

As used in this policy, "member of the family" means the wife, husband, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent or stepchild.

Any candidate who is hired and who is subsequently determined to have misrepresented facts material to his/her qualifications for employment or material to the determination of salary shall be subject to dismissal. The Board shall consider such misrepresentation grounds for dismissal.

The employment of certificated employees prior to approval by the Board is authorized when their employment is required to maintain the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with the following guidelines:

- 1. Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.
- 2. The Superintendent may be aided in screening and interview activities by a committee of appropriate ESD staff members and representatives of constituent districts. The screening and interview committee shall not be the same for any one position.
- 3. The screening and interview committees shall not be composed of the same membership for any two different positions within any twelve-month period. This is not to be construed to apply to situations where committees may be screening for more than one vacant position. Other exceptions may be approved by the Superintendent.

300-4

page 2/3

No. 302

Staff - page 3

CERTIFICATED STAFF

⊈/ 3. The screening and interview committees shall interview at least two (2) candidates for each position whenever possible. The interview committee shall recommend a minimum of two (2) whenever possible.

\$/ 4.

One candidate will be recommended by the Superintendent to the Board for election to the vacant position.

ORS 342.505, ORS 659.131

Date Adopted:	May 20, 1980
Date Revised:	April 21, 1981
Date Revised:	January 24, 1984
Date Revised:	August 19, 1986

page 3/3

attach 7/23/87

No. 304

CERTIFICATED STAFF

DISQUALIFICATION BY REASON OF PHYSICAL OR MENTAL CONDITION

The Board reserves the right to place an employee on sick leave or $f \notin f / f \notin dismiss$ an employee for physical or mental disability to perform assigned duties.

In the case of a certificated staff member who, in the opinion of the Superintendent, is unfit for employment in this District or in any public school district of the state by reason of physical or mental condition, the following procedure shall be followed:

- 1. The Superintendent shall present to the Board reasons for questioning the physical or mental condition of the employee.
- 2. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, it shall order said employee be given written notice of the reasons in ordinary and concise language and an opportunity to appear before the Board within ten (10) days to explain or refute the reasons.
- 3. Should the Board choose to offer a hearing and should the employee choose to accept that offer, the hearing shall be conducted in accordance with the following rules:
 - a. Staff members may be represented by an individual of the employee's own choice.
 - b. Staff members may present witnesses on their behalf.
 - c. Witnesses need not be sworn to present testimony, but may be required to respond to questioning or cross-examination.
 - d. The hearing will be closed unless the employee requests the hearing to be public.

page 1/2

attent \$ 23/87

No. 304

Disqualification - page 2

CERTIFICATED STAFF

- 4. Should the Board, following the hearing (if requested by the employee), order an examination, said examination may be conducted by a physician designated by the Board and compensated by the Board.
- 5. The examination shall be conducted within ten (10) days following the hearing.
- 6. IT AS A TESUIT OT SUCH EXAMINATION, THE EMPLOYEE IS TOUND TO BE UNTIT TO BETTOIN ASSIGNED BUTTES, THE EMPLOYEE SHAIL BE BLACED ON SICK LEAVE UNTIL HIS/HET CUTTENT AND ACCUMULATED SICK LEAVE HAS BEEN EXHAUSTED. IT AT THAT TIME, SATISTACTORY TECOVERY HAS NOT TAKEN BLACE TO BETMIT THE EMPLOYEE TO TETUTE TO HIS/HET BUTTES, THE EMPLOYEE SHAIL BE BLACED ON DISABILITY STATUS UNTIL THE BOATD TECEIVES BTOOT OF SATISTACTORY TECOVERY.

If, as a result of such an examination, the employee is found to be incapable of performing assigned duties, the employee shall be placed on sick leave until the employee provides the district with a satisfactory medical release to return to work. In the event the employee exhausts his/her sick leave, the employee shall be granted a twenty (20) day unpaid leave of absence. After twenty days, the employee will either provide the district with a satisfactory medical release or be placed on an unpaid leave of absence for the remainder of the school year. If the Board of Education determines the employee is unable to resume responsibilities for the following school year, it may terminate the employee on August 1. Cite ORS 342.545.

7. Shønla an empløyee ternse tø submit tø examination rølløning the exhanstion of prøpet appeals, the Bøata shall considet dismissal føt ternsal tø ødey this pølicy.

Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider the options available under ORS 342.835 (Probationary Teacher) or ORS 342.875 (Suspension; Reinstatement).

ORS 342.545, 342.865, 342.875

Date Adopted: May 20, 1980 Date Revised:

page 2/2

No. 308

CERTIFICATED STAFF

NONRENEWAL /DISMISSAL OF CERTIFICATED STAFF

The Board of Directors has an obligation to the constituent districts and the citizens of this District to employ the best professional staff possible in terms of training and ability to meet the educational needs of constituent districts and their staffs and students. It shall meet that obligation by retaining only those professional staff members who meet those standards.

The Board shall consider such recommendations in accordance with statutory requirements and the procedures set forth in District administrative regulations.

ORS 342.513

Date Adopted: May 20, 1980 Date Revised: March 3, 1981

page 1/1

attachm): 8/28/81

No. 309

CERTIFICATED STAFF

SICK LEAVE

The Board shall, in accordance with law, provide for a compensated leave of absence for any employee who is compelled to be absent from duty because of accidental injury, illness or quarantine.

The Board reserves the right to specify, within the limits of the statutes, the

- 1. Total allowable sick leave;
- 2. Manner of proof required of injury or illness;

3. Records maintained of sick leave use; and

4. Discipline to be enacted for misuse of sick leave.

Employees employed full time (five days per week and forty hours per week) are entitled to ten (10) days sick leave or one (1) day per month each fiscal year commencing on the first day of employment. Those employed part-time are entitled to sick leave computed on a pro-rata basis, if they work at least twenty (20) hours per week.

Should a part-time employee be transferred from a day of less than full time to one of greater time, said employee's accumulated sick leave days shall be reduced in inverse proportion to the increased length of the work day. (Accumulated sick leave hours shall remain the same.)

Unused sick leave may be accumulated without limit. If an employee transfers to another school district covered by the provisions of ORS 342.596, however, no more than 75 days (600 hours) may be transferred for sick leave purposes.

The earned sick leave of any newly hired employee who has been employed by another school district, whose employment was terminated for reasons

page 1/2

attachm 8/28/807

No. 309

CERTIFICATED STAFF

Sick Leave - page 2

other than action initiated by that school district for cause, and who is hired by this District within one (1) year of such termination shall be allowed to transfer up to ten (10) days per year of service and a maximum of seventy-five (75) days of accumulated sick leave. Such transfer shall be made at the initiative of the employee and shall be credited only after thirty (30) days of employment by this District.

For purposes of determining retirement benefits, the local governing board is required to permit a school employee to transfer an unlimited number of days of unused accumulated sick leave from another Oregon district employer.

Whatever the claim of disability, no day of absence on which any employees of the District have engaged in a concerted work stoppage shall be considered a sick leave day.

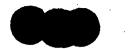
Whatever the claim of disability, no day of absence on which the employee sought, prepared for, or engaged in other gainful employment shall be considered a sick leave day.

The Superintendent may grant extended sick leave without pay at his/her discretion and upon request of the employee. The Board may grant extended sick leave with pay at its discretion and upon request of the employee. Board consideration of such requests will be based upon quidelines developed for that purpose.

Cite ORS 342.596.

Date Adopted: May 20, 1980 Date Revised: March 3, 1981

page 2/2



No. 312

CERTIFICATED STAFF

PROFESSIONAL GROWTH REQUIREMENTS

The Board believes that continued professional growth and the exercise of educational leadership needed and expected from ESD certificated staff members will require on-going, regular academic study and professional-growth experiences. The Board of Education supports the standards set by the Teachers Standards and Practices Commission and experies AXI requires all certificated employees to meet the licensing standards as a minimum standard. The Board further encourages and supports appropriate professional development in addition to the licensing standard.

The guidelines for the implementation of such professional growth will be set forth in administrative regulations. It is the Board's intent that the staff evaluation process will provide a major vehicle for the implementation of this policy.

Date Adopted: May 20, 1980 Date Revised:

page 1/1

18/23/207

POLICY

No. 314

CERTIFICATED STAFF

BEREAVEMENT LEAVE

The Board shall provide for a certificated employee's absence for bereavement leave in the event of the death of a member of the employee's immediate family.

For purposes of this policy "immediate family" is defined to mean: "spouse, children (including adopted or foster children), mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and grandchildren."

The specific oforisions governing application of this dolicy will be contained in administlative tegnlations/ The Boald teselves the tight to specify the mannet of proof tegnited for the use of deteavement leave/

Date Adopted: May 20, 1980 Date Revised:

page 1/1

<u>No. 315</u>

CERTIFICATED STAFF

CRITICAL ILLNESS LEAVE

The Board shall provide for a certificated employee's absence for emergency critical illness in the employee's immediate family.

For purposes of this policy, "immediate family" is defined to mean: "spouse, children (including adopted or foster children), grandchildren, mother, father, mother-in-law, father-in-law, brother and sister."

The specific oforisions goferning the application of this dolicy will be contained in the administrative regulations. The board reserves the right to specify the manner of ordof regulted for the use of critical illness leavel

Date Adopted: May 20, 1980 Date Revised: September 1, 1981

page 1/1

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POLICY

No. 403

CLASSIFIED STAFF

ASSIGNMENT AND TRANSFER OF CLASSIFIED STAFF

The judicious placement of employees within the District is concomitant to the employment of qualified and competent personnel for the successful functioning of the District.

Responsibility for the assignment and transfer of classified employees shall be vested in the Superintendent.

Date Adopted: May 20, 1980 Date Revised:

page 1/1

No. 411

CLASSIFIED STAFF

SICK LEAVE

The Board shall, in accordance with law, provide for a compensated leave of absence for any employee who is compelled to be absent from duty because of accidental injury, illness or quarantine.

The Board reserves the right to specify, within the limits of the statutes, the

- 1. Total allowable sick leave;
- 2. Manner of proof required of injury or illness;
- 3. Records maintained of sick leave use; and
- 4. Discipline to be enacted for misuse of sick leave.

Employees employed full time (five days per week and forty hours per week) are entitled to ten (10) days sick leave or one (1) day per month each fiscal year commencing on the first day of employment. Those employed part-time are entitled to sick leave computed on a pro-rata basis, if they work at least twenty (20) hours per week.

Should a part-time employee be transferred from a day of less than full time to one of greater time, said employee's accumulated sick leave days shall be reduced in inverse proportion to the increased length of the work day. (Accumulated sick leave hours shall remain the same.)

Unused sick leave may be accumulated without limit. If an employee transfers to another school distict covered by the provisions of ORS 342.596, however, no more than 75 days (600 hours) may be transferred for sick leave purposes.

For purposes of determining retirement benefits, the local governing board is required to permit a school employee to transfer an unlimited number of days of unused accumulated sick leave from another Oregon district employer.

page 1/2

\$28/87

No. 411

Sick Leave - page 2

CLASSIFIED STAFF

The earned sick leave of any newly hired employee who has been employed by another school district, whose employment was terminated for reasons other than action initiated by that school district for cause, and who is hired by this District within one (1) year of such termination shall be allowed to transfer up to ten (10) days per year of service and a maximum of seventy-five (75) days of accumulated sick leave. Such transfer & MAXX be made at the initiative of the employee and shall be field to transfer up to ten (20) days of accumulated sick leave.

Whatefet the claim of disability, no day of absence on which any employees of the District name engaged in a concerted work stoppage shall be considered a sick leave day.

Whatefet the claim of disadilty, no day of adsence on which the employee sought, predated fot, of engaged in other gainful employment shall de consideted a sick leave day.

The Superintendent may grant extended sick leave without day at his/her discretion and upon request of the employees. The Board may grant extended sick leave with day at its discretion and upon request of the employees. Board consideration of such requests will be based upon guidelines developed for that purposes.

Date Adopted: May 20, 1980 Date Revised: August 18, 1981

page 2/2



No. 412

CLASSIFIED STAFF

BEREAVEMENT LEAVE

The Board shall provide for a classified employee's absence for bereavement leave in the event of the death of a member of the employee's immediate family.

For purposes of this policy, "immediate family" is defined to mean "spouse, children (including adopted or foster children), mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and grandchildren."

The specific ofotisions gotefning appliction of this policy will be contained in the administiative tegulations. The Boald tesettes the fight to specify the mannet of proof teguited for the use of beteatement leate.

Date Adopted: May 20, 1980 Date Revised:

page 1/1

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No. 413

CLASSIFIED STAFF

CRITICAL ILLNESS LEAVE

The Board shall provide for a classified employee's absence for emergency critical illness in the employee's immediate family.

For purposes of this policy, "immediate family" is defined to mean: "spouse, children (including adopted or foster children), grandchildren, mother, father, mother-in-law, father-in-law, brother and sister."

Specific olohisions govelning the application of this policy will be contained in the administlative legulations. The Boald leselves the light to specify the mannel of proof leguiled for the use of clitical illness leavel

Date Adopted: May 20, 1980 Date Revised: September 1, 1981

page 1/1

Atachin, \$ \$\$\$

(It is proposed that this entire Policy be deleted.) No. 421

Lane Education Service District

POLICY

CLASSIFIED STAFF

DISCIPLINARY ACTIONS

In the event of an infraction of District rules or policies by an employee, it shall be the policy of the Board to apply the statutes of the State, these policies, and the administrative regulations with equal consideration to each employee.

The Board reserves the right to impose financial penalties for disciplinary reasons. However, where an employee refuses to perform his/her normal assigned duties without acceptable reason, the Superintendent may deduct without further authorization wages reasonably related to the time not worked.

The Superintendent may prepare disciplinary rules for situations most often encountered, which provide for progressive penalties including where appropriate:

1. Verbal warning

2. Written warning

3. Suspension

4. Withholding of wages, and

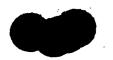
5. Dismissal.

Disciplinary rules so promulgated shall be reviewed and approved by the Board and distributed to all employees.

Date Adopted: May 20, 1980 Date Bevised:

page 1/1

400-26



(It is proposed that this entire Policy be deleted).

No. 417

Lane Education Service District

POLICY

CLASSIFIED STAFF

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		HOLIDA	YS		. /
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1. Ne	ew Year's Day				
2. Me	emorial Day				
3. In	ndependence Day		\checkmark		
	abor Day				
5. Ve	eteran's Day		$\langle \rangle$		
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LANE EDUCATION SERVICE DISTRICT 1200 HIGHWAY 99 N., P.O. BOX 2680 EUGENE, OR 97402

1. <u>Call to Order</u> 1A Attendance

1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, June 23, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members: Frank Nearing, Chairperson Beverly Ficek Jim Swanson

Jim Maxwell, Superintendent

Richard Ellingboe Bob Taylor Jeff Foreman Bob Buroker Jerry Miller

Lois Copple

Glen Weathers

Doug McKay

Others attending: Alice Carnes

Wyatt Rosenbaum

Sallie Rainville

Marv Wilkerson

Carol Abbott

ESD staff:

1B Communications

- 1B. The following communications were presented:
 - A. Letter from Superintendent John Campbell, Mapleton, thanking the ESD for Frank Landrum's help with a district library project
 - B. Oregon Small Schools bulletin recognizing Lane ESD's successful TRICO League small school conference
 - C. Final tally, 1987-88 ESD service resolutions
 - D. Material from OSBA announcing Small School Conference
 - E. Report of Activities: Hearing Impaired and Audiological Services Resolution
 - F. Letter from Preston Wills, Lowell School District special education director, expressing appreciation for assistance from Lane School staff throughout the year.

Office of the Superintendent Tuesday, June 23, 1987

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, JUNE 23, 1987

IE, OR 97402

Lane ESD Board of Directors Meeting, Tuesday, June 23, 1987 Page 2

- 1. Call to Order
 - 1B Communications

1B. (continued)

- G. Memo to Board providing update on ESD VISA cards
- H. Letter from Nancy Heiligman, Eugene District financial services coordinator, thanking the OTIS staff for cooperation and support in meeting extraordinary payroll needs during the recent teacher strike
- I. Chairperson Nearing's summary of Superintendent's evaluation
- 2. <u>Statements</u> 2A Film Identification Leader
 - 2B Insurance Coverage

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والمراجع ويحيج ويجهد والانجام والمراجع

3. Consent Group

- 2A. Carol Abbott showed the Board the beginning of a film with the ESD identification leader attached. The leader, to be attached to all ESD films, will remind users of services provided by the ESD.
 - 2B. Richard Ellingboe provided a brief update on Board insurance coverage.
- Item 3D (personnel report and recommendations) was removed from the consent agenda and transferred to Agenda Item 10 (Action following Executive Session).

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves items on the consent agenda, as follows:

Approves the minutes of June 9, 1987, as submitted

ADOPTS the budget for 1987-88 as approved by the Budget Committee in the total sum of \$13,417,152. The Budget is on file in the Office of the Superintendent. (ESD Board Resolution #86-102)

SD Board of Directors Meeting, Tuesday, June 23, 1987 Page 3

3. Consent Group

T

3. (continued)

DETERMINES the required tax levy for 1987-88 to be the aggregate amount of \$5,784,540; that these taxes are hereby levied upon all taxable property within said district as of 1:00 a.m., January 1, 1987; and that the District Clerk is hereby directed to certify the levy to the County Assessors of Lane, Linn & Douglas Counties. (ESD Resolution #86-103)

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1999 - Serie Constanting (1998)

APPROPRIATES for the fiscal year beginning July 1, 1987, the amounts shown below for the purposes indicated within the funds listed:

GENERAL FUND:	
INSTRUCTION	\$ 2,456,391
SUPPORT SERVICES	3,525,436
FUND TRANSFERS	1,047,555
DEBT SERVICE	10
CONTINGENCY	300,000
GENERAL FUND	\$ 7,329,392
	• • •
OTIS FUND:	
SUPPORTING SERVICES	\$ 3,847,219
TRANSFERS	50,000
CONTINGENCY	103,111
OTIS	\$ 4,000,330
CURRICULUM DEVELOPMENT FUND:	
SUPPORTING SERVICES	200,000
TITLE I (SKIPWORTH) FUND:	
INSTRUCTION	7,319
VOCATIONAL ED. CONSORTIUM FUND:	
INSTRUCTION	2,500
SUPPORT SERVICES	12,000
VOC ED	14,500
VOCATIONAL ED. CONSORTIUM (2)	
SUPPPORT SERVICES	93,763
EQUIP. REPLACEMENT FUND:	
SUPPORT SERVICES	131,848
EQUIP. REPL. (OTIS) FUND:	
SUPPORT SERVICES	55,000
DITTINT WAT MIDDIAN COR DITATE	
BUILDING MAINTENANCE FUND:	F 000
SUPPORT SERVICES	5,000
SPECIAL ED. RESERVE FUND:	

SUPPORT SERVICES 80,000 Lane ESD Board of Directors Meeting, Tuesday, June 23, 1987 Page 4

3. Consent Group

3. (continued)

CO-OPERATIVE PURCHASING FUND:SUPPORTING SERVICE800,000

WORKING CAPITAL FUND: OTHER REQUIREMENTS 100,000

TOTAL APPROPRIATIONS \$12,817,152

(There is an unappropriated ending fund balance of \$600,000.) (ESD Resolution #86-104)

DESIGNATES James G. Maxwell as Clerk of the District and Custodian of Funds for Fiscal Year 1987-88 in accordance with ORS 334.225 (ESD Resolution #86-105)

APPOINTS James G. Maxwell as Budget Officer for the District for Fiscal Year 1987-88, in accordance with ORS 294.331 (ESD Resolution #86-106)

DESIGNATES James G. Maxwell 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 return information pertaining to the Lane Education Service District (#93-6010866) and to Project OTIS (#93-0555496) with respect to all tax forms and for all tax periods. (ESD Resolution #86-107)

DESIGNATES James G. Maxwelll, Richard Ellingboe, and Robert A. Buroker as signatories for all district financial accounts for the Fiscal year 1987-88.

(ESD Resolution #86-108)

AUTHORIZES a clerk's bond for James G. Maxwell for the face amount of \$50,000 for Fiscal Year 1987-88.

(ESD Resolution #86-109)



3. Consent Group

3. (continued)

DESIGNATES the following financial institutions as official depositories for District funds during the 1987-88 Fiscal Year:

First Interstate Bank of Oregon United States National Bank of Oregon Key Bank SELCO Credit Union Benjamin Franklin Savings and Loan Assn. Local Government Investment Pool (ESD Resolution #86-110)

AUTHORIZES Superintendent James G. Maxwell to act on the Board's behalf as district election authority. In that capacity, the Superintendent may canvass the abstract votes cast in elections and certify the results of such elections to the Lane County Election officer. The Board shall subsequently affirm the canvass so certified. (ESD Resolution #86-111)

Director Swanson seconded and the CONSENT AGENDA ITEMS WERE APPROVED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

4A. Richard Ellingboe reviewed financial statements for May 1987, including year-to-date summary of Cooperative Purchasing through April (corrected); General Fund Revenue Summary; General Fund Expenditures, including encumbrances; and current Revenue/Expenditure Summaries for Cooperative Purchasing, Science-Planetarium, and OTIS.

4. Business Affairs 4B Contingency Transfers and Interfund Loans

Business Affairs

Financial Statements

4.

4A

4B. Superintendent Maxwell and Richard Ellingboe reviewed audit requirements related to the cooperative purchasing program and inventory.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service district hereby authorizes the transfer of funds for the 1986-87 fiscal year to the Cooperative Purchasing Fund for the purpose of covering deficits realized during the 1986-87 fiscal year.

4. (continued)

BE IT FURTHER RESOLVED that said funds transfer be authorized in the amount of \$50,000 to be repaid from Cooperative Purchasing receipts prior to the end of the 1987-88 fiscal year.

BE IT FURTHER RESOLVED that said funds are to come from the Contingency Reserve Fund (100/799/4800/100/11). (ESD Resolution #86-112)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District hereby authorizes an interfund loan for the 1987-88 fiscal year to the Cooperative Purchasing Fund for the purpose of covering deficits in this fund where monies are received after expenditures have been made.

BE IT FURTHER RESOLVED that said funds transfer be authorized in the amount of \$150,000 to be repaid from Cooperative Purchasing receipts prior to the end of the 1987-88 fiscal year.

BE IT FURTHER RESOLVED that said monies are to come from the Contingency Reserve Fund (100/799/4800/100/11). (ESD Board Resolution #86-113)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

Richard Ellingboe briefly reviewed discussions during Budget Committee meetings relating to the approval of a new special fund for building maintenance.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District hereby authorizes the establishment of the Building Maintenance Fund (Fund 420) for the purpose of unanticipated capital repair and maintenance projects in the 1987-88 fiscal year, pursuant to ORS 280.100, in the amount of \$5,000. 4. Business Affairs

4B Contingency Transfers and Interfund Loans 4B. (continued)

BE IT FURTHER RESOLVED that said monies are to come from Budget Line 100/700/2542/100/14: Building/Grounds/Equipment, Transfer to Reserve. (ESD Board Resolution #86-114)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

Superintendent Maxwell reviewed audit recommendations regarding federal grants approved by the Board. THE ESD is obligated to spend the money from these grants during the subject year, but because some of the funds are not received until the following year, special funds in the ESD budget can be out of balance (short of income) at the end of the fiscal year. This is an improper accounting practice.

The new auditing firm recommends that a blanket resolution authorizing loans from the general fund be approved to cover such contingencies.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby authorizes interfund loans for the 1986-87 fiscal year in cases of grant funds for the purposes of covering deficits in said funds where reimbursement amounts are realized after the end of the fiscal year.

BE IT FURTHER RESOLVED that said interfund loans will be repaid prior to the end of fiscal year 1987-88 from grant reimbursement funds, upon receipt of said funds. (ESD Board Resolution #86-115)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON and WEATHERS VOTING YES.

4C. Board members reviewed information regarding a cooperative proposal for federal fund allocations through the Drug Free School and Community Act of 1986. The proposal would be submitted on behalf of eleven small school districts. Bob Taylor has been meeting with the districts to determine areas of common interest and need in prevention of substance abuse and the advantages and

4C Substance Abuse Prevention Grant Request Lane ESD Board of Directors Meeting, Tuesday, June 23, 1987 Page 8

4. Business Affairs

- 4C Substance Abuse Prevention Grant Request
- 4C. (continued)

disadvantages of forming a cooperative effort through the pooling of available funds. School districts are eligible for an allocation of approximately \$2.15 per student. Up to \$5,000 of the grant would be available for clerical and administrative purposes. Bob Taylor gave a brief summary of the program that will be used by the districts.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Lane ESD Board authorizes the Superintendent to submit a cooperative proposal on behalf of the eleven districts listed below for substance abuse prevention grant funds in the amount of \$25,736:

Blachly, Creswell, Crow-Applegate-Lorane, Fern Ridge, Lowell, Mapleton, Marcola, McKenzie, Pleasant Hill, South Lane, Siuslaw

BE IT FURTHER RESOLVED that the Board appropriates this amount upon approval and award of the funds. (ESD Board Resolution #86-116)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

4. <u>Business Affairs</u> 4D Vocational Education Consortium Grant 4D. The State Department of Education has advised that Phase I Vocational Education Consortium funds not obligated by June 30, 1987, will require the submission of a supplementary grant application. The Consortium estimates that it will be eligible for an amount somewhat less than \$5,000.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of the Lane Education Service District hereby authorizes application for and acceptance of Vocational Education Regional Cooperative carryover grant funds in the approximate amount of \$5,000. 4. <u>Business Affairs</u> 4D Vocational Education Consortium Grant

Telephone Lease

4E

1.1.1

4D. (continued)

BE IT FURTHER RESOLVED that the Board of Directors of the Lane Education Service District hereby authorizes upon receipt of said grant funds, appropriation of said funds to the Vocational Education Consortium fund, federal grant-in-aid (Fund 277/000/4500). (ESD Board Resolution #86-117)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

4E. Board members reviewed a briefing memo from Superintendent Maxwell regarding accelerated payment of delinquent taxes by property owners. The ESD has collected \$221,435 more in prior years unpaid taxes than originally anticipated, causing annual revenue to be over-realized by \$119,000 by the end of May. In doing long-range projection, the staff recognizes that funds collected during this current year will cause less to be available in subsequent years.

> In order to prepare for that eventuality and to make the best use of ESD financial resources, the Superintendent recommended that the Board authorize the pay-off of the five-year obligation to First Interstate Bank for the telephone system. The current remaining principal and unpaid interest is \$58,666.19, with an annual interest charge of 9.31%. The total amount to be paid to First Interstate will be \$59,813.47, which includes a 2% early pay-off fee. Such payment would provide the ESD clear title to the telephone system and mean a savings in interest payments of approximately \$11,000 over the next four years

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby authorizes full payment for the outstanding loan balance on the Lane ESD phone system (100/351/2690/100/12) in the amount of \$59,813.47 in fiscal year 1986-87. (ESD Board Resolution #86-118)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES. Lane ESD Board of Directors Meeting, Tuesday, June 23, 1987 Page 10

5. Action Items

> Policy: Board 5A Reimbursement and Conference Attendance

5A. Proposed Board Policy No. 108 (Board member compensation and reimbursement) was considered for first reading at the April 21 Board meeting, along with the administrative regulation which provides direction for its implementation. Superintendent Maxwell said that Board suggestions made at that meeting have been incorporated into this second draft of the administrative rule language.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts, as a part of its Bylaws and Policies, Board Policy No. 108, "Board Member Compensation and Reimbursement." The policy is appended to the official copy of these minutes.

BE IT FURTHER RESOLVED that the Board approves the implementation of related Administrative Regulation 1108-1 "Board Member Conference Attendance and Reimbursement." (ESD Board Resolution #86-119)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

5. Action Items

5B Proposed Guidelines for Staff and Board Per Diem Expense Allowance

5B. The guideline for meal expense reimbursement has also been rewritten to incorporate changes suggested during the April discussion.

Director Weathers said he continued to feel that receipts should be submitted for all expenses.

Other Board members agreed it was important to emphasize that receipts should be turned in whenever possible, but cited instances where it was not always possible to obtain them. According to the proposal, receipts must be submitted for any expenses that exceed the established per diem amounts.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the guideline for meal expense reimbursement as submitted. The quideline will be made a part of the ESD fiscal procedures and is attached to the official copy of these minutes.

(ESD Board Resolution #86-120)

- 5. Action Items 5B Proposed Guidelines for Staff and Board Per Diem Expense Allowance
 - 5C Compensation for Administrative/ Confidential Employees
- 5B. (continued)

Director Swanson seconded. DIRECTORS COPPLE, FICEK, MCKAY, NEARING, and SWANSON VOTED YES. DIRECTOR WEATHERS VOTED NO. THE MOTION CARRIED.

5C. The first reading of a proposal for administrative/confidential salaries for 1987-88 was a part of the April 21 Board agenda. Board members made several recommendations at that time and voted to refer the proposal back to the administrative/confidential compensation subcommittee for further study.

That subcommittee met subsequent to the April meeting. A background memo including its recommendations and the Superintendent's cost analysis was presented for the Board's review. In discussion, Board members suggested that a recommendation to investigate a plan to require an annual district-paid physical examination for administrative employees be changed to state an every two years requirement.

Director Swanson noted a possible conflict of interest.

DIRECTOR COPPLE MOVED to approve the following five resolutions:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the salary schedule for administrative and confidential salaries for 1987-88 as presented and authorizes the compensation of each employee at the appropriate placement on the adopted schedule. A copy of the recommended salary schedule will be appended to and made a part of the official minutes of this meeting.

(ESD Board Resolution #86-121)

BE IT RESOLVED that the Board of Directors of Lane ESD approves administrative and confidential staff benefits as presented and authorizes the provision of these benefits to the affected employees. A copy of the recommended staff benefits will be appended to and made a part of the official minutes of this meeting. (ESD Board Resolution #86-122) 5. Action Items

5C Compensation for Administrative/ Confidential Employees

- 5. Action Items
 - 5D School Year Calendar

5C. (continued)

BE IT RESOLVED that the Board authorizes the Superintendent to investigate and recommend an early retirement plan for which there would be no direct cost to the District. (ESD Board Resolution #86-123)

BE IT RESOLVED that the Board of Directors of Lane ESD directs the Superintendent to invstigate and recommend a plan in which each administrative employee would be required to have a districtpaid physical examination no less than every two years.

(ESD Board Resolution #86-124)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to initiate a study comparing the salaries of Lane ESD administrative and confidential employees with other Lane ESD employees, similar employees in local school districts, the Eugene/Springfield general labor market, and comparable ESDs, and directs that the results of this study be reported to the board no later than its regular January 1988 meeting. (ESD Board Resolution #86-125)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

5D. Board Policy provides for adoption of an annual calendar stipulating when ESD classrooms shall be in session. Superintendent Maxwell said that the variability among district calendars causes problems in developing the ESD calendar for employees who are based in the school districts. Eleven separate calendars have been developed. The Board reviewed the 1987-88 basic calendar, as well as the related Board policy and the composite district calendar.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the instructional year calendar for 1987-88 as presented. Said calendar is appended to the official copy of the minutes of this meeting.

(ESD Board Resolution #86-126)

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- 5. Action Items 5C Compensation for Administrative/ Confidential Employees
- 6. <u>Discussion Items</u> 6A Modifications to Personnel Policies
- 5C. (continued)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

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6A. Board members reviewed and discussed proposed changes to personnel-related Board policies. The complete policies with recommended changes in context were reviewed by the Board. (Copies are available in the Superintendent's office).

Richard Ellingboe explained the rationale for each change and answered Board members' questions.

Following is a summary of the explanation for each proposed change:

Certified Employees

- Policy #302: Employment of Certificated Staff Additional language to clarify that it is not necessary to repeat the process when there are multiple vacancies for the same position classification for which applications are being screened.
- Policy 304: Disqualification By Reason of Physical or Mental Condition Changes To assure the policy is consistent with Oregon statutory requirements.

Policy 308: Nonrenewal of Nontenured Staff To assure policy is consistent with Oregon statutes.

Policy 309: Sick Leave To assure policy is consistent with Oregon statutes.

Policy 312: Professional Growth Requirements Based on recent revision by Teachers Standards and Practices Commission and administrative recommendation.

Policy 314: Bereavement Leave Deletion of paragraph recommended because it is addressed in Collective Bargaining Agreement.

Policy 315: Critical Illness Leave Same as (314) above. Lane ESD Board of Directors Meeting, Tuesday, June 23, 1987 Page 14

- 6. Discussion Items
 - 6A Modifications to Personnel Policies

6A. (continued)

Policy 320: Grievance Procedure Additional modifications may also be suggested as a result of discussions during negotiations.

Classified Staff

Policy 403: Assignment and Transfer of Classified Staff

Change of terms to comply with statutory definition.

Policy 411: Sick Leave Provide consistent policies for all employees and to comply with statutory requirements.

- Policy 412: Bereavement Leave Deletion of language which is addressed in Collective Bargaining Agreement.
- Policy 413: Critical Illness Leave Same as (412) above.

Policy 417: Holidays Proposed that policy be deleted because language is included in Collective Bargaining Agreement.

Policy 421: Disciplinary Actions Recommended that this policy be deleted because it is inconsistent with Collective Bargaining Agreement.

Policy 424: Grievance Procedure Same as Policy 320 above.

6B. Board members reviewed a briefing memo from the Superintendent which summarized efforts of the ESD administration and legal counsel to seek legal methods for providing Planetarium services to the general community as well as to public schools.

> The Board received, for a first reading, proposed new Board Policy 907: Community Use of Planetarium Facilities. Superintendent Maxwell said he believed the policy statement represented the direction given to him by the Board.

6B Policy for Public Use of Planetarium LESD Board of Directors Meeting, Tuesday, June 23, 1987 Page 15

- Discussion Items 6B. (6 6B Policy for Public
 - Use of Planetarium

6.

6B. (continued)

Chairperson Nearing welcomed Alice Carnes, Director of WISTEC, who had asked to speak to this issue. Ms. Carnes said she was pleased that the Board was considering adoption of a policy for public use of the planetarium facility. She said WISTEC was eager to continue to work with the ESD and hoped the Board would consider program continuity and WISTEC's budget in its planning.

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- 7. <u>Reports</u> Chairperson Nearing recessed the Board for a tenminute recess. The meeting reconvened with the same persons in attendance.
 - 7. The Board heard the following reports:
 - A. Superintendent's report on unused staff vacation leave.
 - B. Report on ESD-related legislative issues.
 - C. Chairperson Nearing's report on the Oregon Association of ESDs annual conference
 - D. Director Ficek's report on the Women's Fitness Conference

- 8. Future Agenda Items
- 8. Future agenda items include the following:
 - A. Election of Board officers
 - B. Adoption of Board meeting calendar.
 - C. Re-affirm Board Bylaws and Policy
 - D. Approve continuing contracts
 - E. Review service provider contracts
 - F. Review ESD goals for 1987-88
 - G. Second reading of proposed Board policy revisions and new Board policy
 - H. Third party evaluation, vocational education regional coordinator program

- 9. Executive Session
 9. Chairperson Nearing recessed the regular meeting and called the Board to Executive Session under provisions of ORS 192.660(1)(f) to consider records exempt from public inspection and 192.660(1)(d) to discuss negotiations.
- 10.Reconvene in Open
Sesssion10.Following the Executive Session, Chairperson
Nearing reconvened the Board in open session.
The following action was taken:

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors accepts the personnel report as submitted and approves the following personnel actions recommended by the Superintendent:

Resignations:

Colses States and S

Jeff Sprague, TMR Teacher Risa Stout, Family Consultant

Employ Certificated Staff members:

Robin Wallace, School Psychologist Debra Blumberg, SED Teacher Dorothy Kemp, SED Teacher Jane Carter, SED Teacher (.5 FTE) Carol Berger, Speech Therapist

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON and WEATHERS VOTING YES.



11. Next Meeting

11. The next regularly scheduled meeting of the Lane ESD Board will be 7 p.m., Tuesday, July 21, 1987, at the ESD Center.

12. Adjourn

The meeting was adjourned at approximately
 9:30, p.m.

Frank Nearing, Chairperson

James G. Maxwell, Superintendent-Clerk

Attachment to Official Minutes:

Board Policy #108 Per Diem Expense Guideline Salary Schedule: Administrative and Confidential Staff Employee Benefits: Administrative and Confidential Staff Instructional Year Calendar, 1987-88

SR:as 3/001



No. 108

BOARD MEMBER COMPENSATION AND REIMBURSEMENT anv

BOARD MEMBER COMPENSATION AND REIMBURSEMENT

No member of the Board will receive any compensation for services other than reimbursement for approved expenses actually incurred on District business. Members will be reimbursed for mileage and other expenses incurred in attendance at regular Board meetings and Board subcommittee meetings. Expenses may also include the cost of attendance at professional development meetings, conferences or visitations, when such attendance has been approved by the Board.

Reimbursement may include, but is not limited to, transportation, meals, lodging, and miscellaneous expenses.

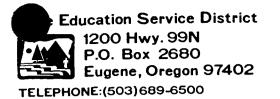
ORS 334.100(3)

Date Adopted: June 23, 1987 Date Revised:

page 1/1

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DATE: June 17, 1987

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Meal Expense Reimbursement

I recommend that the Board establish the following guideline for reimbursement of meal expenses for staff and Board members who are away from home on behalf of the ESD.

Receipts for authorized expenses should be submitted whenever possible. Receipts are <u>required</u> for meal expenses that exceed the established per diem amounts (below).

Rates of reimbursement for meals (per diem amounts) are established in accordance with IRS guidelines and are as follows:

Breakfast	\$ 5.00
Lunch	7,50
Dinner	12.50

If approved, this guideline will be incorporated into the ESD Fiscal Procedures, which is a part of the ESD's Administrative Rules.

SR:jv

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ADMINISTRATOR/CONFIDENTIAL SALARY SCHEDULE 1985-86 and 1986-87

Supervisor I

Supervisor,	Media Library	
Supervisor,	Media Services	
Supervisor,	Planetarium	
Supervisor,	Media Production	
Supervisor,	Accounting/Internal	Auditor

IA. Supervisor I, 218 work days (249 day contract, 11 noncontract days, earn 22 vacation days)

TSA: (Steps 0-3) $\$155 \times 12 = \$1,860$ (Step 4) $200 \times 12 = 2,400$

Step	0	1	2	3	4
Salary	1.00	1.06	1.12	1.18	1.18
1985-86	30,082	31,887	33,692	35,497	
1986-87	30,984	32,843	34,702	36,561	
1987-88	31,582	33,477	35,372	37,267	37,267

IB. Supervisor I, 229 work days (260 day contract, earn 22 vacation days)

TSA: (Steps 0-3) $$155 \times 12 = $1,860$ (Step 4) $200 \times 12 = 2,400$

Salary	1.05	1.11	1.17	1.23	1.23
1985-86	31,586	33,391	35,196	37,001	
1986-87	32,533	34,392	36,251	38,110	
1987-88	33,161	35,056	36,951	38,846	38,846

Supervisor II

Supervisor, TMR (2 positions) Supervisor, SED

IIA. Supervisor II, 218 work days (249 day contract, earn 22 vacation days)

TSA:	(Steps 0-3) (Step 4)	\$155 x 12 = \$ \$200 x 12 = \$	•		
Step Salary	0 7 1.06	1 1.12	2	3 1.24	4
1985-8 1986-8 1987-8	7 32,84	3 34,702	35,497 36,561 37,267	37,302 38,420 39,162	39,162

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Supervisor II (continued)

IIB. Supervisor II, 229 work days (260 day contract, earn 22 vacation days)

TSA: (Steps 0-3) $155 \times 12 = 1,860$ (Step 4) $200 \times 12 = 2,400$ Step 0 1 2 3 4 Salary 1.11 1.17 1.23 1.29 1.29 1985-86 33,391 35,196 37,001 38,806 1986-87 34,392 36,251 38,110 39,969 1987-88 35,056 36,951 38,846 40,741 40,741

Page 2

Director

Director, Special Education Director, Instructional Services Director, Business Manager/Administrative Services

\$1\$1\$2\$2\$2\$2\$2\$2\$2\$2\$2\$2\$2\$2\$2\$2\$2

IIIA. Director, 218 work days (249 day contract, earn 22 vacation days)

TSA:	(Steps 0-3)	\$205 x	12 =	\$2,460
	(Step 4)	\$250 x	12 =	\$3,000

Step	0	1	2	3	4
Salary	1.25	1.31	1.37	1.43	1.43
1985-86	37,603	39,407	41,212	43,017	
1986-87	38,730	40,589	42,448	44,307	
1987-88	39,478	41,372	43,267	45,162	45,162

IIIB. Director, 229 work days (260 day contract, earn 22 vacation days)

TSA: (Steps 0-3) \$205 x 12 = \$2,460 (Step 4) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary	1.30	1.36	1.42	1.48	1.48
1985-86	39,107	40,912	42,716	44,521	
1986-87	40,279	42,138	43,997	45,856	
1987-88	41,057	42,952	44,846	46,741	46,741

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Manager I

Manager, Testing Services Manager, OTIS Programmer/Analysts Manager, OTIS DP Operations

Manager I, 12 months

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$200 x 12 = \$2,400

Step Salary	0 1.00	1 1.06	2 1.12	3 1.18	4 1.18
1985-86	32,544	34,497	36,449	38,402	
1986-87	33,520	35,531	37,542	39,554	
1987-88	34,167	36,217	38,267	40,317	40,317

Manager II

Manager, OTIS Communications Manager, OTIS Systems

Manager II, 12 months

TSA: (Steps 0-3) \$155 x 12 = \$1,860 (Step 4) \$200 x 12 = \$2,400

Step Salary	0 1.06	1 1.12	2 1.18	3 1.24	4 1.24
1985-86	34,497	36,449	38,402	40,355	
1986-87	35,531	37,542	39,554	41,565	
1987-88	36,217	38,267	40,317	42,367	42,367

Manager, OTIS Operations Manager, OTIS Support Services Manager, OTIS Systems and Programming

Manager III, 12 months

TSA: (Steps 0-3) \$205 x 12 = \$2,460 (Step 4) \$250 x 12 = \$3,000

Step Salary	0 1.12	1 1.18	2 1.24	3 1.30	4 1.30
1985-86	36,449	38,402	40,355	42,307	
1986-87	37,542	39,554	41,565	43,576	
1987-88	38,267	40,317	42,367	44,417	44,417

Manager IV

Assistant Executive Director, OTIS

Manager IV, 12 months

TSA:	(Steps 0-3) (Step 4)	\$205 x 12 = \$ \$250 x 12 = \$	•		
Step Salary	0	1 1.24	2 1.30	3 1.36	4 1.36
1985-8 1986-8 1987-8	39,55	4 41,565	42,307 43,576 44,417	44,260 45,587 46,467	46,467

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Manager V

Deputy Executive Director, OTIS

Manager V, 12 months

TSA: (Steps 0-3) \$205 x 12 = \$2,460 (Step 4) \$250 x 12 = \$3,000

Step Salary	0 1.36	1 1.42	2 1.48	3 1.54	4 1.54
1985-86	44,260	46,212	48,165	50,118	
1986-87	45,587	47,598	49,610	51,621	
1987-88	46,467	48,517	50,567	52,617	52,617

Executive Director

Executive Director, 12 months

TSA:	(Steps 0-3) (Step 4)	\$205 x 12 = \$ \$250 x 12 = \$	•		
Step Salary	0	1 1,48	2 1.54	3 1.60	4 1.60
1985-8		· · · · · · · · · · · · · · · · · · ·			1.00
1985-8			50,118 51,621	52,070 53,632	
1987-8	48,51	7 50,567	52,617	54,667	54,667

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Administrative Secretary

Administrative Secretary, OTIS Services Administrative Secretary, Media Services Administrative Secretary, Instructional Services Administrative Secretary, Special Education Services Personnel/Payroll/Negotiations Secretary, Administrative Services

A.S. Administrative Secretary, 12 months

TSA: (St	teps 6)	\$50 x 12 =	= \$600				
Step	0	1	2	3	4	5	6 1 30
Salary	1.00	1.06	1.12	1.18	1.24	1.30	1.30
1985-86	15,000	15,900	16,800	17,700	18,600	19,500	
1986-87	15,450	16,377	17,304	18,231	19,158	20,085	00 470
1987-88	15,748	16,693	17,638	18,583	19,528	20,472	20,472

Executive Assistant

Information Assistant Superintendent's Secretary

E.A. Executive Assistant, 12 months

TSA: (Step 6) $$50 \times 12 = 600

Step Salary	0 1.42	1 1.48	2 1.54	3 1.60	4 1.66	5 1.72	6 1.72
1985-86	21,300	22,200	23,100	24,000	24,900	25,800	
1986-87	21,939	22,866	23,793	24,720	25,647	26,574	
1987-88	22,362	23,307	24,252	25,197	26,142	27,087	27,087

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Administrator and Confidential Staff Benefits

Insurance (Medical, Dental, Vision, Long-Term Disability)

Administrators and confidential staff are covered by the same insurance policies provided members of the bargaining unit through the current Labor Agreement. These policies include:

Medical - full 12 month hospital, medical insurance, full family Dental - full 12 month composite dental insurance with orthodontic rider, full family Vision - full 12 month composite vision insurance, full family Long Term Disability - full 12 month disability insurance, employee only

Any limit in increase in the cost of this package that is contained in the labor agreement is also applicable to administrative and confidential employees.

Life Insurance (New. This will replace the existing plan which provides \$15,000 life insurance and an additional \$5,000 accidental death and dismemberment insurance.)

Full 12 month, \$50,000 term life insurance, employee only.

Tax Sheltered Annuities

A TSA in lieu of salary is paid by the district for all administrators. During 1986-87, for Supervisors the TSA amount is \$1,860 per year and for Directors it is \$2,460 per year. For OTIS it is \$1,860 per year for Managers I, II, III, and \$2,460 per year for Managers IV, V and Executive Director.

In 1987-88, this is increased for employees in their second year at the top of the salary schedule to \$600 for confidential employees, \$2,400 for Supervisors, \$3,000 for Directors, \$2,400 for OTIS Managers I, II, III and \$3,000 for Managers IV, V and Executive Director.

The district also provides one of the following options for each administrator and confidential employee:

- 1. Two party or full family medical insurance
- 2. Single party medical insurance (employee only) and

A tax sheltered annuity of \$35 per month

3. Administrators and confidential employees who can demonstrate equal or better medical coverage than that provided by the district may elect to not carry ESD medical insurance and receive a TSA of \$60 per month in lieu of medical insurance.

attachm. 6/23/87

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Professional Organization Dues

The ESD pays the dues for basic COSA membership for each administrative employee who requests the benefit. The employee pays COSA department dues. Other professional organization memberships may be paid in part or in full when offered and approved through the regular Division budget.

Holidays

Benefits for administrators/confidential employees include the same paid holidays as provided the employees in the Bargaining Unit. Currently they are:

Labor Day	New Years Day
Veteran's Day	Memorial Day
Thanksgiving and day after	Fourth of July
Christmas Day and one other	

Vacation

260-day work year - administrators on this schedule will earn 22 days of vacation to be used during the following fiscal year.

Confidential employees earn vacation at the same rate as classified employees covered under the labor agrement. Currently that is:

- 10 days per year during the first five years of employment
- 15 days per year during the 6th through the 15th years of employment 20 days per year in the 16th and subsequent years of employment
- 249-day work year administrators on this schedule will earn 22 days of vacation each year to be used during the following year and will have 11 non-contract days. Non-contract days are days on which no work is performed for the district and for which no compensation is received by the employee.

Job Related Expenses

The District reimburses expenses incurred in the performance of duties related to employment with the District.

Mileage reimbursement for use of personal vehicle is at the District approved rate. (Currently \$.21/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed at the District approved rate. Currently these rates are:

Breakfast	\$ 3.50
Lunch	5.00
Dinner	10.00

Exceptions are made when meals are included as part of conference registration or where meal costs are higher than the per diem. In these cases, employees must provide receipts for meals.

The cost of lodging is reimbursed for the full amount when approved in advance by the Superintendent or Division Director. Employees are expected to use discretion when making arrangements for lodging and encouraged to obtain special rates when available.

NM:jv 89/017

attachm). 6/23/87

LANE EDUCATION SERVICE DISTRICT

1987-1988 CALENDAR

	Number of Contract days				ł		<u>Comments</u>
	Eugene*	Bethel	Spfld	Skipwa	rth**	Specialist	
July	0	0	0	0	22	0	
August	0	0	0	21	0	11	207-day specialists report 8/17
Sep tember	22	22	21	22	0	22	Pd. holiday 9/7 all; Eugene/Bethel/Spfld teachers report 9/1; classes begin Bethel 9/8; classes begin Spfld/Eugene 9/9
October	22	22	22	. 21	20	22	10/9 State Inservice Day - contract day for all
November	21	21	21	16	21	21	Pd. holiday for all 11/11 and 11/26-27; Inservice/contract day Bethel/Spfld 11/6; Inservice/contract day Eugene Elementary 11/6
December	14	14	14	14	14	14	Inservice/contract day Eugene high school/middle school 12/4; Holiday break for all 12/21-1/1
January	20	19	20	19	19	20	Work resumes for all 1/4; non-contract day Bethel 1/18; inservice/contract day Bethel/Spfld 1/29;
February	20	20	20	20	20	, 20	Non-contract day for all 2/15
March	18	18	18	19	18	18	Inservice/contract day Eugene 3/11; Spring Break for all 3/21-25
April	21	21	21	20	20	21	Inservice/contract day Bethel/Spfld 4/8; Inservice/contract day 4/15 Bethel
May	22	22	22	21	17	22	Pd. holiday for all May 30
June	12	13	13	0	21	16	Classes end Eugene 6/15; Last day for teachers Eugene 6/16; Classes end Bethel/Spfld 6/16; Last day for teachers Spfld/Bethel 6/17; Last day for Specialists 6/22
	192	192	192	192	192	207	Total contract days

Basic Calendar - 192 days for ESD certified staff/classes located in Eugene, Bethel and Springfield School Districts

* Includes Lane School, School Psychologists, Support Personne!

** The Skipworth educational program operates 12 months each year. Two teachers at Skipworth coordinate their teaching schedules to provide the 12-month program.

cas 6/15/87

Attachm. 6/23/87



1.

1A

LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

Attendance

Approval of Minutes

Call to Order

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Office of the Superintendent Tuesday, June 9, 1987

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, June 9, 1987

1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, June 9, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members: Frank Nearing, Chairperson Lois Copple Bill Lewellen Jim Swanson

Doug McKay Glen Weathers

ESD staff: Jim Maxwell, Superintendent Richard Ellingboe Robert Buroker Jeff Foreman Sallie Rainville

Others attending: Bill Miller

1B. Director Nearing pointed out an error in the minutes. On pages 4 and 5, Agenda Item 4A, the phrase should be "The motion failed for lack of majority", rather than "lack of quorum."

DIRECTOR LEWELLEN MOVED to approve the minutes of May 26 as corrected.

Director Copple seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

2. Statements

1B

2. There were no statements.

3. Chairperson Nearing declared the 1987-88 Lane ESD Budget Hearing open. The ESD operating budget, as outlined below, is within the tax base. Notice of the Budget Hearing was published, as

3. Budget Hearing 3. Budget Hearing

3. (continued)

required by law, in two issues of the Register-Guard (on May 22 and May 29).

> S U M M A R Y LANE ESD BUDGET & LEVY, 1987-88

FUND	EST. EXPEND.	EST. RCPTS.	LEVY
100 General	7,929,392	2,954,688	4,974,704
200 OTIS	4,000,330	4,000,330	-0-
220 Curriculum	200,000	200,000	-0-
271 Skipworth	7,319	7,319	-0-
275 Voc. Ed. Consor	. 14,500	14,500	-0-
277 Voc Ed. Cons.	(2) 93,763	93,763	-0-
400 Equip. Reserve	131,848	131,848	-0-
410 OTIS Eq. Reserv	ve 55,000	55,000	-0-
420 Building Maint.	5,000	5,000	-0-
430 Special Ed. Res	80,000	80,000	-0-
610 Co-Op Purchasir	ng 800,000	800,000	-0-
900 Working Capital		100,000	-0-
	13,417,152	8,442,448	4,974,704

Estimated taxes not to be collected 809,836

TOTAL Lane ESD operating levy, within tax base

\$5,784,540

There were no public comments.

Chairperson Nearing declared the Budget Hearing closed.

4A. Chairperson Nearing asked the Superintendent to review previously circulated information relating to conflict of interest and to Board policy related to abstaining from votes (Article VI).

Board members briefly reviewed points from last month's discussion.

Director Copple declared a conflict of interest.

Director Weathers declared his intention to abstain.

4. <u>Business Affairs</u> 4A Designation of Auditor



- 4. <u>Business Affairs</u> 4A Designation of Auditor
- 4A. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District designates the firm of Jones and Roth as auditors for the period from July 1, 1987, through June 30, 1990, subject to annual review, according to Board policy.

(Resolution #86-99)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, MCKAY, NEARING, AND SWANSON VOTING YES.

5A. Vice-Chairperson Copple administered the Oath of Office to Frank Nearing, who was re-elected at the March 31 election to Board Position 2.

Chairperson Nearing administered the Oath of Office to Jim Swanson who was re-elected to Position 7.

The signed oaths are attached to the official copy of these minutes.

6. Chairperson Nearing recessed the regular meeting. After a 10-minute break, the Chairperson called the Board to Executive Session under provisions of ORS 192.660(1)(d) to discuss negotiations and 192.660(1)(i) to review and evaluate the employment-related performance of the Superintendent.

7. Following the Executive Session, the Chairperson reconvened the Board in open session.

By consensus, Board members agreed that they were pleased with the Superintendent's performance. Chairperson Nearing said he will prepare a report for the record that reflects the Board's evaluation.

5. <u>Action Items</u> 5A Oath of Office Administered

6. Executive Session

7. Reconvene in Open Session

- 8. Future Agenda Items
- 8. Future agenda items include:
 - A. Adopt and appropriate budget, levy taxes
 - B. Routine start-of-year designations and authorizations
 - C. Recommended policy revisions
 - D. Proposed Policy and Administrative Rules for Board reimbursement and conference attendance and proposed guidelines for per diem expense allowance.
 - E. Third party evaluation, vocational education regional coordinator program
- 9. The next regularly scheduled meeting of the Lane ESD Board will be at 7 p.m. Tuesday, June 23, 1987, at the ESD Center, 1200 Highway 99 North, Eugene.

The meeting was adjourned at approximately 9 p.m. 10. en IC ank Nearing, Chairperson F James G. Maxwell, Superintendent-Clerk

10. Adjourn

Next Meeting

9.

Attached to Official Minutes: Oath of Office: Directors Nearing and Swanson

SR:jv 3/024

LANE ESD BOARD MEETING

TUESDAY, JUNE 9, 1987

OATH OF OFFICE

I, _____ FRANK NEARING , do hereby swear or affirm

that I will support the laws and constitutions of the United States of America and of the State of Oregon,

and that I will faithfully discharge the duties of my office as a member of the Board of Directors of the Lane Education Service District, representing Zone 2

to the best of my ability throughout the four-year term, July 1, 1987, through June 30, 1991.

, Director

James G. Maxwell, Clerk

LANE ESD BOARD MEETING

TUESDAY, JUNE 9, 1987

OATH OF OFFICE

I, JAMES R. SWANSON , do hereby swear or affirm

that I will support the laws and constitutions of the United States of America and of the State of Oregon,

and that I will faithfully discharge the duties of my office as a member of the Board of Directors of the Lane Education Service District, representing at-large position 7,

to the best of my ability throughout the four-year term, July 1, 1987, through June 30, 1991.

Amo Kino , Director

James G. Maxwell, Clerk

LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

1. <u>Call to Order</u> 1A Attendance

1B Approval of Minutes

 Statements from Staff Members

3. Communications

Office of the Superintendent Tuesday, May 26, 1987

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, May 26, 1987

1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, May 26, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members:Frank Nearing, ChairpersonLois CoppleBeverly FicekBill LewellenDoug McKayJim Swanson

ESD staff:Jim Maxwell, SuperintendentRichard EllingboeWyatt RosenbaumBob TaylorPaul O'DriscollBob BurokerJeff ForemanSallie RainvilleBill SuggsJerry Miller

Others included: Rob Adams Representatives of two auditing firms Joe Richards

1B. DIRECTOR SWANSON MOVED to approve the minutes of April 21, 1987, and May 5, 1987, as submitted.

Director Lewellen seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

2. Bill Suggs read a Planetarium attendance report which was also distributed to Board members.

Following his report, Dr. Suggs announced his intent to resign from his position and submitted a letter of resignation to the Chairperson.

- 3. The following communications were presented:
 - A. Memo from the superintendent stating that the State Department of Education has established May 17-18, 1988, as the dates for a standardization team to visit Lane ESD.

3. Communications

- 3. (continued)
 - B. Information on Oregon conflict of interest law extracted from "Ethics Guide for Public Officials" issued by Oregon Government Ethics Commission.
 - C. Report of SDE on-site review of Skipworth Chapter I program
 - D. Letter from <u>Register-Guard</u> renewing standing request to receive notice of place and time of all regular and special meetings, including executive sessions.
 - E. Report of activities: Hearing-Impaired and Audiological Services resolution
 - F. Superintendent's letter to Walt Turner, AAESA, asking whether AAESA conferences could be held in conjunction with NSBA meetings and Dr. Turner's reply. (He said that AAESA will continue to work with NSBA to get some joint programmings.)
 - G. Copy of memo to Tom Huebner thanking him for his April 21 report on the OTIS Communication study
 - H. Letter from parent expressing thanks for "Home Schooling in Lane County" pamphlet prepared by Instructional Services Division.
 - I. List of 1986-87 Lane County spelling competition winners
- 4A. Representatives of the two public accounting firms that had submitted proposals to serve as the Board's auditor were present according to the schedule established prior to the meeting. They were as follows:
 - 7:20: Babcock, Johnson & Oberlink (represented by Bruce Montgomery, Ron Babcock, and Verne Johnson)
 - 7:50: Jones & Roth (represented by Mike Lewis, Steve Christiansen, and Dwight Ackerman)

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(Director McKay entered the meeting during the first presentation.)

4. <u>Business Affairs</u> 4A Interview Applicants for ESD Auditor

4. Business Affairs 4A Interview Applicants for ESD Auditor

4A. (continued)

Both firms had been asked to prepare a twentyminute presentation in which they would respond to a furnished list of questions, with time for Board questions following. Board members had received copies of the two proposals, as well as the list of questions.

(A list of the interview questions and a recording of the interviews are available through the Superintendent's office.)

Chairperson Copple declared a short recess following the second interview at 8:20 p.m.

The meeting reconvened at 8:30.

The following conflicts of interest were declared:

Director Lewellen said he was a long-time client of one of the firms and a personal friend of one representative. He chose to decline from participating in the discussion and vote.

Director Copple said the office for which she works provides insurance for both firms.

Director McKay said he did not hear all of the first presentation but felt qualified to participate in the discussion and vote because he was well acquainted with the capabilities of that firm.

Director Nearing said one of the firms prepares his income taxes. He said he would participate in the discussion and vote his conscience.

Board members discussed the experience of both firms. In answer to a Board question, Superintendent Maxwell said the staff has spoken to other users of both firms. All responses have been positive. The Board's discussion compared the benefits of continuing with a good firm which has provided good services over an extended period of time and which intimately knows the ESD operation versus transferring to another good firm which is providing other public agencies 4. Business Affairs <u>4A</u> Interview Applicants for ESD Auditor

4A. (continued)

good services and which might be able to bring a new or different perspective to the ESD audit and fiscal consultation process.

DIRECTOR NEARING MOVED to designate the firm of Babcock Johnson and Oberlink as auditors for the period from July 1, 1987, through June 30, 1990.

Director McKay seconded.

DIRECTORS NEARING, MCKAY, and SWANSON VOTED YES.

DIRECTORS COPPLE and FICEK VOTED NO.

(Director Lewellen abstained.)

THE MOTION FAILED FOR LACK OF QUORUM.

Further discussion centered on clarifying the role of the auditor as related to the Board and staff. The work is actually an audit of the staff performed for the Board. Board members also discussed the apparent philosophical differences between the two firms as related to the questions concerning annual versus ongoing or periodic auditing.

DIRECTOR FICEK MOVED to designate Jones and Roth as auditors for the period from July 1, 1987, through June 30, 1990.

Director Copple seconded.

DIRECTORS FICEK and COPPLE VOTED YES.

DIRECTORS NEARING, MCKAY, and SWANSON VOTED NO.

(Director Lewellen abstained.)

THE MOTION FAILED.

Chairperson Copple suggested that further discussion be tabled to the June 9 meeting.

Director Nearing requested clarification from Attorney Richards about whether a Board member may abstain from voting without permission of other Board members. 4. <u>Business Affairs</u> 4A Interview Applicants for ESD Auditor

4A. (continued)

Richards said that according to Oregon statute, a member must declare conflict of interest but may then vote. The statute would pertain unless there is Board policy or practice which states otherwise.

Superintendent Maxwell indicated that to his knowledge, there was no Board policy or established practice which modifies the effect of the statute.

Director Lewellen stated that, in the absence of Board policy covering the issue, he would vote.

DIRECTOR NEARING MOVED to designate the firm of Babcock and Solin as auditors for the period July 1, 1987, through June 30, 1990.

Director McKay seconded.

DIRECTORS MCKAY, NEARING, and SWANSON VOTED YES.

DIRECTORS COPPLE, FICEK, and LEWELLEN VOTED NO.

THE MOTION FAILED FOR LACK OF QUORUM.

Attorney Richards responded to questions of staff and Board members by stating that if the Board fails to resolve this issue by July 1, the existing auditor would be maintained, since the Board is required to have an auditor.

Chairperson Copple declared the issue tabled until the June 9 meeting.

4B. Board members reviewed a briefing memo detailing an agreement with Linn-Benton ESD to rent computer software.

The OTIS staff initially negotiated a three-year rental agreement for use of software developed by Linn-Benton. Following that, representatives of the two agencies met to explore the mutual need to continue to develop and update program software. It was determined that it would be in the interest of both agencies to develop a longer term working relationship.

The Board's briefing memo summarized agreements included in the 27-page draft agreement developed by the two parties and their legal counsel.

4B Software Agreement, Linn-Benton ESD 4. <u>Business Affairs</u> 4B Software Agreement, Linn-Benton ESD

4B. (continued)

During the next three years, the rental agreement will continue, and a cooperative software development and updating program will be established. Each agency has assumed specific tasks, with Lane ESD/OTIS contributing greater staff resources. At the end of the three-year period, Lane ESD will be given the opportunity to become co-owners of the software without further financial outlay.

(Copies of the briefing memo, as well as the draft agreement, are available through the office of the Superintendent.)

Joe Richards called the Board's attention to two remaining issues which he felt were important enough to be negotiated prior to finalizing the agreement. The first was that he believes Linn-Benton should not enter into any licensing agreements without Lane's consent during the three-year period until Lane becomes a co-owner. If such consent is not obtained, half of any such licensing payments should be paid to Lane.

Richard's second remaining concern was that the contract should specify that after the end of the three-year period, when Lane becomes a co-owner, the two parties should share equally in paying for any further developments that may become necessary.

Richards pointed out that negotiations between the two parties have been going on for some time, with many very important revisions to the original agreement having already taken place.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into an intergovernmental agreement with Linn-Benton ESD for the rental of and eventual coownership of applications software for use in the OTIS system. BE IT FURTHER RESOLVED that the Board strongly recommends that the final agreement include the two recommendations presented at this meeting by ESD legal counsel.

(Resolution #86-91)

- Business Affairs 4B Software Agreement, Linn-Benton ESD
 - 4C Insurance Agent-of-Record Recommendation

4D Cooperative Purchasing Bid Awards 4B. (continued)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

4C. Superintendent Maxwell reviewed the process used to arrive at a recommendation for the ESD's property/casualty insurance agent-of-record. Four applications were received in response to the request for proposals. Representatives of the four firms were interviewed on May 15 by a committee consisting of Lois Copple, Richard Ellingboe, Bob Buroker, and Jim Maxwell.

Reference checks were completed and all four firms were found to be reputable and capable of providing the services required. The committee recommends Tromp & McKinley because of its more extensive experience and background in providing servives for public schools and other governmental agencies.

(Director McKay declared a conflict of interest in that Tromp & McKinley is his insurance agent.)

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD designates the firm of Tromp & McKinley as the District's insurance Agent-of-Record for property/casualty insurance for the period May 27, 1987, through June 30, 1990.

(Resolution #86-92)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, and SWANSON VOTING YES.

(Director Lewellen was out of the room at the time of the motion.)

4D. A tabulation of recommended bid awards for Cooperative Purchasing supplies and equipment was distributed and reviewed. (A copy is available in the Superintendent's office.) Lane ESD Board of Directors Meeting, May 26, 1987 Page 8

4. Business Affairs 4D Cooperative Purchasing Bid Awards

4D. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that contracts be awarded vendors for Cooperative Purchasing supplies and equipment for the 1987-88 year, according to the bid award recap as distributed.

(Resolution #86-93)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

4E. Board members reviewed a briefing memo regarding a proposed contract to be awarded by the State Department of Education. The grant amount would be for the purpose of supporting and developing a written plan for science textbook selection and adoption.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the ESD to enter into an intergovernmental service agreement with the SDE to support and develop a science textbook evaluation and selection process and appropriates the contract amount contingent upon receipt of funds.

(Resolution #86-94)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

4F. Richard Ellingboe reviewed financial statements for April 1987, including General Fund Revenue Summary; General Fund Expenditures, including encumbrances; and Revenue/Expenditure Summaries for Cooperative Purchasing, Science-Planetarium and OTIS.

5. <u>Action Items</u> NOTE: Because of the lateness of the hour, several scheduled action items were deferred until June.

4E Science Consortium Grant, Textbook Adoption

4F Financial Statements,

April 1987

5. Action Items 5B Set Dates for Summer Meetings

5B. DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD sets the following dates for its regular summer meetings: July 21, 1987, and August 18, 1987.

(Resolution #86-95)

Director Nearing seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

(Directors Lewellen and Ficek said they would be unavailable at the August meeting.)

6A. Background material on use of a consent agenda was mailed to Board members earlier in the month. The concept has been suggested as a method of increasing efficiency and use of time at Board meetings.

After a brief review, Board members agreed by consensus to use the consent agenda on a trial basis beginning with the June 23 Board meeting. It is understood that use of the format will be reviewed in December and that it can be discontinued at any intervening time if the Board's needs are not being met.

6B. Director Swanson has asked to attend the University of Oregon's Summer Computer Education Conference "Extending the Human Mind, Computers in Education," as a representative of the Board.

Board members reviewed the registration brochure.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves Director Jim Swanson's attendance at the U. of O. Computer Education Conference, August 6 and 7, with the Conference registration fee to be paid from funds budgeted for Board travel and conferences.

(Resolution #86-96)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

Discussion Items

6A Consent Agenda Group

6.

6B Board Conference Attendance Request 7. <u>Reports</u> 7A Personnel Report 7A. Board members reviewed the personnel report dated May 26.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignations of Jane Krauss and Joan Anderson, effective at the end of the current contract year.

(Resolution #86-97)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, AND SWANSON VOTING YES.

7B Regular Liaison and
Committee Reports7B. The agenda for the May 12 meeting of the Advisory
Council for Handicapped Children and minutes for
the April 14 meeting were distributed.

Wyatt Rosenbaum reviewed the May 8 OTIS Executive Board meeting.

Doug McKay gave a brief summary of the May 26 Oregon Museum Park Commission meeting.

Frank Nearing reported on a Lane Council of Governments staffing change.

- 8. Future Agenda Items
- 8. Future agenda items include:
 - A. Budget Hearing: June 9
 - B. Superintendent's evaluation: June 9 (Board members were reminded to return responses to the evaluation instrument.)
 - C. Adopt and appropriate budget, levy taxes: June 23
 - D. Routine start-of-year designations and authorizations: June 23
 - E. Approve adjustment to administrative/ confidential employee salaries: June 23
 - F. Recommended policy changes
 - G. Report on Vocational Education Regional Coordinator evaluation

SD Board of Directors Meeting, May 26, 1987

meeting. After a five-minute break, the Chairperson called the Board to Executive Session under provisions of ORS 192.660(1)(f) to consider records exempt from public inspection and 192.660(1)(d) to discuss negotiations. 10. Reconvene in Open Session 10. Following the Executive Session, Chairperson Copple reconvened the Board in open session. No action was taken. 10B Board Member Comments 10B. Director Lewellen asked to make a statement at this point. He reiterated his strong conviction that any person in public service should have the right to abstain from voting in certain special cases. Brief discussion followed. Board members

requested that at some future time the issue be brought up for further review in order to more clearly define Board policy and practice.

The Lane ESD Board of Directors will meet at 11. 7 p.m., Tuesday, June 9, for the purpose of holding the 1987-88 Lane ESD Budget Hearing and the Evaluation of the Superintendent.

9. Chairperson Copple recessed the regular

The next regularly scheduled business meeting of the Lane ESD Board will be at 7 p.m., Tuesday, June 23.

12. The meeting was adjourned at 10:45 p.m.

Copple. Acting Chairperson

James G. Maxwell, Superintendent-Clerk

SR:jv 3/028

- Executive Session 9.

11. Next Meetings

12. Adjourn



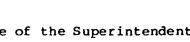
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LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

1. <u>Call to Order</u> 1A Attendance

- 2. Executive Session
- 3. Reconvene in Open Session
- 4. <u>Discussion Items</u> 4A Interview Process for Auditor

Thereseeseesees



Office of the Superintendent Tuesday, May 5, 1987

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, May 5, 1987

1A. A specially called meeting of the Lane ESD Board of Directors was called to order at 6:00 p.m., Tuesday, May 5, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members: Frank Nearing, Chairperson Beverly Ficek Doug McKay Glen Weathers

Lois Copple Bill Lewellen Jim Swanson

ESD staff:Jim Maxwell, SuperintendentRichard EllingboeWyatt RosenbaumBob TaylorMarv WilkersonBob BurokerJeff ForemanSallie Rainville

- Chairperson Nearing called the Board to Executive Session under provisions of ORS 192.660(1)(d) to discuss negotiations.
- Following the Executive Session, Chairperson Nearing convened the Board in open session. No action was taken as a result of Executive Session discussion.
- 4A. Copies of proposals from two auditing firms interested in acting as ESD auditor were distributed. Representatives of the two firms have been invited for interviews with the Board at its next meeting. Superintendent Maxwell said the staff will review the two proposals and contact references prior to that meeting. A written summary will be mailed to Board members.

The Board reviewed a list of interview topics prepared by staff. These will be translated into specific interview questions. Discussion following pointed out some Board concerns related to audit support throughout the year. These concerns will be added to the topic list.

- 4. <u>Discussion Items</u> 4B Insurance Agent-
 - B Insurance Agent-of-Record
- 4B. The previously adopted calendar for choosing a property/casualty insurance agent-of-record proved to be unworkable because of advertising deadlines. Superintendent Maxwell said the date for receiving proposals was extended to May 8.

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The staff will work with the Board Chair or his designee to evaluate the proposals, check references, and prepare a recommendation for the next Board meeting.

Richard Ellingboe said that five local insurance firms have told him they will submit a proposal. He reviewed some of the criteria to be analyzed in reviewing the proposals. These include commitment to continued service by the local representative who makes the proposal; connection with national organization; and the availability of consulting services.

- Chairperson Nearing read a letter from OSBA announcing a retirement event for OSBA Director Tom Rigby.
- 6. The next regular meeting of the ESD Board was rescheduled from May 19 to May 26, because most Board members could not attend on the originally scheduled date.

The June 2 meeting will also be rescheduled.

 The meeting was adjourned at approximately 6:45 p.m.

n 10 k Nearing, Chairperson rar

James G. Maxwell, Superintendent-Clerk

3/006 SR:jv

- 5. <u>Communications</u>
- Next Meeting(s)
- 7. Adjourn



LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North, P.O. Box 2680 Eugene, Oregon 97402

BOARD OF DIRECTORS MEETING Tuesday, April 21, 1987 7:00 p.m.

LANE ESD BOARD OF DIRECTORS MEETING TUESDAY, APRIL 21, 1987

1A. A regular meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, April 21, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members:Frank Nearing, ChairpersonLBeverly FicekJim SwansonG

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Lois Copple Bill Lewellen Glen Weathers

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Paul O'Driscoll Jeff Foreman Jerry Miller

Richard Ellingboe Bob Taylor Ted Murray Bob Buroker Sallie Rainville Joel Robe

Others: Rob Adams

Tom Huebner

1B. Director Swanson pointed out an error in the minutes of March 17. The person seconding Board Resolution 86-72 (Director Lewellen) and the vote (unanimous) were omitted.

THE MINUTES WERE APPROVED AS CORRECTED.

 Wyatt Rosenbaum introduced Tom Huebner, team leader of the OTIS Data/Information/Communication Study Team. Mr. Huebner retired last year as superintendent of Douglas ESD. Huebner and OTIS Deputy Director Paul O'Driscoll presented a summary of the study and answered Board member questions.

Superintendent Maxwell thanked Committee members for their work.

3. Rob Adams requested to speak to Agenda Item 6C, Public Use of the Planetarium.

1. <u>Call to Order</u> 1A Attendance

2. Program Presentation

Approval of Minutes

1B

3. <u>Statements from the</u> Audience 4. Communications

- 4. The following communications were presented:
 - A. Memo from the Superintendent announcing that ESD school psychologist Anne Moffett has been selected as Oregon School Psychologist of the Year

(Board members requested that a letter of congratulations be sent to Anne.)

- B. Information for Board members on journal subscriptions
- C. Announcement of OAESD Annual Conference, June 14-16, in Bend
- D. Letter to Sam Frear thanking him for his interest in the ESD Board position
- E. Letter from Jerry Bennett, Superintendent, Linn-Benton ESD, thanking Lane ESD for providing educators from his area with the opportunity to hear Geoff Colvin share his expertise on classroom management.
- F. Report of Activities: Hearing-Impaired and Audiological Services Resolution
- G. Sample of letter of thanks sent to ESD Budget Committee members
- H. Sample of letters sent to persons testifying or submitting testimony related to the Staffordshire Boundary Board hearing
- I. Copy of Lane ESD fiscal procedures document
- J. State-wide home schooling data report
- K. Substance Abuse Program Model
- 5A. Heavy activity in staff development workshops and related activities is exceeding the original spending authority granted in the 1986-87 budget for Fund 220 (Curriculum/Staff Development). The Superintendent requested that the Board authorize an appropriation transfer of \$52,000 from General Fund contingency to Curriculum Development Fund 220. This transfer will provide authorization within the budget to continue to offer regular self-supporting inservice training activities during this budget year. No ESD tax dollars are actually involved in this transfer.

5. <u>Business Affairs</u> 5A Transfer of Appropriation

5. <u>Business Affairs</u> 5A Transfer of Appropriation

5A. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes transfer of the appropriation of \$52,000 from the General Fund Contingency Account to ESD Special Fund 220 "Curriculum Development."

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(Resolution #86-77)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, NEARING, SWANSON, AND WEATHERS VOTING YES.

5B. Interest in "at-risk" students has had a significant effect on the ESD attendance/truancy program. By the end of March, 205 truancy referrals had been received, as compared to 123 for the same period last year. The budget for paying the contracted attendance officer service, Whitney Investigations, will be depleted by the end of April. Superintendent Maxwell requested that the Board approve a transfer from contingency in order that the program can continue to operate through the end of the school year.

Superintendent Maxwell and Bob Taylor answered Board member questions about the contract and truancy program procedures.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the ESD Board approves the transfer in the current budget of \$2,500 from Contingency Funds (100/11/4800/799) to the Attendance/Truancy Program (100/12/2112/313).

(Resolution #86-78)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, NEARING, SWANSON, AND WEATHERS VOTING YES.

5B Contingency Transfer, Truancy Lane ESD Board of Directors Meeting, April 21, 1987 Page 4

- 5. Business Affairs 5C Selection of Auditor
- 5C. Proposals to serve as ESD auditor were opened the afternoon of this Board meeting. Only two responses were received. Superintendent Maxwell said the staff will check with some of the firms that had indicated preliminary interest to try to understand why there were not more applications.

Board members asked that the staff check the two proposals and references and indicated they would like to interview representatives of both firms. They requested that the staff develop interview questions to be reviewed with the Chairman prior to the date set for the interviews.

5D Insurance Agent-of-Record

5D. Board members discussed a background briefing on review and selection of the ESD's property/ casualty insurance agent-of-record.

The following timeline was suggested:

<u>April 21</u> -- Review by the Board and authorization to advertise for insurance agent-of-record in Insurance Week.

April 27-May 1 -- Advertise

May 4 -- Review applications

<u>May 5</u> -- Board receive staff recommendations (special meeting to be set prior to Boundary Board hearing scheduled on that date)

May 19 -- Complete selection process

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESDS Board approves the above timeline for review of the ESD's property/casualty insurance agent of record.

(Resolution #86-79)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES. 5. Business Affairs

5E Administrative/ Confidential Salary Recommendations 5E. A background memo and proposal regarding administrative/confidential salaries for 1987-88 was reviewed by Board members. Information discussed included the following:

> Recommendation for 1987-88 adjustment to salary which was adopted by the Board in May 1986 as a part of its plan to compensate administrative and confidential employees. (Under the terms of this recommendation, salary adjustment for 1987-88 would be based on the January/December 1986 CPI.)

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444-3444-340-3466

List of benefits available to administrative and confidential employees in addition to salary.

Recommendation made last year that a salary comparison study be initiated during the 1987-88 year for the purpose of adjusting Lane ESD's administrative/confidential employee salaries to fit within the comparison groups.

Director Swanson declared a possible conflict of interest.

Directors Swanson and Ficek indicated several reasons why they felt the Board might wish to revise last year's salary adjustment recommendation. After discussion, members of the administrative/confidential compensation subcommittee agreed to meet with the Superintendent for further study of the issue. Members of that committee are Directors Lewellen, Swanson, and Ficek. Chairman Nearing suggested that the committee also consider the benefits package offered to this group of employees.

DIRECTOR COPPLE MOVED to refer the administrative/confidential salary proposal back to the subcommittee for further study, with a report to the full Board no later than June 16.

(Resolution #86-80)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES.

Lane ESD Board of Directors Meeting, April 21, 1987 Page 6

- 5. Business Affairs 5F Financial Statements
- 6. Action Items 6A Board Election

6B "Apple" Grant

- 5F. Richard Ellingboe reviewed financial statements for March 1987 including General Fund Revenue Summary; General Fund Expenditures (including encumbrances); and Revenue/Expenditure Summaries for Cooperative Purchasing, Science-Planetarium, and OTIS.
- 6A. Board members reviewed a summary of Lane County Elections Department's abstract of votes as cast in the March 25 election. The abstract was canvassed and certified by the Superintendent within the required five-day period, according to ESD procedure.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board affirms the canvass of votes for the March 25, 1987, Board of Directors election and the certification of Frank Nearing and James R. Swanson as elected to Positions 2 and 7 respectively.

(Resolution #86-81)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES.

6B. Board members reviewed a summary of the completed grant application to Apple Computer Corporation, which was authorized at the March 17 Board meeting.

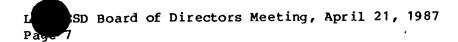
DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors approves the grant proposal to Apple Computer Corporation entitled "Using Desktop Publishing to Facilitate the Teaching of Communication Skills to Students with Physical and Mental Disabilities."

BE IT FURTHER RESOLVED that the Board will accept the donated equipment and materials in accordance with Board Policy 706, if the proposal is granted by Apple Corporation.

(Resolution #86-82)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES.



- 6. Action Items 6C Policy for Public Use of Planetarium
- 6C. Before going to the agenda item, Superintendent Maxwell reported on two related issues. First, he told Board members that Planetarium Director Bill Suggs was at Sacred Heart Hospital, having suffered a serious health setback. Bob Taylor reported that although still in intensive care, Dr. Suggs' condition is improving.

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Next, the Superintendent briefly reported on the Oregon Museum Park Commission recommendation to terminate its function as landlord-manager of the Alton Baker Park Museum Complex and turn it over to Lane County. OMPC would then put its efforts solely into fund-raising. Joe Richards is representing the ESD's interest in this regard. As details are worked out, OMPC will recommend to its five member agencies that they approve a "reconstruction" of the Commission.

The Board then moved on to the agenda item on use of the Planetarium by the public. Superintendent Maxwell briefly reviewed the Board's discussion at the March 17 meeting, when members first received and reviewed a set of four assumptions being used by the staff to guide its process for clarifying the interests of the two Planetarium user groups (those covered under Resolution #5 and all other groups). In the packet for tonight's meeting, Board members received a second briefing memo reviewing the four assumptions and other background information on Planetarium use.

Superintendent Maxwell asked Board members for input on the four assumptions.

Following discussion of clarifying questions, Chairman Nearing called on Rob Adams for his comments on this issue.

Adams said he represented the 60-member Eugene Astronomical Society. He said the Society is very supportive of the ESD Planetarium. Members volunteer many hours toward public use of the facility. He said the quality of the Planetarium programs is excellent and a matter for civic pride. He urged the Board to give future consideration to seeking methods of obtaining funds for the Planetarium from private sources. 6. Action Items 6C Policy for Public Use of Planetarium

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6C. (continued)

Adams said the public is interested in the Planetarium, but a vigorous advertising campaign could generate even higher public interest and additional revenue. He agreed that school districts cannot subsidize public use, but said he hoped that the Board could consider some type of time-sharing arrangement with the public.

Director Lewellen complimented Adams and the Astronomical Society on the excellent work they have done in furthering astronomy. Since the ESD's charge is to serve public schools, Lewellen encouraged Adams to direct the Society's efforts toward local school districts. He said the best chance for the group to achieve its goals is through local support and added that school boards are generally quite willing to listen to private individuals.

Director Ficek recommended that the Lane County School Superintendents be invited to hold one of their monthly meetings at the Planetarium facility. She also asked that the Board consider setting up a "Friends of the Planetarium" support group.

In answer to Chairman Nearing's question, Superintendent Maxwell commented that the County Superintendents meeting is usually convened at the ESD for convenience, but the agenda is formulated by the Superintendents, not by ESD staff. He said the format is used to discuss legislative topics and other similar general interest items. The group has never requested a report on any specific ESD program.

The Superintendent further commented that local districts have been supportive of Planetarium through the Resolution process. Fifteen districts voted yes last year and Resolution #5 received a yes vote from all fifteen districts that have voted this year.

Rob Adams then commented that he would like to see the Board appoint a second advisory committee to represent Planetarium users not covered by Resolution #5. He said he would like that committee to offer advice on marketing the facility and seeking private foundation grants and said he hopes the facility can become a community resource as well as an educational one. 6. Action Items 6C Policy for Public

Use of Planetarium

6C. (continued)

Chairman Nearing also encouraged Adams to take his cause to the local districts and suggested Adams report back to the Board after a period of time regarding generating of public interest.

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At her request, Chairman Nearing called upon Director Ficek to present a brief report on Planetarium usage.

Bob Taylor reported that the school users advisory group is now in place. He said he believed that arrangements for taking care of the public interest will be made through WISTEC or the Museum Park Commission.

Superintendent Maxwell summarized staff plans as detailed in the background memo. The proposal calls for the staff to continue to negotiate with WISTEC to operate the Planetarium for the public, as provided in the ESD-WISTEC contract. He said he will also continue to keep the Board informed about possible changes in the relationship with OMPC. Unless some other direction is recommended, no action is necessary at this point.

Chairman Nearing called for further comment and there being none, closed the discussion.

6D. Superintendent Maxwell recommended that the name of the "OTIS Advisory Committee" be changed to "OTIS Executive Board." He said this title would more accurately reflect the role and function of the Committee, as well as reduce confusion relating to the several ad hoc OTIS advisory committees that are now functioning. The recommendation was approved by the Advisory Committee at its regular meeting on January 29.

Director Ficek said the new name seemed to imply that the Committee could make final decisions about OTIS. Directors Lewellen and Nearing said they felt the advisory function of the committee was implicit and both committee members and staff were aware of it.

6D Recommendation to Change Name of OTIS Advisory Committee Lane ESD Board of Directors Meeting, April 21, 1987 Page 10

- 6. Action Items
 - 6D Recommendation to Change Name of OTIS Advisory Committee

6D. (continued)

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the change of name from OTIS Advisory Committee to OTIS Executive Board.

(Resolution #86-83)

Director Copple seconded. DIRECTORS COPPLE, LEWELLEN, NEARING, SWANSON and WEATHERS VOTED YES. DIRECTOR FICEK VOTED NO. THE MOTION CARRIED.

6E. A long-term contract form for OTIS users was reviewed. The purpose of the contract is to provide protection for the ESD Board, since it has made a financial commitment to OTIS by assuming multi-year contracts for purchase and installation of equipment.

The document was drafted with the assistance of a committee of OTIS users and Advisory Committee members and has been approved by ESD attorney Joe Richards. Attorneys representing two user districts also reviewed the contract.

Ted Murray reviewed background involved with working out the contract language.

In answer to Board member questions, Wyatt Rosenbaum reviewed the schedule for conversion to the "new OTIS" and discussed marketing plans. He said it is assumed that approximately 40% of the user base will sign the long-term contracts in the first year.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board approves the long-term agreement form between OTIS and its user districts.

(Resolution #86-84)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES.

6E. Approval of OTIS Long-Range Contract Form

- 7. Discussion Items 7A Board Conference Attendance
- 7A. Proposed new Board Policy No. 108: "Board Member Compensation and Reimbursement" and related Administrative Regulation 1108-1: "Board Member Conference Attendance and Reimbursement" were distributed for first reading.

Superintendent Maxwell said attendance by Board members at professional conferences and meetings has been a subject for Board discussion several times over the past two years. The proposed policy and regulation were provided in response. He said Board member input and direction would be appreciated before the policy is returned for action at a later meeting.

Board members discussed the proposed language and made several suggestions which the staff will incorporate into a second draft.

7B. Board members received, for a first reading, a recommendation to establish new rates for reimbursement of meal costs when Board or staff members are away from home on ESD business.

The Superintendent recommended that the guidelines be based on information provided by Bruce Montgomery, of the ESD auditing firm. Montgomery indicated that the IRS allows \$25 per day for meal expenses without supporting documents. His firm has used the \$25 base figure as the guideline for the following per meal amounts:

Breakfast	\$ 5.00
Lunch	7.50
Dinner	\$12.50

Reimbursement of meal expenses that exceed these amounts would require receipts documenting the expenditures.

Board members reviewed current Policies and Administrative Regulations relating to reimbursement of employee expenses (Policies 307 and 410 and Administrative Rules 1307 and 1410). Any new policy and regulations that may be adopted to cover Board member expenses would also be affected.

Directors Copple and Weathers indicated they felt it important that guidelines continue to emphasize that receipts should be turned in whenever possible.

A second draft of these guidelines will be returned to the next Board agenda.

7B Proposal for Per Diem Expense Allowance

7. Discussion Items 7C. Board members reviewed a briefing memo and back-7C Guidelines, ground information regarding the process for Superintendent's evaluation of the Superintendent. Evaluation By consensus, the Board and Superintendent Maxwell mutually agreed to waive the May 31 deadline for the evaluation and to schedule it as a part of the June 2 Board meeting. (The Superintendent asked that that date be changed if it becomes apparent that Board attendance at the June 2 meeting will be a problem.) Board members also agreed by consensus to use the evaluation instrument developed last year and the adopted Board goals which were included in the agenda background information. Chairman Nearing asked that Board members read the background information provided, which included the following: 1987-88 Board goals Background information about evaluation provided by OSBA. Evaluation instrument. (Nearing asked that this form be completed by each Board member and mailed to him at the ESD, in care of Sallie Rainville). 8. Reports 8A. The March-April personnel report was reviewed. 8A Personnel Report DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Lane ESD Board accepts the resignations of certificated staff members Margaret A. Malsch and Karen Johnston, effective at the end of the current contract year. (Resolution #86-85) Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELEN, NEARING, SWANSON, and WEATHERS VOTING YES. 8B Legislative Issues 8B. A report on ESD-related legislative issues was distributed. Jeff Foreman is coordinating acquisition of bill texts and summaries and maintains a central file on all issues. 8C Board Conferences 8C. Chairman Nearing's report on the NSBA Council of School Attorneys Conference was distributed. Directors Ficek and Lewellen reported briefly AAESA/AASA conferences and the NSBA conventio

LUCESD Board of Directors Meeting, April 21, 1987 Page 13

- 9. Future Agenda Items
- 9. Future agenda items include:
 - A. Selection of auditor
 - B. Evaluation of Superintendent
 - C. Recommended policy changes and additions

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- D. Bid awards: cooperative purchasing
- E. Swear in re-elected Board members
- F. Set summer meeting dates
- G. Consent agenda proposal

(Director Ficek left the meeting at this point.)

- 10. Chairman Nearing recessed the regular meeting and called the Board to Executive Session under provisions of ORS 192.660(1)(d) to discuss negotiations.
- 11. Following the Executive Session, Chairman Nearing reconvened the Board in open session.

The following action was taken:

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the letter of understanding between the Lane ESD and the Lane County Education Association amending Article XI, F of the 1985-87 collective bargaining agreement. A copy of the Letter of Understanding is attached to the official copy of these minutes.

(Resolution #86-86)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, LEWELLEN, NEARING, SWANSON, and WEATHERS VOTING YES.

10. Executive Session

11. Reconvene in Open Session

) Line ESD Board of Directors Meeting, April 21, 1987 Page 14

12. Next Meeting(s)

13. Adjourn

12. A special meeting of the Lane ESD Board will be held on Tuesday, May 5, 1987, at 6 p.m. A meeting of the Lane ESD Boundary Board will follow at 7 p.m.

The next regular Board meeting will be Tuesday, May 19, at 7 p.m.

13. The meeting adjourned at approximately 10:30 p.m.

anno Lanic Frank Nearing, Chairperson James G. Maxwell, Superintendent -Clerk

Attachments to official minutes:

Amendment to employee contract

SR:jv 1/009



Helping Schools Help Kids

LETTER OF UNDERSTANDING

The Board of Directors of the Lane Education Service District and the Lane County Education Association agree that Article XI, F of the 1985-87 Collective Bargaining Agreement shall be amended to read:

"It is agreed by the parties the salaries for certificated employees and classified employees (attachments B & C of the Agreement) shall be increased by two (2) percent. This is in addition to the 2.5 percent increase which was granted on an interim basis on July 1, 1986. (See Article XI, F, 4.) This amendment has the cumulative effect of increasing the salary schedules a total of 4.5 percent for 1986-87. It is understood by the parties this constitutes the full and complete agreement regarding salaries and waives any and all adjustments addressed in Article XI, F, sections 1 through 4 by either party."

It is further agreed by the parties that, in the event negotiations are not completed for a successor agreement prior to July 1, 1987, all eligible employees shall receive a step increase on July 1, 1987, in compliance with the Employment Relations Board decision DR-6-86, 9PECBR 9018 (September, 1986). It is understood by the parties this waiver does not constitute a waiver for collective bargaining purposes by either party.

the Lane Education Assoc.

Date 5/26/817 Date

the Lane ESD Board of Direc tors

Uttach. April 21, 1987

RE:tc

Eugene

Glen Weathers Florence

Lois Copple

Creswell

DUCATION SERVICE DISTRICT 12.0 Highway 99 North P.O. Box 2680 Eugene OR 97402

Attendance

Call to Order

1.

1A

Office of the Superint Tuesday, April 7, 1987

LANE EDUCATION SERVICE DISTRICT BOARD MEETING Tuesday, April 7, 1987

1A. A special meeting of the Lane ESD Board was called to order at 6:00 p.m., Tuesday, April 7, 1987. Notice of the meeting was posted at the ESD Center and published in the <u>Register-Guard</u> on April 6 and 7. The following persons attended the meeting:

Board members:

Lois Copple, Vice-Chairperson Bev Ficek Bill Lewellen Doug McKay Glen Weathers

ESD staff:

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Jim Maxwell, SuperintendentRichard EllingboeWyatt RosenbaumMarv WilkersonJeff ForemanOpal JacobsonSallie Rainville

Others attending: Jack Liles

2. The following communications were presented:

A. Meeting notice: OSBA Board Development Session, Thursday, April 16 at ESD Center

> (Board members were encouraged to attend this session which begins with dinner at 6:15 p.m. OSBA's presentation will begin at 7 p.m.)

- B. Letter from David Cellers on behalf of Trico League thanking The Board and Superintendent for ESD assistance with the Small Schools Winter Conference.
- C. <u>Register-Guard</u> editorial on ESD Board member election.

(Chairperson Nearing had suggested including the editorial because it did an excellent job of pointing out some of the accomplishments of the Board. The Superintendent said that the contested race had provided citizens the opportunity to learn more about the ESD. He suggested that a letter on behalf of the staff and Board be sent to unsuccessful candidate Frear thanking him for his interest in the ESD position.

2. Communications

Lane ESD Board Meeting, April 7, 1987 Page 2

3. <u>Statements</u> 3A Contingency Planning for Eugene 4J Strike

3B. Women's Fitness Conference

- 4. Executive Session
- 5. Recess
- 6. <u>Reconvene in Executive</u> <u>Session</u>
- 7. Adjourn

3A. The Superintendent and division directors told the Board about staff planning for ESD operating procedures during the expected strike by Eugene 4J teachers. ESD Special Education classes will go on as usual. The Superintendent said that ESD Association (LCEA) officers have been instrumental in maintaining contact with EEA. Chairperson Copple thanked administrators and staff for their extra efforts.

3B. Director Ficek described the 1987 Women's Health and Fitness Conference to be held in Portland May 28 through 30 and requested the Board approve her attendance. She said the conference covers staff wellness topics and suggested staff members might also be interested. Director Copple also indicated an interest in attending.

There being no comments to the contrary, Superintendent Maxwell said the staff will register the Board members for the conference as requested.

4. Chairperson Copple recessed the regular meeting and called the Board to Executive Session under provisions of ORS 192.660(1)(d) to discuss negotiations.

5. Chairperson Copple recessed the Executive Session at 7:55 p.m., for a scheduled brief meeting of the Lane County School District Boundary Board.

6. The meeting was reconvened in Executive Session at 8:15 p.m., with the same persons present as well as Bob Taylor who entered the meeting at approximately 8:20 p.m.

7. The meeting was adjourned at approximately 9 p.m.

Vice

James G. Maxwell, Superintendent-Clerk

SR:jv 3/044



LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402



Office of the Superintendent Tuesday, March 17, 1987 6:00 p.m.

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, March 17, 1987

1A. A regular meeting of the Lane ESD Board of Directors was called to order at 6:00 p.m., Tuesday, March 17, 1987, as announced on the agenda and in the public notice of the meeting. The following persons were present:

Board members:Frank Nearing, ChairpersonBeverly FicekBill LewellenDoug McKayJim SwansonDoug McKay

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Sallie Rainville Jerry Miller

Richard Ellingboe Bob Taylor Jeff Foreman Bill Suggs

Others: Alice Carnes

- 1B Approval of Minutes
- 2. Statements

2A Statements from the Audience

1B. MINUTES OF FEBRUARY 10 AND MARCH 3, 1987, WERE APPROVED AS PRESENTED.

2A. Alice Carnes, Executive Director of WISTEC: Ms. Carnes thanked the Board for accomodating her schedule by allowing her the opportunity to speak at this point on the agenda rather than later during the scheduled discussion on policy for public use of the Planetarium. She said she had come to show her support of the Planetarium program and to urge the Board not to consider any reduction in the program's scope or services. She said the WISTEC Board will evolve an institutional position on the Planetarium which they will convey to the Superintendent and Board prior to the Board's April 21 meeting.

Ms. Carnes described the Planetarium as a cultural resource for the entire region, which is highly valued by adults in the community as well as school children. She credited the ESD with building and supporting a facility which is the largest and best equipped between San Francisco and Vancouver B.C. with programs that measure up to those shown in Chicago's Adler Planetarium or the Hayden in New York. Ms. Carnes said the

1. <u>Call to Order</u> 1A Attendance Lane ESD Board of Directors Meeting Page 2

- 2. Statements 2A. (continued) Statements from the 2A Audience reason for this high quality is the hard work and talent of Planetarium Director Bill Suggs. She said she felt that any reduction in the program's scope or services would do irreparable harm. She also indicated that reduction in Planetarium services would lead to a public outcry. In answer to questions, Ms. Carnes said cutbacks of Planetarium services would have a terrible effect on WISTEC, since the two programs complement each other. Ms. Carnes and Bill Suggs also answered Board questions about attendance at the Planetarium during the current dinosaur exhibit. з. Communications 3. The following communications were presented:
 - A. Chart noting local district board action in approving the ESD service resolution package for 1987-88
 - B. Quarterly Board planning calendar, March-June
 - C. Report of Activities: Hearing-Impaired and Audiological Services resolution
 - D. Memo regarding L-COG services provided to school districts through ESD's membership
 - E. Pamphlet from Planetarium staff "Lifestyles of the Dinosaurs"
 - F. Information about Vocational Education Skills Contest

4. Action Items

4A Personnel Report and Recommendations 4A. The personnel report for March, including recommendations for employment of certificated probationary employees, was reviewed.

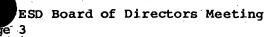
DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Pat Red from her position as teacher in the Lane School program.

(Resolution #86-70)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.





4. <u>Action Items</u> 4A Personnel Report and Recommendations

4A. (continued)

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors concurs with the administrative recommendations and hereby authorizes notification of all affected employees of their change of status effective with the first working day of the 1987-88 school year.

(Resolution #86-71)

A copy of the administrative recommendation is attached to the official copy of these minutes.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

- 5. No executive session was held.
- 6A. Superintendent Maxwell recommended that the Board adopt "Codification of Auditing Standards and Procedures as Developed and Adopted by the Association for Independent Certified Professional Auditors" as the performance standards for the ESD's auditor.

Board members reviewed a draft of a Request for Proposals for auditor which incorporated those standards. The dates included in the RFP include advertising and circulation of the document to interested parties from mid-March through mid-April, closing on or about April 17. The period of time from April 17 through May 13 would be used for analyzing and checking the proposals and interviewing candidates. The process would culminate in Board action at the May 19 meeting awarding a three-year contract to the successful firm. The contract would be effective immediately for preparation of the 1986-87 audit.

Superintendent Maxwell said he would ask the Board at the April meeting to give direction regarding the degree of involvement it would like to have in screening and evaluating proposals, contacting references and interviewing the auditing firms.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the recommended performance standards for auditors and authorizes the staff

5. Executive Session

 Business Affairs
 6A Standards and RFP for Auditing Firm Lane ESD Board of Directors Meeting Page 4

6. <u>Business Affairs</u> 6A Standards and RFP for Auditing Firm 6A. (continued)

to request proposals for annual independent CPA audit in accordance with the attached recommendations.

(Resolution #86-72)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING AND SWANSON VOTING YES.

6B Copy Machine Bid Approval

6B. Board members reviewed cost and rating information on four copy machines which were considered for purchase.

During last fall, a staff committee headed by Alan Livingston developed criteria and specifications for a replacement copy machine. Requests for proposals were circulated and ten bids were received. The four machines whose combination of price and features appeard to best meet the ESD's specifications were placed at the ESD for a oneweek trial period.

The committee was also asked to study user traffic patterns and to make recommendations to improve the efficiency of the office copying process.

Based on information developed by the committee, Superintendent Maxwell recommended the purchase of two Canon NP7550 copiers from San Sierra Office Systems for a total purchase price of \$18,824, less \$710 trade-in for the existing machine. The net amount will be taken from the copier revolving fund.

San Sierra offered the trade-in allowance as a discount for purchasing two machines. (No tradein was allowed in the intial bid.) They also agreed to carry forward \$852 credit on the existing maintenance contract for use after expiration of the 90-day warranty period. In addition, they agreed to calculate maintenance costs on the new machines on a per copy cost and to waive any annual minimum or flat rate cost per machine.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes purchase of two Canon NP7550 copiers in accordance with the Superintendent's recommendation described above.

(Resolution #86-73)

LEEESD Board of Directors Meeting Page 5

- 6. <u>Business Affairs</u> 6B Copy Machine Bid Approval
- 6. <u>Business Affairs</u> 6C Chapter I Skipworth Grant

6D

6B. (continued)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING and SWANSON VOTING YES.

6C. On July 17, an unanticipated Chapter I grant was received from the Oregon Department of Education. The amount of \$7,319 represented an increase of \$498 over the amount specifically budgeted for the Skipworth program.

Oregon Local Budget Law provides that money from an unanticipated grant which has been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors hereby appropriates the full amount of \$7,319 for the Skipworth Title I grant for the purposes shown below:

General Fund

111	Certified	salaries	\$7,319
	Total		\$7,319

(Resolution #86-74)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

Financial Statements 6D. Richard Ellingboe reviewed financial statements for February 1987 including General Fund Revenue Summary; General Fund Expenditures (including encumbrances); and Revenue/Expenditure summaries for Cooperative Purchasing, Science-Planetarium, and OTIS.

 6E Special Education Grant Proposal
 6E. Superintendent Maxwell reviewed concepts which were included in a preliminary proposal submitted to Apple Computer Corporation by Marv Wilkerson and a team of ESD and local district staff members. The proposal involved using microcomputers to provide learning opportunities for trainable mentally retarded students. Apple has responded with an invitation to submit a full proposal. The deadline for submission is April 20.

- 6. <u>Business Affairs</u> 6E Special Education Grant Proposal
- 6E. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the ESD Board of Directors authorizes the development and submission of a grant proposal to Apple Computer Corporation for a system to use microcomputers in teaching trainable mentally retarded students. The amount of the grant will be approximately \$50,000.

(Resolution #86-75)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, AND SWANSON VOTING YES.

Board members will review the completed grant at the April 21 meeting.

7A. Board members reviewed a briefing memo summarizing background information being used to develop recommendations and options for long-term operation of the Planetarium facility and programs. (A copy of the memo is on file in the Superintendent's office.)

Superintendent Maxwell said the staff is proceeding from the point of view that the following assumptions are valid:

- A. The ESD wants to accomodate as many legitimate interested parties as possible, but its first responsibility is to those users covered under Resolution #5, Science/Planetarium Services.
- B. The ESD will work to accommodate the interest of other users, but ESD property tax revenue should not be used to support those activities.
- C. The ESD continues to support the general mission of the Oregon Museum Park Commission in managing the Alton Baker Park complex, including concerns for the welfare of its current two tenants, as well as projected future developments. The rationale behind this support is derived from the current and potential values of the Alton Baker Park Complex as a support for public school programs.

Discussion Items 7A Policy for Public Use of Planetarium

7.

7. <u>Discussion Items</u> 7A Policy for Public Use of Planetarium 7A. (continued)

D. The staff and resources supported under Resolution #5 should be primarily directed to meeting the needs of public school users, but as unused resources are available they should be made available to other users at a cost which covers the legitimate cost borne by the ESD on behalf of the constituent school districts.

Superintendent Maxwell said these assumptions will be used as background for discussion at the April meeting, along with any comments received from Board members and other interested parties. He said he hoped the April discussion would result in action to either affirm, modify, or reject the assumptions.

- 8. No reports were scheduled on this agenda.
- 9. Future agenda items include the following:
 - A. Discussion on screening and evaluating audit proposals
 - B. Approve "Apple" grant application
 - C. Consider policy on Board conference attendance
 - D. Report on formation of Skipworth Study Committee
 - E. Report on OTIS long-range planning
 - F. Policy on public use of Planetarium and Planetarium Advisory Committee.
- 10. A. Specially called Executive Session, April 7, 1987, 6 p.m., for the purpose of discussing negotiations
 - B. Regular April Board meeting, Tuesday, April 21, 1987, 7 p.m.

11. meeting was adjourned at 7 p.m. The un IC carin ank Nearing, Fr **C**hairperson fim Maxwell, Superintendent-Clerk

8. Reports

9. Future Agenda Items

ø

10. Next Meetings

11. Adjourn

Lane ESD Board of Directors Meeting Page 8

Attachments to official minutes:

- Administrative Recommendations, Renewal of Certificated Staff
- 2. Recommended Audit RFP draft

SR:jv 3/049 4/7/87

RECOMMENDATION FOR RE-ELECTION

NAME	POSITION	HIRE DATE
RECOMMENDED FOR FIRST	YEAR PROBATIONARY STATUS	
Monique Siemerink	School Psychologist	2/2/87
RECOMMENDED FOR SECOND	YEAR PROBATIONARY STATUS	
Robert Cattoche	School Psychologist	9/2/86
Geoffrey Colvin	Supervisor, Lane School	7/1/86
Richard Ellingboe	Director, Administrative Services	8/11/86
Alice Erickson	Family Consultant (.5 FTE)	10/23/86
Karen Johnston	Teacher	12/2/85
Jane Krauss	Teacher	8/26/86
Gwen Meyer	Teacher	8/26/86
Laurie Persons	Adaptive P.E. Teacher (.5 FTE)	9/17/86
Dawn Stahlberg	Teacher (.5 FTE)	9/2/86
Joan Witty	Teacher	9/2/86
RECOMMENDED FOR THIRD Y	EAR PROBATIONARY STATUS	
Karen Duffy	Teacher	9/2/85
Connie Johnson	Teacher	9/2/85
Margaret Malsch	Teacher	9/2/85
Charles Messinger	Teacher	9/2/85
Margaret Myska	School Psychologist	9/2/85
Ginevra Ralph	Teacher	9/2/85
RECOMMENDED FOR PERMANE	NT STATUS	
Elizabeth Fernandez	Teacher	9/4/84
Verna Herberger	Teacher	9/4/84
Carol Knobbe	Teacher	9/3/84
Cynthia Lee-Holloway	Speech Therapist (.5 FTE)	10/18/84
Debra McGee	Teacher	3/26/84
Anne Moffett	School Psychologist	9/3/84
Alan Pierce	Teacher	8/20/84
Ronald Sherman	Teacher	9/4/84

Attachment 3-17-87

Conversion of

RECOMMENDATION FOR RE-ELECTION

NAME	POSITION	Page 2 HIRE DATE
	ENT_STATUS (Continued)	0 (0 (0)
Joanne Singer	Teacher	9/3/84
Risa Stout	Teacher (.5 FTE)	4/9/84
Marietta VanEekeren	Teacher	9/4/84
PERMANENT CERTIFIED ST	AFF	
Carol Abbott	Supervisor, Media Library	8/11/80
Ellen Adler	Supervisor, Elementary TMR	8/1/77
Joan Anderson	School Psychologist	8/31/82
Berry Broadbent	Teacher	3/29/82
Marvin Clemons	Regional Coordinator Career Ed.	9/18/78
Joan Finholt	Adaptive P.E. Teacher	8/28/78
Alexander Granzin	School Psychologist	8/25/80
Linda Hall	Teacher	8/23/74
Richard Hess	School Psychologist	8/28/78
Deborah Holmes	School Psychologist	1/26/82
Kermit Horn	Specialist	7/1/70
Frank Landrum	Supervisor, Resource Center	9/1/82
Alan Livingston	Supervisor, Production	8/13/71
James Lynch	Teacher	8/19/82
Marilyn Olson	Specialist	8/12/74
Belinda Peterson	Adaptive P.E. Teacher (.5 FTE)	9/17/81
Brian Reid	Teacher	8/31/82
Patricia Reinker	School Psychologist	8/28/78
Martin Sheehan	Supervisor, Secondary TMR	8/12/80
Mary Simon	Speech Therapist (.5 FTE)	8/30/76
Robert Simpson	School Psychologist	9/1/78
Jeffrey Sprague	TMR Program Consultant	8/28/81
Candice Styer	Teacher	8/29/83
Robert Taylor	Director, Instructional Services	3/15/83
Scott Thames	Teacher	1/28/82
Mickey Waggoner	Teacher	8/27/79
Marvin Wilkerson	Director, Special Education	7/1/70
Ronald Williams	TMR Program Consultant	8/31/82

. . . .

RECOMMENDATION FOR RE-ELECTION

		Page 3
NAME	POSITION HI	RE DATE
CERTIFIED STAFF NOT	RECOMMENDED FOR RE-ELECTION	,
Michael Ellis T	Teacher (Temporary)	9/17/86
Susan Parks	Adaptive P.E. Teacher (Temporary	() 2/2/87
Carol Berger	Speech Therapist (Temporary)	3/7/87

Attachment 3-17-87



DATE: March 12, 1987

TO: Board Members

FROM: Jim Maxwell

SUBJECT: Request for Proposals for Auditor

At the regular February meeting, the Board adopted Policy No. 806, Review of Contracted Service Providers, and reviewed recommended guidelines for developing a request for proposal for the position of ESD auditor.

The staff was requested to recommend a set of performance standards and develop a "Request for Proposal" document for review by the Board at the March meeting. The performance standards 'recommended by the staff are: "Codification of Auditing Standards and Procedures as Developed and Adopted by the Association for Independent Certified Professional Auditors."

A draft of an RFP document has been developed incorporating those standards. I recommend its review, adoption and approval by the Board. The dates included in the RFP assume advertising and circulation of the document to interested parties from mid-March through mid-April, closing on or about April 17. The period from April 17 through May 13 would be used for analysis of the proposals, checking of references and interviewing candidates. This process would culminate in Board action on May 19 awarding a three year contract to the successful firm. The contract would be effective immediately in preparation for the 1986-87 audit. I recommend the following:

- 1. The Lane ESD Board accept the standards "Codification of Auditing Standards and Procedures" as its performance standard for auditors.
- 2. The Lane ESD Board authorize the staff to request proposals for annual independent CPA audit in accordance with the attached recommendations.

At the April meeting, I will ask the Board to give directions regarding the degree of involvement it would like to have in screening and evaluating the proposals, contacting references and interviewing the auditing firms in preparation for awarding the contract.

JM:j∨ 7/024

Resolution 6A:

BE IT RESOLVED that the Lane ESD Board of Directors accepts the recommended performance standards for auditors and authorizes the staff to request proposals for annual independent CPA audit in accordance with the attached recommendations.

REQUEST FOR PROPOSAL

AUDIT SERVICES

The Lane Education Service District requests written proposals for audit services for fiscal years ending June 30, 1987, 1988, and 1989. The contract will begin on or about June 1, 1987, and subject to annual administrative review and review by the Board of Directors after three (3) years.

Upon request the ESD will provide applicants the opportunity to examine prior year's audits, the current budget and other appropriate financial data needed to complete the Request for Proposal.

The submitted proposals should include separate costs for the ESD audit and the OTIS enterprise fund audit. The proposal should include a maximum cost for the first year and maximum cost or escalation criteria for each succeeding year.

Time of Opening: April 21, 1987 2:00 p.m.

Place of Opening: Board Room Lane Education Service District 1200 Hwy. 99 N. Eugene, Or. 97402

To Be Opened By: Richard Ellingboe Director/Business Manager Administrative Services (503) 689-6500



Helping Schools Help Kids

REQUEST FOR PROPOSAL

Annual Independent CPA Audit

Α. Audit Proposal Responses

Responses to the proposed should be addressed to Richard Ellingboe, Director of Administrative Services, 1200 Hwy. 99 N., Eugene, Or., 97402, no later than Friday, April 17, 1987, at 5:00 p.m. Five (5) copies of bound and sealed proposals are required. The proposals will be analyzed and an award made by May 20, 1987. The contract will begin upon award and will be subject to annual renewal for a period of three (3) years.

Proposals will be accepted only from parties who:

Are free of all obligations and interests that might conflict a) with the best interests of the Lane Education Service District.

b) Have the capacity to provide services on a timely basis. The ESD will not reimburse any party for any costs incurred in the preparation of the proposal. The proposer shall furnish additional information the ESD may reasonably require. The ESD reserves the right to conduct precontract negotiations with any or all potential proposers.

Are listed on the roster of authorized municipal accountants as C) maintained by the State Board of Accounting in accordance with ORS 297.670.

d) Have demonstrated experience in compiling a comprehensive financial report in accordance with GFOA or ASBO standards.

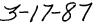
Scope of Audit Β.

The funds to be audited are those for which Lane Education Service District has responsibility. The ESD shall have closed and balanced all accounts and prepared financial statements for all funds to be examined by the auditor each year. The auditor shall assist in finalizing the ESD's annual financial report and shall include an opinion regarding the ESD's financial statement and supplemental schedules.

The ESD anticipates full compliance with the procedures set forth by the U.S. Office of Management and Budget.

The auditors shall observe the internal control systems and review weaknesses with the appropriate officials.

Eugene



C. Auditing Standards

The examination shall be made in accordance with generally accepted auditing standards, as adopted by the AICPA and Statements of Auditing Standards, Number 1, "Codification of Auditing Standards and Procedures."

D. Internal Audit

The auditors will coordinate their efforts with the Director of Administrative Services and the Accounting Supervisor to utilize internal staff to assure preparation of materials for the audit.

E. Information To Be Requested From the Proposer

All proposals will be organized in the following manner. Failure to adhere to the format will constitute grounds for rejection of the proposal by the ESD.

- Title Page The name of the proposer's firm, local address, telephone number, name of contact person and date.
- 2. Table of Contents Clearly identify the material by section and page number
- 3. Letter of Transmittal A one to two page statement including:

a) The proposer's understanding of the work to be done and the time period for doing the audit.

b) The names of persons who will be authorized to make representations on behalf of the proposer, their titles, addresses and telephone numbers.

4. Profile of the Proposer

a) State whether the firm is local, national or international.

b) Provide the address of the location from which the work will be done, the number of partners and list of the professional staff employed at that site.

c) Provide a summary of the activities provided by the local office.

5. Summary of Proposer's Qualifications

a) Identify the staff who will be working on the audit and a resume for each supervisory employee assigned to the audit.

b) Provide the names and phone numbers of three (3) clients for whom similar services have been provided.

6. Scope Section

Clearly describe the scope of services to be provided and the capacity to provide these services in accordance with appropriate state and federal statutes.

F. Evaluation of Proposals

RE/tc

The proposals will be evaluated by a review of the material provided in section E of this document and such other criteria the ESD deems pertinent, including the cost, the size of the firm, experience and understanding of Education Service Districts.

The ESD reserves the right to reject any and all proposals, the right in its sole and unfettered discretion to accept the proposal it considers most favorable to its interest, and the right to waive minor irregularities in the procedures.

Any additional information requested by proposers shall be in writing and any responses shall be in writing to the parties requesting same.

For the Lane Education Service District the undersigned agrees to provide audit services as included in the Request for Audit Service Proposals and the Scope of Audit Services.

Years Ending

	6/30/87	6/30/88	6/30/89
ESD Audit Services			
OTIS			
Combined Services			
Current Hourly Cost For Supplemental Services			
Firm Name			
Address			
Telephone			
Signature			
Title			

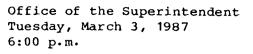
LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

1. <u>Call to Order</u> 1A Attendance

2. Executive Session

3. Ajourn

SR:jv 3/minutes4



LANE ESD BOARD OF DIRECTORS MEETING Tuesday, March 3, 1987

1A. A special meeting of the ESD Board of Directors was called to order at 6:00 p.m., Tuesday, March 3, 1987, with the following persons present:

Board members: Frank Nearing, Chairperson Lois Copple Doug McKay Jim Swanson

ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Jeff Foreman Bob Buroker

Richard Ellingboe Marv Wilkerson Sallie Rainville

- Chairperson Nearing called the Board to Executive Session under provisions of ORS 192.660(1)(d) to discuss negotiations, as announced in the public notice of this meeting.
- 3. No action was taken following the Executive Session.

The meeting adjourned at 7:00 p.m., and was followed by a meeting of the Lane ESD Budget Committee. Λ

NM 1C Erank Nearing, Chairperson James G. Maxwell, Superintendent-Clerk

LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

1. Executive Session

Call to Order

Attendance

2.

2A

Office of the Superintendent February 10, 1987

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, February 10, 1987

An Executive Session of the Lane ESD Board of Directors was called to order at 6 p.m., Tuesday, February 10, 1987, under provisions of ORS 192.660(1)(d) to consult with the Board's labor negotiations team and 192.660(1)(h) to consult with legal counsel about potential litigation. Chairperson Nearing and Board members Ficek, Lewellen, McKay, and Swanson attended. Others were Superintendent Maxwell, Richard Ellingboe, Wyatt Rosenbaum, Bob Taylor, Marv Wilkerson, Jeff Foreman, Sallie Rainville, Jack Liles, and Joe Richards. The Executive Session was adjourned at 7:45 p.m. with no action taken following the session.

(The Lane County School District Boundary Board met at 7:45 p.m. As required by Oregon Statute and ESD Board Policy, the agenda and minutes of this meeting are separated from deliberations and actions as the ESD Board.)

2A. A regular meeting of the Lane ESD Board of Directors was called to order at 8 p.m., as announced on the agenda and in the public notice of this meeting. The following persons were present:

Board members: Frank Nearing, Chairperson Bill Lewellen Jim Swanson

Beverly Ficek Doug McKay

ESD staff:

1.

Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Geoff Colvin Sallie Rainville Karen Johnston

Others included: Hill Walker Anne Pflug Richard Ellingboe Bob Taylor Bob Buroker Jeff Foreman Joan Herburger Margie Malch

Ronnel Curry Kathy Green

2B Approval of Minutes

2B. The minutes of January 20, 1987, were approved as presented.

- 3. <u>Statements</u> 3A LCSBA Meeting
- 4. <u>Communications</u> 4A Springfield PIIP Program

3A. Jeff Foreman reminded Board members of the February 25 Lane County School Boards Association meeting.

4A. Representatives of the Springfield Economic Development Agency (SEDA) presented information on the Private Investment Incentive Plan (PIIP), a proposal which will appear on the March 31 ballot for Springfield voters. The agency is required by statute to present information to governing bodies of taxing districts that would be affected by the proposal. Making the presentation were Ronnel Curry, SEDA Chairperson; Anne Pflug, City Finance officer; and Kathy Greene, City of Springfield staff.

4B. The following information items were distributed:

- Calendar of dates when local school district Boards will consider ESD service resolutions and tally showing votes of districts which had acted on the resolutions to date.
- Information requested following review of Board Policy 702: Lending of District Owned Equipment.

(At the January meeting, Board members asked about standards required of governmental agencies who rent ESD materials or equipment. Information excerpted from the standard intergovernmental agreement contract used by the ESD was provided. The information will be considered for translation into a general administrative regulation.)

3. Copy of Board Policy 707: Disposal of Surplus District Equipment and Properties

(At the January meeting, Board members asked about ESD policy on disposal of surplus equipment. The policy was provided for information and review.)

- 4. Report of activities, Resolution No. 8: Hearing-Impaired and Audiological Services.
- 5. OSSC Bulletin featuring an article on the Lane Regional Science Cadre.
- 6. School Board Journal and School Board News.

4B Other Information Items

5. Business Affairs 5A Financial Statements

5A. Richard Ellingboe distributed financial statements for January 1987, explaining that the earlier meeting date this month had made it impossible to compile the information on time for last week's mailing.

Ellingboe reviewed each component of the statements including General Fund Revenue Summary; General Fund Expenditures (including encumbrances); and Revenue/Expenditure summaries for Cooperative Purchasing, Science-Planetarium, and OTIS.

Ellingboe explained the Planetarium report format which shows the amounts received in admissions and expenditures to date and indicates the balance in relation to the budget.

Ellingboe also commented in detail on the Cooperative Purchasing statement. As discussed during the audit report, Ellingboe said he anticipates a recommendation for a transfer from the General Fund in order to eliminate deficits existing from past years. He pointed out several factors that should now help to keep the fund in balance.

5B. Board members received for a second reading the administrative plan to implement recommendations made in the auditor's management letter.

DIRECTOR MCKAY MOVED:

2.

BE IT RESOLVED that the ESD Board directs the administration to take the following action in accordance with the audit recommendations:

- 1. Division directors will monitor the various accounts assigned to them to assure expenditures agree within the appropriate amounts.
 - The administration will comply with Oregon statutes and bring resolutions to the Board of Directors for consideration for interfund transfers or loans.
- 3. The administration will make a specific recommendation prior to June 30, 1987, for an appropriation transfer to remove any deficit fund balance that may exist in the Joint Purchasing Fund.

Audit Report Recommendations

5B

L Paol 5. Business Affairs 5B. Audit Report Recommendations 5B. (continued)

- 4. The administration will review and, if necessary, modify the process for taking inventory of the fixed assets.
- 5. The Administrative Services Division will review the accounting systems and controls and provide specific recommendations for accounting functions and internal control.

(Resolution #86-65)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, AND SWANSON VOTING YES.

6A. Superintendent Maxwell summarized the Board's January discussion on recommended changes to the program for Severely Emotionally Disturbed Adolescents. Marv Wilkerson introduced Hill Walker, Chairman of the SED Study Committee which formulated the recommendations; Geoff Colvin, the program supervisor; and staff members Joan Herburger, Karen Johnson, and Margy Malsh.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the recommendations of the ESD administrative staff to transition the services provided in Resolution #10, Severely Emotionally Handicapped Services, to an educational model.

BE IT FURTHER RESOLVED that the Board of Directors supports the administration's recommendation that any staff currently assigned to this program who do not possess a Handicapped Learners Certificate complete the requirements for this certificate no later than September 1, 1990.

(Resolution #86-66)

Director McKay seconded.

THE MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, and SWANSON VOTING YES.

6. Action Items

6A

Proposal for Severely Emotionally Disturbed Program

D Board of Directors Meeting, February 10, 1987

6A. (continued)

1.

2.

6. Action Items

La Page

> 6A Proposed for Severely Emotionally Disturbed Program

Board members reviewed actions to be taken by the administration to effect the changes:

The existing family therapist position descriptions will be modified to reflect the new skill requirements, effective July 1, 1987. All of the 9.5 positions employed in the program will require handicapped learner endorsements within the specified period of time. The five staff members currently without such certificates will be expected to begin appropriate college training to obtain a teaching certificate with a Handicapped Learner endorsement.

At the appropriate time, recommendations to approve initial requests for emergency teaching certification and renewals of emergency certificates will be brought to the Board. These will be contingent upon each employee making acceptable progress toward initiating and completing the regular certification program.

Director Swanson commented that if it had been within the constraints of the resolution process and budget, he would have liked to see more effort spent on supporting staff in the transition.

6B. The agenda included the second reading of proposed new Board Policy No. 806: Review of Contracted Service Providers. The policy includes and expands upon procedures adopted by the board in 1981.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy No. 806: "Review of Contracted Service Providers" as a part of the official Lane Education Service District Bylaws and Policies. A copy of the policy as adopted is attached to the official copy of these minutes.

(Resolution #86-67)

Director Swanson seconded and THE MOTION CARRIED WITH DIRECTORS FICEK, LEWELLEN, MCKAY, NEARING, AND SWANSON VOTING YES.

6B New Board Policy: Review of Contracted Service Providers 6. <u>Action Items</u> 6B New Board Policy: Review of Contracted Service Providers

7. Discussion Items

- 8. <u>Reports</u> 8A Personnel Report
 - 8B Oregon Museum Park Commission

- 8C OTIS Advisory Committee
- 8D Advisory Council for Handicapped Children
- 8E Other
- 9. Future Agenda Items

6B. (Continued)

Superintendent Maxwell recommended that the formal review process for the position of auditor be initiated. He asked Board members to review a draft of guidelines for developing performance standards and a request for proposals. The Board will be asked to approve these standards at a subsequent meeting.

- 7. No discussion items were included on the agenda.
- 8A. The personnel report for February was reviewed. No action was required.
- 8B. Director McKay reported that the Oregon Museum Park Commission (OMPC) recently learned that Lane County Commissioners have placed construction of a new museum on their list of priorities for the year and are considering financing plans. He also said OMPC is participating in publication of a brochure which will list all of Lane County's museums and will include information on the ESD Planetarium.
- 8C. Director McKay reported that the OTIS Advisory Committee reviewed the staff's 1987-88 OTIS budget proposal and will recommend its approval by the ESD Budget Committee. A six-percent user fee increase is included.
- 8D. Marv Wilkerson gave a brief summary of the January Advisory Council for Handicapped Children presentation, which was on the Skipworth program. Minutes of that meeting and an agenda for February's meeting were distributed for the Board's information.
- 8E. Director Lewellen reported that he had seen the ESD portable planetarium displayed at a school science fair in Corvallis. Bob Taylor said that Linn-Benton ESD has contracted for some use of the Planetarium.
- 9. Agenda items for the regular March Board meeting include:
 - A. Recommendations for renewal of certificated staff
 - B. Approve standards and RFPs for auditing firm
 - C. Consider staff recommendation on policy for public use of Planetarium

SD Board of Directors Meeting, February 10, 1987

9. Future Agenda Items

10. Next Meetings

9. (continued)

10.

Longer-term future agenda items discussed included:

- A. Consider policy on Board conference attendance
- B. Report on formation of Skipworth Advisory Committee
- C. Reports on OTIS long-range planning
- D. Planetarium advisory committee(s).

The calendar of March meetings is as follows:

- A. Tuesday, March 3, 7 p.m., Budget Committee meeting
- B. Tuesday, March 10, 8 p.m., Boundary Board Hearing

(Subsequent to this meeting, it was agreed that the Boundary Board would meet at 7:30 prior to the Hearing in order to review procedures and cover other routine business.)

- C. Tuesday, March 17, 6 p.m., Regular March Board meeting (beginning with Executive Session). The regular meeting will continue at 9 p.m., if necessary, following the 7 p.m. Budget Committee meeting.
- D. Tuesday, March 17, 7 p.m., Budget Committee meeting
- E. Tuesday, March 31, 7 p.m., Budget Committee meeting.

11. Adjourn

11. The meeting was adjourned at approximately 9:30 p.m. Sam 11 11. JAN Frank Nearing, Chairperson

James G. Maxwell, Superintendent-Clerk

Attached to Official Minutes: Policy No. 806: Review of Contracted Service Providers

SR:jv 3/minutes6

No. 806

POLICY Lane Education Service District

REVIEW OF CONTRACTED SERVICE PROVIDERS

REVIEW OF CONTRACTED SERVICE PROVIDERS

The Board recognizes that the interests of the District will be served by conducting a regular review of the services received from professional consultants. Such consultants include legal counsel, auditor, labor relations consultant, the agent for employee benefits programs and the agent for property/casualty insurance programs.

The Board believes that a continuing evaluation of the work of these service providers is desirable and that a formal review should occur every three years.

The continuing evaluation will include, at the minimum, an annual report by the Superintendent to the Board of the work accomplished by each of the professional services providers.

The Superintendent will, at the July meeting of the Board each year, identify which vendors are or will be due for the formal review during the ensuing fiscal year and at that time recommend a calendar and process for the review.

The formal review will include a review and adoption by the Board of the standards for the position. It may also incorporate a competitive selection process including a request for proposals from selected vendors, a review of the proposals, and formal action by the Board to name the vendor. In making this decision, the Board recognizes that criteria for selection of a professional consultant include the quality as well as the cost of the services.

In order to implement this policy, the Board directs the Superintendent to prepare administrative rules to assure that this policy is carried out.

Date Adopted: February 10, 1987 Date Revised: 82/005

800-8

page 1/1

altachment 2-10-87

LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

1. Executive Session

2. Boundary Board

3. <u>Call to Order</u> 3A Attendance Office of the Superintendent January 20, 1987

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, January 20, 1987

 An Executive Session of the Lane ESD Board of Directors was called to order at 7 p.m., Tuesday, January 20, 1987, under provisions of ORS 192.660(1)(d) to consult with the Board's labor negotiators. All Board members were present. The Executive Session was adjourned at 7:30 p.m., with no action taken following the session.

2. The Lane County School District Boundary Board met at 7:45 p.m. As required by Oregon statute and policy, the agenda and minutes of this meeting are separated from deliberations and actions of the ESD Board.

3A. A regular meeting of the Lane ESD Board of Directors was called to order at 8:00 p.m. according to the public meeting notice. The following persons attended:

Board members: Frank Nearing, Chairperson Beverly Ficek Doug McKay Glen Weathers

Lois Copple Bill Lewellen Jim Swanson

ESD staff:

Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Geoff Colvin Opal Jacobson Sallie Rainville Richard Ellingboe Bob Taylor Bob Buroker Jeff Foreman Ted Murray Jerry Miller

Others included: Bruce Montgomery

Paul Downey

3B. The minutes of December 16, 1986, were approved as presented.

- 4A. Chairperson Nearing welcomed Kellie Crawford, a Thurston High School student who was visiting the meeting as part of a class assignment.
- 4B. Jeff Foreman announced a Lane County School Boards Association Meeting to be held February 25 at Oakleigh Middle School.

3B Approval of Minutes

4. Statements

4A Government Class Visitor

4B LCSBA Meeting

5. Communications

- 5. The following communications were presented:
 - A. A letter thanking new members of the Advisory Council for Handicapped Children for their willingness to serve on the committee.
 - B. December Report of Activities for Hearing-Impaired and Audiological Services.
 - C. Announcement of COSA/OSBA Legislative Conference and Communications Workshop, February 8-9.
 - D. 1987 Elections Calendar
 - E. Announcement of "Moon Rocks" class sessions at Planetarium
 - F. <u>School Board News</u> and <u>School Board</u> Journal
- 6A. Bruce Montgomery of Babcock, Solin, Johnson and Oberlink, reviewed the 1986 audit of the ESD's financial statements and the management letter. Copies had been sent to each Board member. Mr. Montgomery introduced Paul Downey who assisted with the audit.

DIRECTOR COPPLE MOVED TO ACCEPT THE 1986 AUDIT REPORT.

(Resolution #86-54)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON AND WEATHERS VOTING YES. Director Lewellen abstained, stating he would have preferred to vote after the report was discussed in more detail.

Board members discussd the management letter and reviewed the first draft of a staff plan to implement the auditor's recommendations.

Superintendent Maxwell thanked Wyatt Rosenbaum, Ted Murray, and the Accounting and Personnel department staff for their performance during the 1985-86 "transition year."

He also expressed appreciation to Bruce Montgomery and his staff for guidance throughout the transition year and for help in the Accounting Office reorganization.

6. <u>Business Affairs</u> 6A Audit Report 6. <u>Business Affairs</u> 6B Vocational Consortium Grant Extension 6B. Additional funds are available through the State Department of Education to implement programs approved in prior Vocational Education Consortium grant applications. The Department has invited a supplementary application in the amount of \$30,609.

Consortium members have agreed that the funds will be used to assist schools in the purchase of classroom equipment for teaching the Principles of Technology curriculum and to provide release time for teachers to modify curriculum for use by handicapped and disadvantaged students.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes an application on behalf of the Lane Vocational Education Consortium for a supplementary grant in the amount of \$30,609 from the Oregon Department of Education.

BE IT FURTHER RESOLVED that the Board appropriates the grant amount contingent upon receipt of the funds.

(Resolution #85-55)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

6C. The State Department of Education has requested the Lane ESD to develop, under contract, a countywide textbook adoption process model as part of the Oregon Action Plan for Excellence. The project would use a process that is already under development by the Instructional Services staff and the Lane County Curriculum Council. The primary additional task that would be required by the SDE is written documentation of the process. This information would be used by the Department to help other counties to improve their textbook selection and adoption process.

The contract amount of \$1,000 would be used for additional clerical help, printing and production costs, and substitute teachers to free members of the Language Arts Council to assist with the project.

6C Textbook Adoption Process Contract 6. <u>Business Afffairs</u> 6C Textbook Adoption Process Contract 6C. (continued)

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors Of Lane ESD authorizes the ESD to enter into an intergovernmental service agreement with the SDE to develop a countywide textbook adoption process and appropriates the contract fee contingent upon receipt of the funds.

(Resolution #86-56)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

- 6D. Financial statements for December 1986 were presented by Richard Ellingboe and reviewed by the Board. Included were revenue and expenditure summaries for the General Fund, Cooperative Purchasing, Science-Planetarium, and OTIS.
 - 7A. Board members received the 1987 ESD Service Resolutions for the second reading. They also reviewed tables estimating the amount of local property tax revenues needed to support each resolution. The Superintendent compared program costs with last year's. He said that Lane County superintendents voted unanimously at their December 21 meeting to support the resolutions.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1987-88 service resolutions and authorizes them to be submitted to Lane County local school boards for approval.

(Resolution #86-57)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

7B. Board members received a letter from Gary Shearer, Pleasant Hill Board member, resigning his appointment from the ESD Budget Committe because of a conflict with Committee meeting days. A letter was also received from another Pleasant Hill Board member, William A. Miller, signifying his interest in filling the vacant position.

6D Financial Statements, December 1986

7. <u>Action Items</u> 7A Authorize ESD Service Resolutions

> 7B Budget Committee Appointment

7. <u>Action Items</u> 7B Budget Committee Appointment

7B. (continued)

Superintendent Maxwell recommended that Dr. Miller be appointed to the position, which represents ESD Zone 5. Two years of the term remain.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Gary Shearer from the ESD Budget Committee, with thanks for his service.

(Resolution #86-58)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints WILLIAM A. MILLER, M.D., to fill an unexpired term on the Lane ESD Budget Committee, representing ESD Board Zone 5. The term of office expires June 30, 1988.

(Resolution #86-59)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

8A. Board members reviewed background material and history on the ESD's program to serve severely emotionally disturbed adolescents and received for the first reading a proposed recommendation for a redirection in the program.

One of the recommendations made by the outside committee studying the program was that the program shift from a therapy model to an educational intervention model. Superintendent Maxwell said that implementation of this recommendation calls for provision of educational consulting services for students in their home school and involvement with evaluation and on-site follow-up of the students. He said these recommended changes would require the redefinition of several positions and substantial retraining and recertification of five staff members.

8. <u>Discussion Items</u> 8A Severely Emotionally Disturbed Program 8. <u>Discussion Items</u> 8A Severely Emotionally Disturbed Program 8A. (continued)

Geoff Colvin, the program supervisor, further explained the educational intervention model. This approach emphasizes direct assistance to regular classroom teachers and working directly with students in the public school classroom setting. In order to implement the model during the next eighteen months, two of the four Lane School teachers would be reassigned to provide direct assistance to teachers in public school classrooms and provide evaluation and follow-up of these students. Three of the present family therapists would be re-assigned to classrooms at Lane School.

Superintendent Maxwell, Dr. Colvin and Richard Ellingboe reviewed the personnel implications of the projected program change. The job descriptions of the existing family therapist positions will be modified and those staff members will be asked to begin appropriate college training to attain a teaching certificate with the Handicapped Learner endorsement.

In answer to questions, Colvin said he has discussed the plan with the affected staff members and will continue to keep them informed and to work with them.

The Board will be asked to approve a request for emergency teaching certification as long as each employee continues to make acceptable progress toward completing the certification program, which is expected to be completed within three years.

Board members discussed the proposal and Colvin and the Superintendent answered questions.

(Director Weathers left the meeting at this point.)

8B. Board members reviewed the first draft of a new Board Policy on review of contracted service providers and the Administrative Regulation which provides the rules for following the policy.

As discussed at last month's meeting, procedures adopted by the Board in October 1981 have been redrafted as policy and expanded to include all five areas of service providers.

8B Review of Contracted Service Providers



8. <u>Discussion Items</u> 8B Review of Contracted Service Providers

8C Planetarium Services

8B. (continued)

Superintendent Maxwell also provided a brief review of the timelines for the formal review process for the five areas.

8C. Superintendent Maxwell said the staff has reviewed Joe Richards' legal opinion regarding a process whereby the ESD could lease Planetarium facilities and services to WISTEC or other nongovernmental community agencies.

Background material sent to the Board provided a summary of areas which the staff is considering in order to develop options for Joe Richards' further advice and review. Superintendent Maxwell said specific recommendations will be developed by the March meeting in order to incorporate any budget implications into next year's budget.

One of the questions being considered by the staff is whether Board Policies 701 "Use of ESD Facilities" and 702 "Lending of District-Owned Equipment" are sufficient. The Superintendent asked Board members to critique these policies as part of the Board's continuing review process as well as in light of the Planetarium questions being considered. Board members' comments and questions were noted.

8D. Director Swanson has indicated that he would like to attend the National Council of Teachers of Mathematics annual conference April 8-11 in lieu of any other national conference.

Superintendent Maxwell reviewed the Board's November discussion on conference attendance. Although there is no formal policy, Board members have been encouraged to take advantage of professional development opportunties. The procedure, historically, has been for the Board to discuss appropriate meetings and make consensus decisions about attendance. A proposed policy on conference attendance will be submitted for the Board's review at a future meeting.

8D Conference Attendance

Discussion Items 8. 8D Conference Attendance 8D. (continued)

Session.)

DIRECTOR FICEK MOVED to approve Jim Swanson's attendance at the NCTM meeting in Anaheim, California, April 8-11, as a representative of the ESD Board, with appropriate expenses to be paid.

(Resolution #86-60)

Director Copple seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

January. No action was required. Director Ficek

Supervisor. (Dr. Whitt was introduced to Board

distributed. Marv Wilkerson reported that Karen Atkinson, a member of the Council, died suddenly earlier this month. Board members expressed

said she appreciated the opportunity to meet Susan Whitt, the newly employed Testing

members during a break after the Executive

Council for Handicapped Children were

9A. The Board reviewed the personnel report for

- 9. Reports 9A Personnel Report
 - 9B Advisory Council for Handicapped Children
- Future Agenda Items 10.

- - 9B. Minutes of the December meeting of the Advisory
 - 10. Future agenda items include:

their sympathy.

- Action on proposed Board policy Α.
- в. Action on audit report resolution
- C. Copy machine purchase
- D. Planetarium recommendation
- 11. The Board calendar for February and March is as follows:
 - February 3 Budget Committee orientation, 6 p.m. (dinner meeting) Organizational meeting, 8:30 p.m.
 - February 10 Executive Session, 6 p.m. Regular meeting, 7:30 p.m.
 - March 3 -Budget Committee, 7:00 p.m. (first budget review meeting)

11. Date, Time, and Place of Next Meeting

11. Date, Time, and Place of Next Meeting

11. (continued)

March 10 - Budget Committee, 7:00 p.m. Boundary Board hearing, 8:00 p.m.

March 17 - Board meeting, 6:00 p.m. Budget Committee, 7:00 p.m. (Times may be changed.)

March 31 - Budget Committee, 7:00 p.m.

There will be no meeting on March 24. Budget Committee meetings will continue on Tuesdays in April if necessary.

12. The meeting was adjourned at approximately

10:30 p.m. 10 Frank Nearing, Chairperson

James G. Maxwell, Superintendent-Clerk

SR:jv 3/minutes2

Adjourn

LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402 Office of the Superintendent December 16, 1986

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, December 16, 1986

1. <u>Executive Session</u>

Call to Order 2A Attendance

2B Approval of Minutes

3. Statements

4. <u>Communications</u>

 An Executive Session of the Lane ESD Board of Directors was called to order at 6 p.m., Tuesday, December 16, 1986, under provisions of ORS 192.660(1)(h) to consult with legal counsel and ORS 192.660(1)(d) to consult with the Board's labor negotiations team.

2A. The regular meeting was called to order according to the public meeting notice at 7:30 p.m., with the following persons attending:

Board members: Frank Nearing, Chairperson Lois Beverly Ficek Bill Doug McKay Jim Glen Weathers

Lois Copple Bill Lewellen Jim Swanson

ESD staff:

Jim Maxwell, Superintendent	Richard Ellingboe	
Wyatt Rosenbaum	Bob Taylor	
Marv Wilkerson	Jeff Foreman	
Sallie Rainville	Jerry Miller	
* · · · · · · · · · · · · · · · · · · ·		

2B. DIRECTOR MCKAY MOVED TO APPROVE the minutes of November 18, 1986, as presented.

Director Ficek seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

- 3. No statements were presented at this time.
- 4. The following communications were reviewed:
 - A. 1987 Special District elections information from Lane County Elections Division (Board positions 2 and 7 are scheduled to be voted on during the March 31, 1987, election)
 - B. Summary of information from L-COG's Economic Summit meeting attended by Frank Nearing

C. Board planning calendar for the remainder of the fiscal year

Lane ESD Board of Directors Meeting, December 16, 1986 Page 2

4. Communication

4. (continued)

D.

E.

F.

Curriculum Council reports: Spring Science Fair guidelines

(The Science Fair will be held April 22-23 at Lane County Fairgrounds.)

Report of Activities: Hearing-Impaired and Audiological Services Resolution

- Reprint of Executive Educator article "Getting Good Recess Supervisors Isn't Child's Play," co-authored by Geoff Colvin, Lane School Supervisor
- G. OTIS Outline newsletter
- H. KIT (Special Ed TMR) newsletter
- I. OSSC Report; School Board Journal; and School Board News
- 5. <u>Business Affairs</u> 5A Financial Statements

Custodial Service

5B

Bids

5A. Financial statements for November 1986 were presented by Richard Ellingboe and reviewed by the Board. Included were revenue and expenditure summaries for the General Fund, Cooperative Purchasing, Science-Planetarium, and OTIS. Ellingboe reviewed tax turnover information; he said the ESD is doing well in terms of current and prior years collections.

5B. The Board reviewed the process used in bidding for custodial services and an analysis of bids received.

The low bidder was SWEEP, a subsidiary of Laurel Hill Center. Richard Ellingboe indicated that he had contacted references and received positive recommendations.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD awards a contract to SWEEP for provision of custodial services from January 1, 1987, through June 30, 1988. Services will be provided in accordance with bid/contract specifications at the rate of \$1,400 per month.

(Resolution #86-48)

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES. SD Board of Directors Meeting, December 16, 1986

6. Action Items 6A L-COG Members

Page 3

A L-COG Membership

6A. Superintendent Maxwell called attention to the memo reviewing L-COG services which the Board received at last month's meeting.

Frank Nearing, who represents the ESD on L-COG's Board of Directors, distributed a brochure which explained its various service areas. He said he had volunteered to serve as the representative in order to learn more about L-COG. In addition to providing the listed services, Nearing said, L-COG functions as a "broker" and provides the opportunity for various governmental agencies to cooperate on projects and to provide input. He recommended that ESD membership be continued.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD declares its intent to continue membership in Lane Council of Governments (L-COG) for the coming membership year.

(Resolution #86-49)

Director Swanson seconded. DIRECTORS COPPLE, FICEK, MCKAY, NEARING, SWANSON, and WEATHERS VOTED YES. DIRECTOR LEWELLEN VOTED NO. THE MOTION CARRIED.

6B. Superintendent Maxwell asked the Board to consider rescheduling its February Board meeting, because of a conflict with a conference which he and some Board members will be attending.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD revises its adopted Board calendar to reschedule the February 17 regularly scheduled Board meeting to Tuesday, February 10 at 7 p.m.

(Resolution #86-50)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

6C. Marv Wilkerson explained the process used by the Advisory Council for Handicapped Children to obtain applications for the vacant parent positions on the Council. Four vacancies existed and one person recently resigned leaving an unexpired term to fill. Five applications were received.

Appointments to Advisory Council for Handicapped Children

Re-schedule February

Board Meeting

6B

6C

Lane ESD Board of Directors Meeting, December 16, 1986 Page 4

6. Action Items

7.

7A

6C Appointments to Advisory Council for Handicapped Children

6C. (continued)

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints KAREN ATKINSON, DIANNE FERGUSON, DONNA GERMEN, AND KAREN WISENOR TO TWO-YEAR TERMS ON THE ADVISORY COUNCIL FOR HANDICAPPED CHILDREN AND RUTH ANN SHERMAN to complete an unexpired term.

(Resolution #86-51)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

Minutes of the November Council meeting were distributed and briefly reviewed by Marv Wilkerson.

Discussion Items Revised Organizational Chart

7A. A copy of the 1986-87 revised Lane ESD organization chart was distributed and reviewed. The Board also reviewed two policies which need minor editorial updating as a result of organizational changes. These were Policy 201 "Control Responsibility" and 505 "Student Records." The suggested corrections are basically editorial in nature, having to do with changing position titles. They do not change the content of the policies. Director Swanson pointed out that the official name of the measurement yearbook mentioned in Policy 505 may have changed.

Superintendent Maxwell thanked the Board for their continuing content review of policies that are included as agenda backup. He summarized minor editorial changes that have already been made as a result of prior Board and staff review.

By consensus, the Board authorized the recommended editorial changes to Policies 201 and 505.

7B. Drafts of the twelve ESD service resolutions and a summary of substantive changes were distributed and reviewed. An estimated cost sheet for each program was also distributed. The Superintendent said that an extensive internal/external study of two programs, TMR and Skipworth, will be scheduled for next year.

7B ESD Service Resolutions 7. <u>Discussion Items</u> 7B ESD Service Resolutions

7C '

7B. (continued)

The Lane County Superintendents group will review the package at its meeting Wednesday, December 17. Following review by the Board and superintendents, staff will modify the package as necessary. At the January meeting, the Board will be asked to authorize staff to submit the resolutions to local districts for approval.

Superintendent Maxwell and division directors answered Board members' questions about the resolutions.

7C. In October 1981, the Board adopted "Procedures for review of possible changes in auditing firm and legal counsel." Superintendent Maxwell recommended that these procedures be redrafted as Board policy and/or administrative regulations and that they be expanded to include all five areas of service providers (legal counsel; auditor; labor relations consultant; insurance agent-of-record, property/casualty insurance; and insurance agent, employee benefits). He further recommended that the formal review process be calendared as follows:

- 1. 1986-87: auditor and insurance agent-ofrecord, property/casualty
- 1987-88: legal counsel, insurance agent-ofrecord, employee benefits
- 3. 1988-89: labor relations consultant

Board members reviewed the procedures and timelines and indicated agreement with the Superintendent's recommendations. The first and second readings of the proposed policy will be scheduled for the regular January and February Board meetings. Requests for proposals would then be completed in March, with Board interviews to be scheduled no earlier than the April meeting.

Procedures for Review of Contracted Service Providers

Lane ESD Board of Directors Meeting, December 16, 1986 Page 6

8. <u>Reports</u> 8A Personnel Report

8A. The personnel report for December was presented and reviewed.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane BSD approves the following personnel recommendations as submitted:

> Accept resignation of Leta Jen, Speech and Language Therapist, effective February 13, 1987

Employ Susan Parks to certificated position (temporary replacement for adaptive PE teacher on leave)

(Resolution #86-52)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

8B Other Reports

8B. Director McKay reported briefly on activities of the Oregon Museum Park Commission.

Director Nearing reported on the School Law Conference sponsored by OSBA/COSA.

9. Future Agenda Items

Next Meeting

9. Future agenda items include:

A. Authorize ESD service resolutions

B. Audit report

C. Authorize purchase of copy machine

10. The next regular meeting of the Lane ESD Board of Directors will be Tuesday, January 20, 1986, at the ESD Center, 1200 Highway 99 North, Eugene. An Executive Session will be held at 6 p.m. prior to the regular meeting at 7:30 p.m.

11. Adjourn

10.

11. The meeting was adjourned at approximately 9:00 p.m.

Knic 11 Frank Nearing, Chairperson James Maxwell, Superintendent-Clerk

SR:jv 3/minutes



LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

Executive Session

2. <u>Call to Order</u> 2A Attendance

2B Approval of Minutes

3. Statements

3A Board Member Survey

4. Communications

Office of the Superintendent November 18, 1986

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, November 18, 1986

 An Executive Session of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, November 18, 1986, under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated to carry on labor negotiations.

2A. The regular meeting was called to order at 8:00 p.m., according to the meeting notice, with the following persons attending:

Board members: Lois Copple, Vice-chairperson Bill Lewellen Jim Swanson

Beverly Ficek Doug McKay Glen Weathers

ESD staff:

Jim Maxwell, Superintendent Wyatt Rosenbaum Marv Wilkerson Jeff Foreman Marv Clemons Richard Ellingboe Bob Taylor Robert Buroker Sallie Rainville Jerry Miller

Others attending: Judith Gabriel Hartley Troftgruben

John Melvin

2B. DIRECTOR SWANSON MOVED TO APPROVE the minutes of October 21, 1986, and November 4, 1986.

Director McKay seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

3A. Superintendent Maxwell said completed planning surveys have been received from four Board members. Results will be compiled after the remaining instruments are returned.

4. The following communications items were presented:

A. Letter from Pat Fitzwater, OSBA, thanking Bob Taylor for his presentation on "Home Schooling" at the recent OSBA convention.

B. School Board Journal and School Board News.

- 5. Business Affairs Insurance Agent-of-5A Record
- 5A. Richard Ellingboe introduced John Melvin from Rollins Burdick Hunter, the ESD's insurance agent-of-record for property/casualty insurance.

Mr. Melvin provided a brief overview of each of the ESD policies and answered general questions. A future session will be scheduled for further discussion of concerns raised by Board members.

5B

Vocational Education Grant Continuation

5B. The Board reviewed a request to approve a grant application for the second of three planned years for the Vocational Education Consortium. The Consortium, which consists of the public school districts in Lane County, Lane Community College, Lane ESD, Monroe High School, and the Willamette Private Industry Council, was formed to develop a broad-based community solution for vocational education. Lane ESD is both a consortium partner and its fiscal agent.

Bob Taylor introduced Marv Clemons, Lane ESD Regional Coordinator for Career/Vocational Education; Judith Gabriel, Consortium Coordinator; and Hartley Troftgruben, Career Education Coordinator for Springfield School District 19, who is the Consortium Chairperson.

Ms. Gabriel and Mr. Troftgruben presented brief overviews of the goals and activities of the Consortium and they and Mr. Clemons answered Board members' questions.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District authorizes an application on behalf of the Lane Vocational Education Consortium for a continuation grant of \$133,276.82 from the Oregon Department of Education.

BE IT FURTHER RESOLVED that the Board of Directors of Lane Education Service District authorizes, contingent upon grant approval, the establishment of the appropriate special fund in the 1986-87 budget and appropriates the grant amount contingent upon receipt of the funds.

(Resolution #86-41)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

5. <u>Business Affairs</u> 5C Oregon Museum Park Commission Financing 5C. During the budget process, the Board directed that funds authorized for annual membership in the Oregon Museum Park Commission (OMPC) be frozen until additional budget and planning information was obtained from OMPC.

Board members reviewed a memo from Superintendent Maxwell detailing OMPC's transition from last year's dual role of operator of the Historical Museum and manager of the Museum Park to the single role of managing, planning and developing the museum park program and site.

Doug McKay, who represents the ESD on the Commission, briefly reviewed OMPC history and current efforts to come up with methods by which non-paying member agencies can contribute in other ways. He said the Commission has reduced its budget from \$70,000 to \$40,000. There are no employees on the payroll. Day-to-day work is being conducted by volunteer commission members, secretarial services contributed by the UofO (in lieu of direct financial payment), accounting services purchased from L-COG, and an hourly personal services contract (not to exceed \$300/month) with former director Carole Daly.

Board members also reviewed the OMPC budget for 1986-87. Doug McKay and the Superintendent answered questions.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the immediate payment of \$3,750 to support approximately one-half of the projected "fixed" cost of the Commission for the 1986-87 year and authorizes beginning in January, of up to \$1,000 per month at the discretion of the Superintendent and with the advice of the Board's OMPC representative at such time as the Commission implements its long-range development plan. Payments will be made from the 1986-87 budget account established for this purpose (100/11/4100/100/720).

BE IT FURTHER RESOLVED that the remaining ESD funds budgeted to this purpose (\$4,382) remain "frozen" until such time as the Board authorizes their use.

(Resolution #86-42)

Director Swanson seconded. DIRECTORS COPPLE, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTED YES.

DIRECTOR FICEK VOTED NO. THE MOTION CARRIED.

5. Business Affairs 5D Financial Statements

6. Action Items 6A Budget Committee Appointments 5D. Richard Ellingboe presented financial statements for October, 1986, and he and Bob Buroker answered questions. The reports included revenue and expenditure summaries for the General Fund, Cooperative Purchasing Fund, Science-Planetarium accounts, and OTIS. Ellingboe pointed out changes in the report format including additional detail on encumbrances on the General Fund expenditure summary.

6A. Both South Lane and Bethel districts responded positively to the request to nominate a Board member for appointment to the ESD Budget Committee.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that RICHARD GOLDEN is hereby apointed to a three-year term on the Lane ESD Budget Committee, as an at-large representative, and WAYNE WATKINS is hereby appointed to a three-year term on the Lane ESD Budget Committee representing ESD Board Zone 4. The appointments begin July 1, 1986, and end June 30, 1989.

(Resolution #86-43)

Director Ficek seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, AND WEATHERS VOTING YES.

Superintendent Maxwell said that these appointments complete the Budget Committee for preparation of the 1987-88 ESD budget.

6B. The proposed budget calendar follows a similar schedule to last year's. An organizational and planning session on the first Tuesday in February will provide time to familiarize new Budget Committee members with ESD programs and the resolution process before the actual budget review begins.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approve the following Budget Committee calendar:

Tuesday, February 3, 1987, 6 p.m. Organizational and planning meeting.

Tuesday, March 3, 7 p.m. First Budget Committee meeting.

6B Budget Committee Calendar

Action Items 6. Budget Committee 6B Calendar

6B. (continued)

Tuesday, March 10, 7 p.m. Budget Committee meeting.

Tuesday, March 17, 7 p.m. Budget Committee meeting.

(No meeting during Spring vacation week.)

Tuesday, March 31, 7 p.m. Budget Committee meeting (approval of budget).

(If additional meetings are needed, they will be held on subsequent Tuesday evenings with approval deferred until the review process is completed.)

The public hearing on the budget is scheduled for Tuesday, June 2, 1987, at 7 p.m. Action to adopt the budget, appropriate funds, and levy taxes will be a part of the Board's agenda on June 16.

Legal notice of the first Budget Committee meeting, budget summary, and notice of budget hearing will be published according to statute in the Register-Guard.

(Resolution #86-45)

Director Copple seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, AND WEATHERS VOTING YES.

6C. A proposed revision to Board Policy 106 "Boundary Board" was presented for a second reading. The amendment would bring Boundary Board policy into full compliance with Oregon statutes.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD amends Board Policy 106 (Boundary Board) as presented and attached to the official copy of these minutes.

(Resolution #86-46)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, AND WEATHERS VOTING YES.

6C

Revised Boundary Board Policy

7. <u>Discussion Items</u> 7A Resolution Visits to Local Districts 7A. The Board reviewed preliminary information gathered during ESD visits to the 16 school districts. This is the second year that the Superintendent and division directors have visited the districts to poll them regarding services and programs offered by the ESD. Superintendent Maxwell said the visits and collection of data comprise the first step in building service programs for 1987-88. The recommended service resolutions will be ready for review at the December 16 Board meeting and by Lane County Superintendents at their regular monthly meeting the following day.

The proposed package will be acted upon by the Board at its January meeting and will then be submitted to local district boards for approval.

7B. Superintendent Maxwell reviewed procedures for Board member conference attendance. He said Board members have always been encouraged to take advantage of professional development opportunities. There is no formal policy on Board conferences, but historically the procedure has been for the Board to discuss appropriate meetings and make consensus decisions about attendance.

A list of national professional education conferences was distributed for the Board's information. So far this year, the Superintendent said, Directors Copple and Ficek have expressed interest in attending AAESA/AASA's national conference in New Orleans. Director Nearing would like to go to NSBA in San Francisco. The Superintendent said other Board members may also be interested in these or other national conferences. He asked the Board for guidance and authorization for attendance.

Board members discussed the issue briefly. Director Lewellen also expressed interest in attending AAESA. There being no comments to the contrary, Superintendent Maxwell said the staff will continue with registration and travel arrangements as requested. A proposed policy on conference attendance will be submitted for the Board's review at a future meeting.

7C. Board members received a draft copy of the Superintendent's position description. Vice-Chairperson Copple said either she or Chairperson Nearing would review the document with ESD legal counsel Joe Richards before the Board's second reading.

7B Board Member Conference

Attendance

7C

Superintendent's Position Description



7. <u>Discussion Items</u> 7D Approval of District-held Membership 7D. The Board determined several years ago that it wished to review annually the matter of the District's continued membership in Lane Council of Governments (L-COG). L-COG's charter requires members to announce six months before the beginning of its membership year any intent to discontinue membership.

A memo reviewing services received through the membership was distributed. Superintendent Maxwell said he will recommend continuation of the membership. He said Frank Nearing, who has represented Lane ESD on L-COG's Board of Directors for the past two years, may have further information at the December meeting.

7E. Directors Ficek and McKay were absent at the October meeting, when an extensive review of the Planetarium was on the agenda. Director Ficek subsequently requested that further discussion of the Planetarium Advisory Committee be added to this agenda. Board members again reviewed Superintendent Maxwell's October memo giving background information on the Planetarium.

Bob Taylor reported that the Lane County Curriculum Coordinators group was receptive to the idea of a Planetarium advisory sub-council. They suggested that educators with knowledge and interest in the Planetarium be appointed to the currently active Science Council.

Director Ficek said that the issue of a Planetarium Advisory Council, as originally brought up by Director Swanson, had been discussed several times in the past and it is time for the group to become active if it is to be of any help. She also said she thought that non-school-district Planetarium users should be represented on an advisory committee, since they have a special interest in its programs and could offer advice on revenue sources. Staff member Jerry Miller also spoke to advocate such a committee.

While agreeing that interested members of the public could be of help to the Planetarium, the Superintendent and Bob Taylor pointed out that by Oregon statute, the ESD can only serve public schools. The only legal contact with non-public school Planetarium users open to the ESD is the Oregon Museum Park Commission.

7E

Planetarium Advisory Committee 7. <u>Discussion Items</u> 7E Planetarium Advisory Committee 7E. (continued)

Director Swanson said using the existing Curriculum Coordinators structure should help to get the school advisory committee moving fast, so that recommendations can be made to Curriculum Coordinators and superintendents. He said he hoped the OMPC would form its own advisory group for "outside" users and that this public input would be communicated to local district superintendents and boards.

Director Ficek said that since it is the only legal avenue open, she also hoped an advisory group would be formed by OMPC.

8A. The personnel report for November was presented and reviewed.

8B. Bob Taylor distributed and reviewed brief reports of activities of each of the current Curriculum Coordinators Sub-councils: Computer, Science, Math, Social Studies, Language Arts, and Media. He also reported on formation of the Substance Abuse Planning Council and described the "Onward to Excellence" Program.

- 9. Future agenda items include:
 - A. Proposed ESD service resolution package
 - B. Audit report (December or January meeting)
 - C. Review of contracted advisors
 - D. Board policy review and proposed revisions

10. The next regular meeting of the Lane ESD Board of Directors will be at 7 p.m., Tuesday, December 16, 1986, at the ESD Center, 1200 Highway 99 North, Eugene.

- 8. <u>Reports</u>
 - 8A Personnel Report
 - 8B Professional Development Council

9. Future Agenda Items

10. Next Meeting





11. Action Following Executive Session 11. DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that its negotiations team will be as follows:

> Jack Liles (Spokesperson) Richard Ellingboe Permanent Board Representative (Beverly Ficek) Rotating Board Representative (selected from remaining six Board members) Rotating Administrative Representative (to be selected from remaining three division directors)

(Resolution 86-47)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, SWANSON, and WEATHERS VOTING YES.

12. Adjourn

12. The meeting was adjourned at approximately 10:15 p.m.

Copple, Vice-Chairperson Lois

James G. Maxwell, Superintendent-Clerk

SR:jv 3/minutes LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

1. <u>Call to Order</u> 1A Attendance

2. Communications

3. Executive Session

Next Meeting

Office of the Superintendent November 4, 1986

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, November 4, 1986

A Special meeting of the Lane ESD Board of Directors was called to order at 6 p.m., Tuesday, November 4, 1986, with the following persons present:

Board members attending: Frank Nearing, Chairperson Beverly Ficek Jim Swanson

Lois Copple Doug McKay Glen Weathers

ESD staff attending: Jim Maxwell, Superintendent Jeff Foreman

Richard Ellingboe Sallie Rainville

Others attending: Jack Liles

1.

2. Superintendent Maxwell called attention to the following information items:

- A. Ballot Measure 9 information furnished to League of Women Voters at request of Lane County superintendents
- B. WISTEC brochure on Magna Carta
- C. Board planning survey which was distributed to Board members who had not already returned theirs. Results of the survey will be compiled for the November 18 agenda packet.
- 3. Chairperson Nearing called the Board to Executive Session as announced in the public notice of this meeting, under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the Board to carry on labor negotiations.
- 4. No action was taken following the Executive Session.

The next regular meeting of the Lane ESD Board will be at 7:00 p.m., Tuesday, November 18, 1986, at the ESD Center, 1200 Highway 99 North, Eugene.

5. Adjourn

The meeting adjourned at approximately 8:30 p.m. 5.

Frank Nearing, Chairperson 1

James G. Maxwell, Superintendent-Clerk

SR:jv 3/minutes1 LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene OR 97402

Executive Session

Call to Order

1.

Approval of Minutes

3. Statements

2B

4. Communications

Office of the Superintendent October 21, 1986

LANE ESD BOARD OF DIRECTORS MEETING Tuesday, October 21, 1986

 An Executive Session of the Lane ESD Board of Directors was called to order at 6 p.m., Tuesday, October 21, 1986, under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated to carry on labor negotiations.

No action was taken following the Executive Session.

2A. A regular meeting of the Lane ESD Board of Directors was called to order at 8:00 p.m., Tuesday, October 21, with the following persons attending:

Board members attending: Frank Nearing, Chairperson Bill Lewellen Glen Weathers

Lois Copple Jim Swanson

ESD staff attending:

Jim Maxwell, Superintendent Richard Ellingboe Wyatt Rosenbaum Marv Wilkerson Jerry Miller Bob Taylor Bob Buroker Jeff Foreman Sallie Rainville Scott Thames

2B. THE MINUTES OF SEPTEMBER 16, 1986, AND OCTOBER 7, 1986, WERE APPROVED AS PRESENTED.

3. There were no statements at this time.

- 4. The following communications were presented:
 - Board planning calendar for 1986-87
 (A monthly overview of regular items used in building Board agendas throughout the year.)
 - B. OAESD Legislative Platform (Items proposed by the OAESD Legislative Committee for consideration during coming legislative session.)

C. Memo from Marv Wilkerson announcing publication of <u>Computers for the Disabled</u>, a book by Robert Cattoche, one of Lane ESD's School Psychologists. 4. Communications

°5.

4. (continued)

- D. Education Service Districts in Oregon, A Status Report, November 1986, a publication of the Oregon Association of Education Service Districts (OAESD).
- E. OAESD Directory
- F. School Board News and School Board Journal
- Business Affairs 5A Financial Statements, September 1986

5B Designation of Signatories

> Contract with OSBA for Labor Relations Consultation Services

5C

5A. Before presenting the September financial statements, Richard Ellingboe introduced Bob Buroker, newly employed accounting supervisor.

The financial statements included revenue and expenditure summaries for the General Fund, Cooperative Purchasing Fund, Science-Planetarium accounts, and OTIS Fund.

5B. A memo reviewing personnel changes in the fiscal area since July was distributed and reviewed.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD designates James G. Maxwell, Richard Ellingboe, and Robert A. Buroker as signatories for all district financial accounts for the remainder of Fiscal Year 1986-87.

(Lane ESD Board Resolution #86-33)

Director Weathers seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

5C. The Board reviewed OSBA's standard contract for labor relations consultation services and the additional elements requested by Lane ESD, which OSBA agreed to append to the contract. Superintendent Maxwell said the contract and format have been approved by legal counsel, Joe Richards.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the contract with OSBA for labor consultation services dated October 2, 1986, as on file in the Office of the Superintendent.

(Lane ESD Board Resolution #86-34)

Director Copple seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

5D Science Consortium Grant

3

5D. At its September 16 meeting, the Board authorized a grant proposal on behalf of participating local school districts to continue activities of the Lane Regional Science Consortium.

That authorization was subject to approval of the actual application, which was distributed for the Board's information and review.

Superintendent Maxwell said notification had just been received that the grant was funded.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the application for Year-Two Elementary/Secondary Grant Funds (Title II, PL 98-377) on behalf of the Lane Regional Science Consortium and authorizes the establishment of a special fund for grant funds received.

BE IT FURTHER RESOLVED that the Board appropriates the grant amount of \$21,450.

(Lane ESD Board Resolution #86-35)

Director Weathers seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

6. <u>Action Items</u> 6A Board Management Plan

Board Management Plan

goals adopted in December including areas of emphasis for this year. DIRECTOR WEATHERS MOVED:

6A. The Board received for second reading a review of

BE IT RESOLVED that the Board of Directors of Lane ESD re-adopts the Board goals as attached to these minutes and approves the management plan summary submitted by the Administration.

(Lane ESD Board Resolution #86-36)

Director Swanson seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

Superintendent Maxwell said that in addition to the areas of emphasis for the ten adopted Board goals, the Administrative staff also proposes to give special attention to an additional goal of developing an organizational chart and clearly communicating the organizational structure to Board members, staff, and constituents.

- 6. <u>Action Items</u> 6B Resolution to Honor Classified School Employees
- 6B. Board members reviewed Governor Atiyeh's proclamation declaring November 3-7 as classified school employee week. Superintendent Maxwell said a large percentage of ESD staff members are "classified employees" who provide important services directly to students, teachers and those who serve students and teachers.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD recognizes the important contributions made by classified employees and proclaims the week of November 3-7, 1986, as "Classified School Employee Week."

(Lane ESD Board Resolution #86-37)

Director Weathers seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

7A. The Board reviewed a proposed revision to Lane ESD Board Policy 106 "District Boundary Board." The suggested additional language results from a thorough review of Boundary Board policies and procedures by staff and legal counsel. There have been several changes in Boundary Board-related statutes and administrative rules since the last Lane ESD Boundary Hearing in 1976.

In order to be in full compliance with statutes, Joe Richards has recommended moving one element, the definition of "significant adverse impact" from administrative regulations to Board policy.

The proposed amendment will be noted for action at the next regular Board meeting, in accordance with Board policy.

7B. Chairperson Nearing said he had asked the Superintendent to design a survey which would indicate to the Board and staff "how things are going" at Board meetings. A draft of the requested instrument was distributed.

The Chairperson said Board members who wish to participate should complete the survey and submit it to the Superintendent's office. The information will be compiled and made available to Board members and the Superintendent to use in whatever way may be appropriate for "fine tuning" Board meetings. Superintendent Maxwell said additional comments from Board members would also be welcomed.

7. <u>Discussion Items</u> 7A Proposed Amendment to Boundary Board Policy

> 7B Board Direction and Planning Survey



7. <u>Discussion Items</u> 7C Agency Liability Insurance 7C. Chairperson Nearing had called attention some weeks ago to the fact that L-COG was diminishing its level of liability insurance coverage in order to reduce operational costs. He asked staff to review the situation to assure that ESD held adquate coverage for any liability accruing to the ESD as a member agency of L-COG and for providing protection to our representatives on the L-COG Board.

Superintendent Maxwell said these issues have been reviewed by Rollins Burdick Hunter, our agents of record, as well as by Joe Richards.

Rollins Burdick Hunter indicated that our liability insurance covers the LSD for any "constituent liability." Joe Richards has advised that service by an ESD Board member on L-COG (or other Board committee assignment) is, in effect, an extension of the member's Lane ESD position. Insurance coverage available to the person as an ESD Board member would follow to the L-COG assignment.

The Superintendent said Rollins Burdick Hunter staff will be asked to address this issue among others to be discussed at its scheduled report to the Board in November.

7D. Information about Lane ESD Planetarium programs was distributed for review. Superintendent Maxwell commented that Board members have indicated they wished to review the process by which advice is received from the various constituencies about Planetarium programs.

The distributed information stated that the Planetarium, like other ESD programs, is principally designed as a service to assist Lane County school districts to meet their mission of providing basic education to students. To discharge its responsibility, the program staff considers the established curriculum of the school districts for guidance in determining, developing and implementing its service program.

The memo presented a brief historical perspective and an overview of the current program. The primary mission of the Planetarium program is to enhance and support the user schools' regular instructional program. Through intergovernmental agreements facilitated by OMPC, Planetarium programs are also available on a fee basis for the general public after school and on weekends.

7D Planetarium Review

7. <u>Discussion Items</u> 7D Planetarium P

Planetarium Review

The Superintendent suggested two potential Planetarium advisory groups:

- 1. A sub-council of the Lane County Curriculum Coordinators organization. This group of educators would be used to recommend strategies to continue to relate the Planetarium programs to established school curricula and other needs.
- A group operating under the aegis of OMPC to advise the Planetarium staff on the needs of secondary constituents (other government agencies, such as UofO, LCC, Lane County, and, through OMPC/WISTEC, the general public.

Following discussion, it was agreed that staff would place discussion of the establishment of a Planetarium Council on an agenda of the Curriculum Coordinators organization.

8A. The personnel report for September was presented and reviewed. Board members agreed that the format for the report was satisfactory and included information needed.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD employs ALICE ERICKSON as a certificated staff member (Family Consultant), subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Board Resolution #86-38)

Director Lewellen seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves maternity leave for CAROL KNOBBE according to the personnel recommendation.

(Lane ESD Board Resolution #86-39)

Director Lewellen seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

8. Reports

8A Personnel Report

⁷D. (continued)

8. <u>Report</u> 8A Person

Personnel Report

8A. (continued)

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD employs Monique Siemerink as a certificated staff member (School Psychologist) contingent upon her release from contract with her present employer and subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Board Resolution #86-40)

Director Swanson seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

- 8B. The agenda for the October 10 OTIS Advisory Committee meeting included discussion of decentralization and multi-year contracts. Both Wyatt Rosenbaum and the Superintendent reported they were optimistic and pleased with the positive discussion on the OTIS proposals.
- 8C. Director Nearing reported briefly on L-COG's annual meeting held October 16. Attorney General Dave Frohnmayer was the guest speaker.
- 8D. Marv Wilkerson reported on the October 14 meeting of the Advisory Council for Handicapped Children. The agenda included a report by Becky Venice on Project COPE, a statewide project for parents of handicapped children. Minutes of September's Council meeting were distributed.
- 9. Future agenda items include:
 - A. Adoption of Revised Board Policy 106 (Boundary Board)
 - B. Vocational consortium grant continuation

10. Meetings include:

- A. The Board will meet in Executive Session at 6 p.m., Tuesday, November 4, 1986, under provisions of ORS 192.660(1)(d) at the ESD Center.
- B. The next regular meeting of the Lane ESD Board will be at 7 p.m., Tuesday, November 18, 1986, at the Lane ESD Center, 1200 Highway 99 North, Eugene.

10. Next Meetings

OTIS Advisory Committee

8C L-COG

8B

8D Advisory Council for Handicapped Children

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Future Agenda Items

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11. Adjourn

11. The meeting was adjourned at approximately 9:15 p.m.

nic Frank Nearing, Chairperson

James G. Maxwell, Superintendent-Clerk

Attachment: Board goals and management plan summary

SR:jv 3/minutes

1986-87 MANAGEMENT PLAN SUMMARY

<u>GOAL #1</u>: Upon request of local districts, the ESD should provide programs and services that are essential. ESD programs should be those which local districts are unable to provide for themselves, or are better provided on a regional basis.

Areas of Emphasis:

- 1.1 A written plan and timeline for gathering information from districts about service priorities will be completed.
- 1.2 A program of services for the next school year will be determined and presented to the ESD Board and local district boards for approval.

<u>GOAL #2:</u> The ESD should review and evaluate ESD programs and services. The local districts should be involved in the process.

Areas of Emphasis:

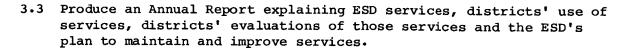
- 2.1 Evaluative information about each program and service will be solicited from each district. Selected programs will receive in-depth reviews using methods appropriate to the program.
- 2.2 Data regarding districts' use of programs and districts' input regarding service and performance will be collected and prepared for inclusion in the ESD Annual Report.
- 2.3 The Administrative Team and program supervisors will study the current program review process and recommend ways to improve the system.

GOAL #3: The ESD should maintain and enhance methods of informing educators and the general public about the ESD, its financial structure, and its missions and goals.

Areas of Emphasis:

- 3.1 Produce and distribute publications that explain services and goals of the ESD.
- 3.2 Produce an ESD slide program explaining services, mission, goals, and financial structure to be used by ESD staff and Board members to inform local school district staffs and boards and the general public through presentations at civic organizations.

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- 3.4 Produce and distribute press releases on ESD programs, services and events; provide information to the news media on ESD services, programs and events; and coordinate media coverage of ESD services, programs and events.
- 3.5 Continue to coordinate a "low key" marketing effort to encourage awareness of the ESD among educators and the general public.

GOAL #4: The ESD should maintain and enhance a functional two-way communication system between the ESD and the local school districts.

Areas of Emphasis:

- 4.1 Facilitate meetings with local school district representatives throughout year to provide and receive information.
- 4.2 Provide and receive information on resolution programs from local districts (staffs and boards) during the resolution development and approval process.
- 4.3 Facilitate one-to-one, ongoing contacts with local districts.
- 4.4 Continue to review and document the existing two-way communication system between the ESD and the local districts and seek ways to enhance it.

<u>GOAL #5</u>: The ESD should provide professional development opportunities for its employees including classified, certified, confidential and administrators.

Areas of Emphasis:

- 5.1 Identify areas of need for individual employee staff development, coordinate ESD-wide participation, and channel the needs to a central source.
- 5.2 Identify and support staff development training opportunities which meet the needs of employees and programs.

<u>GOAL #6</u>: The ESD should maintain financial stabililty with its revenues and expenses in balance. Long- and short-term revenue projections should be maintained and monitored, and all sources of revenue should be identified.

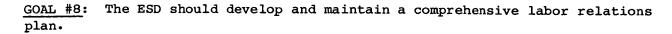
Areas of Emphasis:

- 6.1 Annually project the amount of working capital (cash carryover) required to fund the ESD without borrowing at the beginning of the next fiscal year.
- 6.2 Continue to review the balance between revenues and expenditures to maintain adequate working capital.
- 6.3 Continue to develop a system of monthly and annual financial reports with comparisons to prior years, giving emphasis to programs where user fees have been implemented or increased.
- 6.4 Identify sources of grant funds which will enhance the current missions of the ESD.
- 6.5 Modify account recording of grant funds and special funds to more accurately reflect where funds come from and where they are spent.
- 6.6 Reorganize budget document to reflect changes in cost centers.

<u>GOAL #7</u>: The ESD should use a team management approach which stimulates creative thinking, provides an open and critical forum for ideas, balances individual programs with overall organizational needs and provides a support system for problem solving.

Areas of Emphasis:

- 7.1 The Administrative Team will review current research on team management and develop an appropriate system for shared decisionmaking.
- 7.2 The appropriate team management system will be implemented.
- 7.3 Each division will implement procedures that provide for an open exchange of ideas and information among all employees of the division.
- 7.4 Staff development resources will be directed as appropriate to developing leadership skills conducive to providing an open exchange of ideas among every employee.
- 7.5 A plan for involving the ESD Board in the team management model will be developed, and a system for monitoring ESD issues and concerns will be developed to improve communications between the Board and staff.



Areas of Emphasis:

- 8.1 The staff will assist the ESD Board in developing a labor relations mission statement to give direction to the labor consultant.
- 8.2 The labor consultant and administrative staff will complete a contract analysis to determine strengths and weaknesses of the current contract.
- 8.3 The ESD administrative/supervisory staff will be provided training in appropriate administration of the labor contract.
- 8.4 The process for administrative and confidential staff to consult with the Superintendent and Board about wages, benefits and conditions of work will be defined.

<u>GOAL #9</u>: The Lane ESD programs and services should have Board-approved goals and objectives in an approved format.

Areas of Emphasis:

9.1 Goals and objectives will be completed for each identified program and will be used by districts in their evaluation of programs.

GOAL #10: The ESD should be involved in the legislative process. An advocacy position for ESDs should be developed, and all legislative proposals which have impact for ESDs should be identified, analyzed and monitored.

Areas of Emphasis:

- 10.1 Legislative proposals which have impact on the ESD's ability to deliver needed services will be identified and monitored.
- 10.2 The ESD will provide information to the legislative assembly regarding proposals that will affect the ESD's ability to deliver services needed by the constituent districts.
- 10.3 The ESD will provide information to the legislative assembly directly or via organizational representatives about the ESD Board's position on education issues.

7/011

LANE EDUCATION SERVICE DISTRICT 200 Highway 99 North P.O. Box 2680 Eugene, Oregon 97402

Call to Order

Attendance

Lane ESD Board Meeting Tuesday, October 7, 1986

1A.

A special meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, October 7, 1986, with the following persons attending:

Board Members: Frank Nearing, Chairperson Beverly Ficek Doug McKay Glen Weathers

Lois Copple Bill Lewellen Jim Swanson

Office of the Superintendent

October 7, 1986

ESD Staff:

Jim Maxwell, Superintendent Jeff Foreman Richard Ellingboe Sallie Rainville

Others Attending: Jack Liles

Nicki Maxwell

Superintendent Maxwell reviewed the reasons for the cancellation of the Boundary Board Hearing previously scheduled for this date. The petitioners for the requested boundary change have withdrawn the petition in order to attempt to acquire signatures from 100 percent of the affected landowners and residents. If it is resubmitted, a new hearing date will be established by the Board.

Chairperson Nearing recessed the open meeting and called the Board to Executive Session under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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No action was taken following the Executive Session.

The next regular meeting of the Lane ESD Board will be Tuesday, October 21, 1986, at the ESD Center. An Executive Session will convene at 6 p.m., under provisions of ORS 192.660(1)(d). The Board will convene in open session at 8:00 p.m. A program presentation previously scheduled at Skipworth Juvenile Center for that evening will be rescheduled to a later date.

3. Executive Session

Statements

Next Meeting

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5. Adjourn

The meeting adjourned at approximately 9:15 p.m.

un 10 rank Nearing, Chairperson James G. Maxwell, Superintendent-Clerk

SR:jv 3/005

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LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene, OR 97402

Office of the Superintendent September 16, 1986

LANE ESD BOARD MEETING September 16, 1986

Agenda Topics

1. <u>Call to Order</u> 1A Attendance

> 1B Staff Program Presentation

1C Executive Session

2. <u>Return to Open Session</u>

2A Attendance

1A. A regularly scheduled meeting of the Lane ESD Board of Directors was called to order at 7:00 p.m., Tuesday, September 16, 1986, with Chairperson Nearing, Directors Ficek, Lewellen, McKay, Swanson, and Weathers, Superintendent Maxwell and several staff members present.

1B. Wyatt Rosenbaum, OTIS Director, provided a brief historical review of the OTIS testing program. Karen Banks, Testing Program Supervisor, told the Board that the program has been streamlined, with significantly improved turnaround time for users. About 79,000 tests were processed last year, representing a 3,000 increase over 1984. The program is about ten percent cheaper than commercial competitors. Dr. Banks said that users who completed a recent needs assessment were very satisfied with the program.

Testing program staff members Sandra Marsters and Jerry Miller were introduced. Wyatt Rosenbaum also introduced George Hentsch, Systems and Programming manager.

1C. Following questions and answers, Chairperson Nearing thanked Dr. Banks for her informative presentation. He then recessed the regular Board meeting and called the Board to Executive Session under provisions of ORS 192.660(1)(h) to confer with legal counsel. All Board members were in attendance for the Executive Session.

2A. (Director Lewellen left the meeting following the Executive Session.)

Chairperson Nearing reconvened the Board in open session at 8:30 p.m. with the following persons in attendance:

Board members:Frank Nearing, ChairpersonLois CoBeverly FicekDoug MoJim SwansonGlen We

Lois Copple Doug McKay Glén Weathers

Page 2, Lane ESD Board Meeting, September 16, 1986

2. Return to Open Session 2A. (continued) 2A Attendance ESD staff: Jim Maxwell, Superintendent Wyatt Rosenbaum Richard Ellingboe Bob Taylor Marv Wilkerson Jeff Foreman Nicola Maxwell Ted Murray Sallie Rainville Paul O'Driscoll Jerry Miller THE MINUTES OF AUGUST 19, 1986, WERE APPROVED AS 2B Approval of Minutes 2B• 1 CIRCULATED. the transformed to the 3. Statements and a SA. Superintendent Maxwell commended Jeff Foreman and the second second 1 3A Comments from and the Production Department staff on the Superintendent and recently published ESD brochure. . Staff that the second and the standard again and Bob Taylor reviewed a distributed summary of the model adopted by Lane County Curriculum Coordinators for identifying and prioritizing countywide curriculum, staff development, and media needs. Through this process, the Division is fulfilling the Board's goal of involving local districts in developing priorities and evaluating services. The documents also provide an outline of the Division's activities for the year. Communications 4. The following communications were presented: A. Letter of thanks from Superintendent Maxwell to Marshal Keating, Superintendent, South Lane Schools. Dr. Keating provided "Schoolmaster" passes which admit the bearer and family to 5AAA athletic events in appreciation of the Board's volunteer service to education. B. Letter from Chairperson Nearing on behalf of the Board, thanking members of the Study Committee for the Severely Emotionally Disturbed program for their contributions to the SED program and students. C. Letter from Chairperson Nearing, thanking Jack Gossard, on behalf of the Board, for his years of service as Board negotiator. D. WISTEC brochure detailing activities at WISTEC and the ESD Planetarium for the year E. SELCO calendars for the school year. F. American School Board Journal and NSBA School Board News

5. <u>Business Affairs</u> 5A Financial Statements

> 5B Change Order, Re-roofing Project

5A. Richard Ellingboe presented August financial statements including revenue and expenditure summaries for the General Fund, Cooperative Purchasing Fund, Science-Planetarium accounts, and OTIS Fund.

5B. Superintendent Maxwell reported that as the re-roofing project proceeded, the architect, roofing consultant and contractor jointly recommended installation of additional drainage devices and other slight modifications. A change order added \$1,125 to the total project.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the original contract with R&S Roofing in the amount of \$160,400 for the purpose of replacing the ESD Center roof be increased to \$161,525 to reflect additional work requested of and completed by the contractor.

(Lane ESD Board Resolution #86-23)

Director Swanson seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

5C. The Board received and reviewed a background memo which summarized earlier information on OTIS Consortium members' needs for faster speeds and greater ability to customize functions; and also the necessity of replacing the current mainframe computer, which IBM has withdrawn from the market.

Superintendent Maxwell said that on July 1, funds budgeted for upgrading OTIS services were frozen while the staff investigated methods of continuing to operate the existing system at the current level and to begin to build new service capacities on successor equipment.

He said that a request for proposals circulated to vendors elicited only one firm proposal, from IBM. While somewhat disappointing, this was not considered unusual because of the specific need for compatibility between the new and existing systems.

The proposal is for an IBM System 38 minicomputer with accompanying peripheral hardware and systems and application software. The package will provide adequate capacity to demonstrate the ability of the system to deliver

5C OTIS Mini-computer Lease

Page 4, Lane ESD Board Meeting, September 16, 1986

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5. Business Affairs 5C OTIS Mini-computer Lease

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5C. (continued)

enhanced fiscal and personnel services at the speed and flexibility now being required by users. It will be piloted by several districts and, if it meets user specifications, can be enlarged over the next three to five years to take over the functions of the current mainframe computer, which would be phased out.

denote the tax IBM will provide financing for the pilot project which can be basis which can be terminated at the end of each fiscal year if consortium users are not satisfied. The total dealers where the second cost of the lease-purchase over a four-year period is \$445,104. At the end of that time the ESD would gain ownership. and and the property of a state of a set a

Ted Murray reviewed a cost analysis sheet, the schedule of payments. He also the source of financing, which comes from funds originally budgeted for development and support of regional centers as well as two positions which will not be filled. Mr. Murray and Paul O'Driscoll reviewed the timelines for the project and answered Board questions.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the ESD to enter into a contract with IBM to lease-purchase an IBM System 38 Computer system including peripheral equipment, system software and application software over a four-year period for an amount not to exceed \$445,104, which includes principal, interest, and lease costs.

(Lane ESD Board Resolution #86-24)

Director Weathers seconded and THE MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

5D Science Consortium Grant

5D. Superintendent Maxwell reported that an invitation to submit a renewal application to fund the Lane Regional Science Consortium for a second year had been received in today's mail. The deadline for the renewal proposal to be in Salem is September 23.

5. <u>Business Affairs</u> 5D Science Consortium Grant

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5D. (continued)

If approved, grant funds will continue to be used to provide classes, workshops, and other opportunities to improve the teaching of science. The University of Oregon will submit a companion proposal.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the development and submission of a grant proposal to the State Department of Education to fund the Lane Regional Science Consortium for the 1986-87 school year in the amount of \$21,452.

(Lane ESD Board Resolution #86-25)

Director Weathers seconded and THE MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

Acceptance of the grant will be subject to Board approval of the application at the October meeting.

6A.

A proposed revision to Board Policies 319 and 423 was presented for a second reading. The amendment modifies Board Policy to state that the Board will follow Oregon statutory requirements regarding continuation of medical insurance for retiring employees, according to ORS 243.303. The amendment would conform to language in other policies that are covered in statutes.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD amends Board Policies 319 and 423 (Medical Insurance for Retiring Employees and their Dependents) as appended to the official copy of these minutes.

(Lane ESD Board Resolution #86-26)

Director McKay seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

6. Action Items Amendment to Board 6A Policies 319 and 423

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6. <u>Action Items</u> 6B Board Committee Appointments

6B. Chairperson Nearing made the following Board subcommittee and liaison appointments:

Lane Council of Governments (L-COG): Frank Nearing (Glen Weathers, alternate)

Oregon Museum Park Commission (OMPC): Doug McKay (continuing four-year term of appointment, which expires December 31, 1990) (Bev Ficek, alternate)

Lane ESD Advisory Committee for Handicapped Children:

Frank Nearing (Lois Copple, alternate)

OTIS Advisory Committee: Doug McKay (Bill Lewellen, alternate)

Negotiations Committee: Bev Ficek (Lois Copple, alternate)

Georgia-Pacific Scholarship Committee: Jim Swanson (Glen Weathers, alternate)

Administrative/Confidential Staff Salary Review Committee:

Bill Lewellen, Bev Ficek, Jim Swanson

Input Committee: Bill Lewellen, Frank Nearing

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors ratifies the 1986-87 appointments to special liaison and Board committee positions made by the Chairperson.

(Lane ESD Board Resolution #86-27)

Director Swanson seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

 <u>Discussion Items</u>
 7A Staffordshire Boundary Change

7A. The Board reviewed Administrative Rules upon which the decision on a Boundary petition is to be based. Superintendent Maxwell pointed out changes reflecting statutory modifications made by the 1985 legislature.

The Board is scheduled to meet as the Lane County District Boundary Board on October 7 to consider a petition to change boundaries between the Pleasant Hill and Springfield School Districts. The area affected is the Staffordshire Mobile Home Subdivision presently in the Pleasant Hill School District.

Superintendent Maxwell said the staff will complete a review of the petition and provide this background information in a packet of materials to be sent prior to the hearing.

7B. Board members reviewed and discussed a summary of the proposed management plan for 1986-87. The plan includes the adopted Board goals with areas of emphasis recommended by the Administrative Council. Superintendent Maxwell said those areas represent work that the Council believes needs to be accomplished during the year and which will provide substantial progress toward meeting the adopted goals.

The Superintendent said that if the Board wishes to make changes or modifications these will be incorporated into the plan, which will be submitted for formal approval at the October meeting.

7C. Superintendent Maxwell reported that the Oregon Museum Park Commission has made substantial progress in narrowing its focus to its primary mission of operating and developing the Museum complex; however, he said he was not yet ready to recommend a level of financial commitment on the part of the ESD for the 1986-87 year. He said each of the "non-participating partners" has now indicated a willingness to commit time or resources to the Commission.

Directors McKay and Ficek commented briefly on future OMPC and WISTEC activities.

(Director Ficek left the meeting at 9:40 p.m.)

7B Board Goals/ Superintendent's Management Plan for 1986-97

7C Oregon Museum Park Commission

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7D.

7. <u>Discussion Items</u> 7D Labor Relations Consultant Contract

Consultant Contract

Superintendent Maxwell reported that the process of developing a service contract with OSBA for labor relations consultation is continuing. He said he expects it to be ready for Board review and approval by the October 21 meeting. Jack Liles has been assigned by OSBA to be our primary labor relations consultant and he is reviewing a copy of the current ESD-LCEA labor conract.

A time is scheduled during the September 19 OSBA Collective Bargaining Conference for Superintendent Maxwell, Richard Ellingboe, and Board members who attend to meet with Mr. Liles.

Mr. Liles has also agreed to attend a special 30-minute Board meeting at 7:00 p.m., Tuesday, October 7, immediately preceding the Boundary Board Hearing.

Board members agreed by consensus to hold a dinner meeting prior to the regular Board meeting on October 21 to provide a time for the Board to begin to develop a general sense of direction for the Collective Bargaining process. They also agreed to schedule a special dinner meeting on November 4 at which time the staff and Mr. Liles will bring a set of specific labor relations recommendations to the Board for its consideration.

7E. Chairperson Nearing said he thought it would be helpful if Board members take some time to complete a direction and planning survey. He said he has asked the Superintendent to prepare an instrument based on materials provided by OSBA. The information will be included in the October agenda packet.

8A. The personnel report for September 16 was presented and reviewed. The following action was taken:

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of PETE BARRON, effective August 18, 1986

(Lane ESD Board Resolution #86-28)

Director McKay seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

7E Evaluation Sheets for Board Members

8. <u>Reports</u> 8A Personnel Report

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8. <u>Reports</u>

8A Personnel Report

8A. (continued)

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD elects LAURIE PERSONS to a contract as a certificated staff member (Adaptive Physical Education teacherf, job-share position) for the 1986-87 school year, subject to conditions indicated in the personnel recommendations and contract.

(Lane ESD Board Resolution #86-29)

Director Copple seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD elects MICHAEL ELLIS to a contract as a certificated staff member (Teacher, Lane School) for the 1986-87 school year, subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Board Resolution #86-30)

Director Weathers seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors approves a maternity leave for CYNTHIA LEE-HOLLOWAY from November 26, 1986, through January 30, 1987, according to the personnel recommendation presented.

(Lane ESD Board Resolution #86-31)

Director Weathers seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES. A

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD agrees to release J. MICHAEL MEYER from his contract as a school psychologist, contingent upon the hiring of a suitable replacement for the position.

(Lane KSD Board Resolution #86-32)

8.	<u>Reports</u> 8A Personnel Report	8A.	(continued)
			Director Swanson seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS PRESENT VOTING YES.
			Board members discussed methods of simplifying the Board's personnel procedure.
	8B Curriculum Conference	88.	Chairperson Nearing reported on three events which he attended during the COSA/OSBA
	1. Second and the second seco second second sec		Curriculum Conference on August 22. These were a two-hour meeting of the State Board of Education; a talk by Madelyn Hunter, an
		at or anna. Ar an anna anna	educational consultant from UCLA. (this talk was taped and is available through the Superintendent's office); and a talk by Mike
	1		Fitzgibbon, Oregon finalist for the Teacher in Space program. Mr. Fitzgibbon's talk emphasized
	8C School Opening		Marv Wilkerson provided a report on Special
	· · · · · · · · · · · · · · · · · · ·		Education student enrollment for the 1986-87 school year.
	8D Advisory Council for Handicapped Children	8D•	Director Nearing reported on the organizational meeting of the Advisory Council for Handicapped Children. Minutes of the Council's May 16 meeting were distributed.
9.	Future Agenda Items	9.	Future agenda items identified at this time include:
			A. Program presentation: Skipworth, October 21B. Insurance coverage updateC. Planetarium Advisory Committee
10.	<u>Next Meeting</u>	10.	A. The Board will meet in Executive Session at 7:00 p.m.,Tuesday, October 7, 1986, under provisions of ORS 192.660(1)(d). The meeting will be held at the ESD Center.
			The Lane County School District Boundary Board will convene at the same location at
			7:30 p.m., for a hearing on the boundary change petition filed by Mrs. Ethel Allen.
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10. Next Meetings

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10. (continued)

B. The next regular meeting of the Lane ESD Board will be Tuesday, October 21, 1986, at Skipworth Juvenile Detention Center, 2411 Centennial Boulevard, Eugene, in the Blue Room.

11. Adjourn

11. The meeting adjourned at approximately 10:15 p.m.

unk and Frank Nearing, Chairperson James G. Maxwell, Superintendent-Clerk

SR:jv 3/minutes LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene, OR 97402

Agenda Topics

Call to Order 1A Attendance LANE ESD BOARD MEETING August 19, 1986

11 N. . . .

1A. A regularly scheduled meeting of the Lane ESD Board of Directors was called to order at 7:30 p.m., Tuesday, August 19, 1986, with the following persons in attendance:

Board members: Frank Nearing, Chairperson Beverly Ficek Bill Lewellen Glen Weathers

ESD staff:

Jeff Foreman

Jerry Miller

Paul O'Driscoll

Lois Copple Doug McKay Jim Swanson

Jim Maxwell, Superintendent Richard Ellingboe Marv Wilkerson

Bob Taylor Wyatt Rosenbaum Geoff Colvin Nicola Maxwell Sallie Rainville

Others attending included: Tim Keeley

Hill Walker

Several new special education staff members also attended a part of the meeting.

1B. THE MINUTES OF JULY 15 and AUGUST 5, 1986, WERE APPROVED AS PRESENTED.

2. An Executive Session had been held, as advertised and posted, at 6:00 p.m.. The Session was called under provisions of ORS 192.660(1)(a) to discuss initial employment of staff members and individual agent; and 192.660(1)(h) to confer with legal counsel.

3A. Following the Executive Session, the Board convened in open session, as noted above, at 7:30 p.m.

Action Following Executive Session 3A Employment of Staff Members

1B Approval of Minutes

Executive Session

2.

Action Following Executive Session 3A Employment of Staff Members

3.

3A. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of the following certificated staff members, effective at the end of the 1985-86 school year calendar:

Janet Hall, Steve Norris, Stuart Perlemeter.

(Lane ESD Resolution 86-12)

Director Ficek seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD elects GWEN MEYER to a contract as a certificated staff member (TMR teacher) for the 1986-87 school year, subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Resolution 86-13)

Director Swanson seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

DIRECTOR WEATHERS MOVED:

1,20

BE IT RESOLVED that the Board of Directors of Lane ESD elects JOAN WITTY to a contract as a certificated staff member (TMR teacher) for the 1986-87 school year, subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Resolution 86-14)

Director Nearing seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane BSD elects DAWN STAHLBERG to a contract as a certificated staff member (TMR teacher, halftime) for the 1986-87 school year, subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Resolution 86-15)

Action Following Executive Session 3A Employment of Staff

Members

3A. (continued)

Director Nearing seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD elects JANE KRAUSS to a contract as a certificated staff member (TMR teacher) for the 1986-87 school year, subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Resolution 86-16)

Director Nearing seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD elects ROBERT CATTOCHE to a contract as a certificated staff member (school psychologist) for the 1986-87 school year,

subject to conditions indicated in the personnel recommendation and contract.

(Lane ESD Resolution 86-17)

Director Nearing seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

3B. DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District designates Oregon School Boards Association (Jack Liles) as its labor relations consultant. The Superintendent is directed to draft a contract with the consultant for review at the September 16 Board meeting.

(Lane ESD Resolution 86-18)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

Director Ficek suggested that a letter of appreciation be sent to Jack Gossard on behalf of the Board.

3B Employment of Labor Consultant

3.

4. <u>Statements</u> 4A Statements from

4B

5.

6.

Board Members

Statements from

Staff

Communications

Superintendent and

4A. Director McKay welcomed the new Special Education staff members and thanked them for attending the meeting.

Board members discussed several matters of parliamentary procedure, including consent agendas and automatic seconding of routine motions.

4B. Superintendent Maxwell reported on the status of the roofing project, which is over halfway toward completion at this time.

The Superintendent said that Dr. Marshal Keating, South Lane School District Superintendent, has provided several "Schoolmaster" athletic passes which admit the bearer and family to 5AAA athletic contests. He asked that any Board member interested in obtaining a pass to let him know.

Nicola Maxwell announced an Employee Benefits and Health Fair to be held September 2 in the TRC. She invited Board members to attend.

5. The following communications were presented:

- A. Report of Activities: Hearing-Impaired and Audiological Services Resolution
- B. Home Schooling pamphlet
- C. Announcement of OSBA Collective Bargaining Conference, September 19-20
- D. NSBA School Board News and School Board Journal

The Board reviewed the following contracts for renewal of continuing programs:

<u>Pearl Buck Center</u>: Provides TMR educational services to two classrooms of students at PBC, an alternative placement from public schools for parents who desire a centerbased program.

Abel Center: Provides audiological services for hearing screening tests for newly enrolled pupils in Lane County schools. This service is included as a part of the ESD's speech, language, and hearing resolution.

Business Affairs 6A Approval of

Continuing Contracts

6A.

6. Business Affairs 6A Approval of

Continuing Contracts

6A. (continued)

Eugene School District Psychologists: Through the Resolution process, the ESD provides school psychologist services to schools in the county. This contract reimburses District 4J for two existing staff psychologist positions, rather than running a duplicative service in Eugene schools.

Superintendent Maxwell said the three programs were also included in the budget review and approval process last spring.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves contracts with Pearl Buck Center, Abel Center, and Eugene School District 4J, according to the provisions of said contracts, which are on file in the office of the Superintendent.

(Lane ESD Resolution 86-19)

Director Copple seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

6B. Superintendent Maxwell reviewed the purpose of Special Fund 220 which was established to allow the ESD to offer inservice training needed by constituent districts. It is a self-supporting fund; resources come from fees paid by teachers and school districts and these funds are used to pay the presentors. The fund was appropriated at \$25,000, a level that was historically adequate.

He explained that this summer the ESD has served, by request of local districts, as primary sponsor of Project IMPACT, a program to train teachers in drug awareness and education techniques. This program has been very successful, with over 200 teachers having participated. The problem for the ESD is that the project has used up most of the appropriation (allowable spending level) for Fund 220.

6B Transfer of Appropriation

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Business Affairs 6B Transfer of Appropriation

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6B. (continued)

The Superintendent requested that the Board authorize transfer of \$15,000 appropriation from the General Fund to Fund 220 so that the Administration will have authorization within the budget to offer regular self-supporting inservice training activities during the coming school year.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes transfer of the appropriation of \$15,000 from the General Fund Contingency Account (100/799/4800/100/11) to ESD Special Fund 220 "Curriculum Development" (1986-87 Lane ESD Budget).

(Lane ESD Resolution 86-20)

Director Copple seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

6C. The Superintendent and Richard Ellingboe presented the first installment of a new monthly financial statement, including separate statements for the Planetarium and Cooperative Purchasing.

The goals of the new format are to provide the Board information on the ESD's fiscal position as compared with the adopted budget and to project the year-end fiscal position. The purpose of the special statements for the Planetarium and Cooperative Purchasing are to keep the Board informed about these two areas of particular concern.

7A. A proposed revision to Board Policy 302 "Employment of Certificated Staff" was presented for a second reading. The amendment would delete references to Board member involvement in the process for screening and interviewing candidates for a position at the Division Director level.

Director Ficek said she would prefer that the policy remain as it is, because the Board works so closely with the Directors. Director Swanson agreed and added that he felt the process creates a learning opportunity for Board members who take part.

6C Financial Statements, July 1986

Action Items 7A Proposed Amendment to Board Policy 302

7.

7. <u>Action Items</u> 7A Proposed Amendment to Board Policy 302

7A. (continued)

Director McKay said he thought it would be in the best interest of the Board for the Superintendent to be able to hire his own staff without hindrance from the Board. Director Weathers stated he would be more interested in knowing the methods and techniques used in the screening and interview process than in actually taking part in the process. Directors Lewellen and Copple agreed that employment of staff should be the responsibility of the Superintendent.

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD amends Board Policy 302 (Employment of Certificated Staff) as presented and attached to the official copy of these minutes.

(Lane ESD Board Resolution 86-21)

Director Lewellen seconded. DIRECTORS COPPLE, LEWELLEN, MCKAY, NEARING, and WEATHERS VOTED YES. DIRECTORS FICEK and SWANSON VOTED NO. THE MOTION CARRIED.

7B. A petition for a change of boundary has been received from a group of residents living in the Staffordshire Mobile Home Subdivision. The residents are requesting that the Staffordshire section be removed from the Pleasant Hill School District and placed in the Springfield School District.

Board members were provided copies of the Board Policy and Administrative Rules which provide the rules for decisions about boundary change petitions.

The Superintendent said copies of the completed petition would be provided to the Board at its regular September meeting. He recommended that the Board establish a special meeting of the ESD Board, meeting as the County School District Boundary Board, on October 7.

7B Set Date for Boundary Board Hearing Action Items 7B Set Date for Boundary Board Hearing

7.

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7B. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane RSD, serving as the Lane County School District Boundary Board, sets the date of October 7, 1986, 7:30 p.m., for a Boundary Board hearing on the petition filed by Ethel Allen, on behalf of residents of Stafforshire subdivision.

(Lane ESD Board Resolution 86-22)

Director Copple seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

8A. Jeff Foreman said five staff program presentations have been scheduled for the Board. They are:

> September 16, Test Scoring October 21, Skipworth November 18, Career/Vocational Education Consortium February 17, TMR teacher support system April 21, Information services for educators

The 30-minute presentations will begin at 7:00 p.m., with time built in for questions.

8B. Superintendent Maxwell said Paul Hanson, one of the owners of the undeveloped property adjoining the ESD on the west, has indicated that the owners again have an interest in marketing the property and wanted to provide the ESD the first opportunity to consider its purchase.

The last action on this parcel of property occurred on January 22, 1985, at which time the Board determined that the "ESD's potential uses of the property are too tenuous to make purchase a prudent course of action."

Since no facility needs have surfaced in the ensuing nineteen months, the Superintendent recommended that the Board decline Mr. Hanson's invitation to consider purchase of the property.

Board members discussed the issue and agreed by consensus with the Superintendent's recommendation.

8B Real Estate Offer, Paul Hanson

Discussion Items 8A Staff Program

Presentations

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8.

8C. Board members received a suggested modification of Board Policy 319/423 "Continuation of Medical Insurance Coverage for Retiring Employees and Their Dependents" for a first reading.

On July 1, 1986, it became mandatory, by Oregon statute, to allow public employees to continue membership in group medical insurance programs upon retirement. The ESD Board had implemented policies providing such continuation a year before the law went into effect. At that time, ESD policies were implemented in accordance with the regulations of the ESD insurance carrier. They differ from the adopted statute in only one respect. Under our carrier's 1985 regulations, 30 days was allowed as the period of time which the retiree had to notify the ESD of his/her intention to continue coverage. Under Insurance Commission regulations, 60 days are allowed. Our insurance carrier has modified its regulations in accordance with the statute.

The Superintendent recommended that since the effective date of this law has now passed, the Board Policy be modified to simply state that the Board will follow the statutory requirements as specified. This conforms to the language in other policies that are covered in statutes.

In response to questions from Board members, the Superintendent pointed out that insurance premiums are paid by the retired ESD employees.

Chairperson Nearing said the proposed amendment will be noted for action at the next regular meeting, according to Article III of ESD Bylaws and Policy.

8D Liaison and Committee Representatives 8D. Board members reviewed Chairperson Nearing's proposed appointments to standing committee and liaison positions. The Chairperson asked Board members to talk with him if the proposed appointments create any hardship.

Superintendent Maxwell pointed out that ESD Bylaws delegate authority to the Chairperson to make these appointments. Traditionally, however, the Board has reviewed the appointments and expressed its support by a resolution.

Chairperson Nearing said this will be an action item at the September meeting.

9.

Reports 9A OTIS Planning Report 9A. Board members reviewed written reports from the Superintendent and Wyatt Rosenbaum presenting background on an OTIS Pilot Project Proposal. The proposal addresses directions in which the staff believes the OTIS consortium should be headed in order to better meet the service requirements of member districts.

Dr. Rosenbaum introduced staff member Paul O'Driscoll who reviewed the pilot project which will demonstrate the new delivery system. O'Driscoll summarized the four step process for upgrading as:

- 1. Lease of new applications software
- 2. Lease of current generation computer hardware
- 3. Educational program to upgrade staff technical skills to support the more modern hardware, software and delivery systems.
- 4. Reorganization of internal OTIS structure in order to support the transition and to be more responsive to user needs. This reorganization will make it possible to phase in the new services and phase out the current model within existing budgeted resources.

Mr. O'Driscoll stressed that the change is needed to assure the continued health of the OTIS consortium. Without the upgrade, he said OTIS could expect a continual erosion of the consortium base.

He said that districts representing various geographical locations and sizes have been chosen for pilot projects. Other consortium members will be encouraged to visit these locations.

Mr. O'Driscoll answered Board member questions about capabilities of the new hardware and software.

A request for proposals to provide both the hardware and software is now being circulated, with proposals due in by August 27. The proposals will be evaluated and a recommendation for authorization to lease will be presented at the September 16 Board meeting. Reports

9A OTIS Planning Report

9A. (continued)

Superintendent Maxwell said that if the demonstration projects are successful, proposals will be presented within the 1987-88 budget to begin to implement the new system on a consortium-wide bases.

9B Lane School Report

9B. A memo from Superintendent Maxwell summarized the history of the ESD's program of services for emotionally disturbed students.

Marv Wilkerson, Director of Special Education, expanded on the memo by reviewing the formation and purpose of the SED Study Committee. These outside specialists compared the assumptions and philosophy under which the program had been operating with state guidelines and currently accepted practices for educating students with this handicapping condition. The Committee's report provides a modified set of assumptions and philosophy under which the program will operate in the future.

Wilkerson introduced and thanked the Committee chairperson, Hill Walker, who is Associate Dean for Special Education and Rehabilitation, University of Oregon College of Education.

Dr. Walker said other members of the Study Committee were Judith Grosnick, UO Teacher Education; Cory Dunn, Special Education Director, Linn-Benton ESD; Howard Smith, Oregon Department of Education; and Anne Moffett, School Psychologist, Lane ESD. Jim Maxwell, Marv Wilkerson, and Bob Taylor served as ex-officio members.

Dr. Walker reviewed the program directions recommended by the Committee, as follows:

The SED program should have two basic purposes: a) to provide technical assistance to SED prpograms in Lane County School Districts, and b) to establish and maintain an exemplary self-contained program (Lane School).

Pa

9.

9. Reports

9B Lane School Report

9B. (continued)

The program goals and procedures should enable SED students to be maintained in the local school district or to return to local school districts as soon as possible. Placement at Lane School is meant to be short term in nature.

Dr. Walker and Geoff Colvin, Lane School Supervisor, answered Board members' questions.

An executive summary of the Study Committee's report was distributed and the entire report is available for anyone who wishes to review it.

Superintendent Maxwell thanked Dr. Walker for his presentation and for the excellent work done by the Study Committee.

9C. The Personnel Report for August 19 was presented and reviewed.

- 9D. The Board received a brief written report on redirection efforts of the Museum Park Commission. Superintendent Maxwell said that at the September Board meeting, he will have a recommendation for Lane ESD's future relationship with the Commission.
- 10. Future agenda items noted at this time included:
 - A. Second reading, proposed amendment to Policies 319 and 423
 - B. Superintendent/staff recommendations on OMPC
 - C. Evaluation sheet for Board members
 - D. Board goals/Superintendent's management plan
 - E. Budget Committee appointments
 - F. Scheduling special meeting for negotiations planning
 - G. Program presentation: Test Scoring
- 11. The next regular meeting of the Lane ESD Board will be Tuesday, September 16, 1986, at 7:00 p.m., at the Lane ESD Center, 1200 Highway 99 North, Eugene.

12. Adjourn

11. <u>Next Meeting</u>

9C Personnel Report

9D Oregon Museum Park Commission

10. Future Agenda Items



Pa

Chairperson Nearing adjourned the meeting at 12. approximately 9:30 p.m.

Q Frank Nearing, Chairperson G. Maxwell, Superintendent-Clerk James

SR:jv

3/minutes

EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene, OR 97402

LANE ESD BOARD MEETING August 5, 1986

Agenda Topics

1. Call to Order

1A Attendance

A regularly scheduled meeting of the Lane ESD 1A. Board of Directors was called to order at 7:00 p.m., Tuesday, August 5, 1986, with the following in attendance:

Board members attending:

Frank Nearing,	Chairperson	Lois Copple
Beverly Ficek		Bill Lewellen
Doug McKay		Jim Swanson
Glen Weathers	•	

ESD staff attending:

Jim Maxwell, Su	iperintendent	Nicki Maxwell
Dick Ellingboe		Ted Murray
Marv Wilkerson		Pat Wilson
Jeff Foreman		Jerry Miller

Others attending included:

Geoff Masters Representatives of five labor negotiating firms

representatives of the firms would be given five

Chairperson Nearing explained the interview

minutes to respond to the list of prepared questions sent to them. They would be given another 20 minutes to answer five more questions prepared by the Chairperson, Superintendent, and staff. If time remained, Board members could ask further questions of the representatives.

process to the other Board members. The

Statements 2A

2.

Statements from Board Members

3. Communications

2A.

Vice-Chairperson Copple declared a conflict of interest with one of the representatives of a firm being interviewed. She said she deals professionally with Jack Gossard as a client.

3.

The following correspondence was presented:

Α. Chairperson Nearing introduced a letter to Thomas Rigby, Oregon School Boards Association Executive Director, indicating the ESD Board's support of Jack Billings' nomination as Vice-President of OSBA.

3. Communications

3. (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of the Lane Education Service District has gone of record as supporting the nomination of Jack Billings as Vice-President of the Oregon School Boards Association.

(Resolution 86-9)

Chairperson Nearing called for the vote (he later explained that a second was not necessary). THE MOTION CARRIED WITH ALL PRESENT VOTING YES.

- B. Chairperson Nearing reminded Board members of the Third Annual Curriculum Conference on August 20-22 in Portland. He asked those planning to attend the Conference, sponsored by OSBA and the Confederation of Oregon School Administrators, to contact Superintendent Maxwell or Jeff Foreman (substituting for Board secretary Sallie Rainville).
- 4A. Chairperson Nearing notified the other Board members that the first applicant on the list to be interviewed (Lon Mills) had withdrawn as a candidate. Board members used the time until the next scheduled interview to introduce themselves to new Board member Glen Weathers.

Representatives of five firms which proposed to serve as the ESD's labor negotiator were present. They were as follows:

Don Scott OSBA (Jerry Martin) Jack Gossard Ruth Larson and Fred Larson Pat Munkres

Each representative was given five minutes to answer four questions mailed to them in advance. Mr. Scott, Mr. Martin, and the Larsons each offered written material, in addition to oral presentations.

Work Session 4A Interview with Applicants for Labor

4.

Negotiator and Discussion

Work Session 4A Interview with Applicants for Labor Negotiator and Discussion

4A. (continued)

The mailed questions follow:

- A. Specific approaches consultant would recommend toward achieving cooperation between administration and Association.
- B. Three problem areas in the contract.
- C. Fee structure for consultant. One year, three years.
- D. Contract language. Issue or article, bargaining strategy.

Each representative was given 20 minutes to answer the five following questions:

- A. What would another district report about your style and relationship with Board and staff?
- B. What measures would you take to avoid misunderstandings with Board?
- C. Last workshop attended? What was learned at this workshop? What is philosophy of bargaining?
- D. How would you handle an end run?
- E. Why you chose to be a labor negotiator?

The presentations were tape recorded.

Following the interviews, Superintendent Maxwell explained the role Dick Ellingboe, the newly hired Administrative Services Director/Business Manager, will play in future labor negotiations. Mr. Ellingboe will work closely with the firm hired as the ESD's labor negotiator and will possibly assume some of those duties in future negotiations.

Directors Copple and Weathers expressed concern about discussing in open session the "direction" the Board plans to take in labor negotiations. They said they would like to have a better understanding of the Board's labor goals because it would influence who they would choose as a negotiator. Work Session
 4A Interview with
 Applicants for Labor

Negotiator and Discussion

4A. (continued)

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After some discussion, the Board decided not to go into Executive Session. At 9:45 p.m., Chairperson Nearing polled the Board members to determine if they wished to continue in the selection process. They indicated they would like to continue after a five minute break.

At 9:50 p.m., the meeting was reconvened.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD will rank the interviewed firms for labor negotiator and narrow the field from five to three.

(Resolution 86-10)

Director Swanson seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

Director Lewellen chose the firms of Scott, OSBA, and Larson.

Director Swanson chose the firms of Scott, OSBA, and Munkres.

Director Ficek chose the firms of Scott, Gossard, and Munkres.

Director McKay chose the firms of OSBA, Gossard, and Larson.

Director Copple chose the firms of Scott, Gossard, and OSBA.

Director Nearing chose the firms of Scott, OSBA, and Larson.

Director Weathers chose the firms of Gossard, OSBA, and Scott.

The three firms that received the most votes were Scott (six), OSBA (six), and Gossard (four).

Director Swanson said he was still concerned about the cost of hiring a labor negotiator.

Director Lewellen said the Board should hire a firm with a strong contractual background, so a clear and concise contract can be re-negotiated in-house in the future. He added that a <u>Work Session</u> 4A Interview with Applicants for Labor Negotiator and Discussion

4.

4A. (continued)

decision to go with OSBA as a negotiator should depend on who from the OSBA team is assigned to the ESD. He said some of the OSBA negotiators drive wedges between Boards and staffs.

Discussion also centered on Mr. Gossard, the ESD's labor negotiator for 14 years, who called for a new direction in future negotiations.

Director Lewellen said the Board needs a negotiator whose personality fits with the Board. He said the Board then should work with the labor negotiator to define goals. He added that he would like a recommendation from the Superintendent on his preference for a labor negotiator.

Director Ficek said she would like an opinion (listing pros and cons) from the Superintendent and staff on the three firms selected as finalists, as well as a recommendation from the Superintendent.

Board members said they wanted time to examine the material submitted by the firms. Superintendent Maxwell said Mr. Gossard also had prepared materials on proposed contract changes that he did not feel comfortable sharing in open session. The Superintendent said that material would be sent to Board members.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD will give further consideration to the firms of Scott, OSBA, and Gossard in its selection of a labor relations consultant.

(Resolution 86-11)

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Director Ficek seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

5.

Board members agreed to continue their review of the final three applicants at the August 19 meeting, with an earlier start at 6:00 p.m.

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5.

Next Meeting

6. Adjourn

 Chairperson Nearing declared the meeting adjourned at 10:25 p.m.

z Frank Nearing, Chairperson Jim Maxwell, Superintendent-Clerk

JF:jv 3/minutes1 LANE EDUCATION SERVICE DISTRICT 1200 Highway 99 North P.O. Box 2680 Eugene, OR 97402

Office of the Superintendent July 15, 1986

LANE ESD BOARD MEETING July 15, 1986

Agenda Topics

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1. Call to Order

1A Attendance

1A. A regularly scheduled meeting of the Lane ESD Board of Directors was called to order at
7:45 p.m., Tuesday, July 15, 1986, with the following persons in attendance:

Board members:

Frank Nearing,	Acting	Chairperson	Lois	Copple
Beverly Ficek			Doug	ј МсКау
Bill Lewellen		. •	Jim	Swanson
Glen Weathers				

ESD staff:

Jim Maxwell, Superintendent	Jeff Foreman
Wyatt Rosenbaum	Marv Wilkerson
Ted Murray	Jerry Miller
Nicola Maxwell	Pat Wilson
Sallie Rainville	

Others attending included: Richard Ellingboe

Susan Weathers

- 1B Approval of Minutes
- 2. <u>Statements</u> 2A Retirement Fete
- 3. Communications
- 4. <u>Business Affairs</u> 4A Financial Report

1B. DIRECTOR MCKAY MOVED TO APPROVE THE MINUTES OF JUNE 17, 1986, AS PRESENTED.

Director Swanson seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

- 2A. Superintendent Maxwell announced plans for Cleve Dumdi's farewell party, which is being held July 29.
- 3. Copies of the School Board Journal and School Board News were distributed.

4A. Superintendent Maxwell and Ted Murray reviewed end-of-year financial statements for ESD General and Special Funds and OTIS. Material distributed included summaries of receipts and expenditures and a two-year comparison of ad valorem tax and non-tax revenue collections. 4. <u>Business Affairs</u> 4B Direction Service 4B. A copy of the contract between Lane ESD and Direction Service was distributed for review. This contracted service to provide information and other services for handicapped children is requested by local districts through the resolution process. The funding level has been approved by the Budget Committee.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves a contract for the provision of information and referral services for handicapped school-aged children during the 1986-87 school year with Direction Service, Inc. The contract amount is \$55,600. The approved contract is on file in the office of the Superintendent.

(Resolution 86-1)

Director McKay seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

5A.

A recommended procedure for Oregon school boards at the beginning of each year is to re-affirm the district's Bylaws and Policies. Such a step signifies the Board's recognition of the importance of this basic document.

A copy of Article III of the Bylaws, which provides rules for review, amendment, and adoption of policy was included for the Board's review.

The Superintendent said that policies which are pertinent to issues under consideration will be included in agenda packets throughout the year. He asked Board members to review these policies both for relevance to the issue at hand and as a continuing policy. A running record will be kept and any not so reviewed after a period of time will be scheduled within a general policy review as time permits.

Board members were reminded that a complete Bylaws and Policy document is available for each Board member.

5. <u>Action Items</u> 5A Re-affirm Board Bylaws and Policies

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5. <u>Action Items</u> 5A Re-affirm Board Bylaws and Policies

5A. (continued)

DIRECTOR COPPLE MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD re-affirms as its official statement of policy the Bylaws and Policies of the Lane Education Service District, as adopted May 20, 1980, and amended to date.

(Resolution 86-2)

Board members discussed Article III and made several comments which were noted for minor editing corrections.

5B Election of Board Officers

5B. Acting Chairperson Nearing declared nominations open for the position of Board Chairperson for 1986-87.

Director Lewellen nominated Frank Nearing.

Director McKay seconded. There were no further nominations.

THE VOTE WAS UNANIMOUS. FRANK NEARING WAS DECLARED ELECTED AS CHAIRPERSON OF THE LANE ESD BOARD FOR 1986-87.

(Resolution 86-3)

Chairperson Nearing declared nominations open for the position of Board Vice-Chairperson for 1986-87.

Director Copple nominated Bill Lewellen who declined the nomination.

Director McKay nominated Lois Copple. Director Swanson seconded. There were no further nominations.

THE VOTE WAS UNANIMOUS. LOIS COPPLE WAS DECLARED ELECTED VICE-CHAIRPERSON OF THE LANE ESD BOARD FOR 1986-87.

(Resolution 86-4)

5. Action Items 5C Superintendent's

Contract

5C. The Board reviewed a second draft of the contract between the Board and Superintendent, reflecting action on salary taken at the June 17 Board meeting.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the employment contract between James G. Maxwell, Superintendent, and the Board of Directors of Lane Education Service District, as presented. (A copy of the contract is attached to the official minutes of this meeting.)

(Resolution 86-5)

Director Lewellen seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES.

Discussion Items 6A Board Meeting

Calendar

6.

6A. Board members indicated that they wished to continue the meeting calendar that has been followed for the past several years, with regular business meetings scheduled on the third Tuesday of each month. (Two meetings are normally scheduled in June.) Budget Committee meetings are scheduled each Tuesday in March (unless the meeting that falls during Spring vacation is cancelled) and on into April if necessary.

Discussion centered on meeting times. Consensus was to advance the starting time to 7 p.m. When half-hour program presentations are scheduled, Board members said they would like them to be incorporated into the first part of the meeting at 7 p.m., rather than being scheduled as premeeting presentations.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that the calendar of dates attached as part of this resolution and these minutes is hereby adopted as the calendar of meetings of this Board and the ESD Budget Committee for the 1986-87 year. Meetings will begin at 7:00 p.m.

(Resolution #86-6)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, AND WEATHERS VOTING YES. Discussion Items 6A Board Meeting Calendar

6.

6A. (continued)

Board members indicated that they wished to limit business meetings to two hours unless formally extended. (When a program presentation is on the agenda, the two hours will begin with commencement of the regular business meeting.)

Chairperson Nearing reminded the Board to try to keep the first Tuesday of each month as open as possible in case work sessions or special Board meetings become necessary.

- 6B. A draft set of Lane ESD Goals for Labor Relations was reviewed and revised according to Board members' suggestions.
- 6. <u>Discussion Items</u> 6C Labor Relations Consultant Proposals

6B Review of Goals for

Labor Negotiator

6D Board Policy 302: Employment of Certificated Staff 6C. Six proposals to serve as the ESD labor relations consultant were received by the deadline. Copies of each were distributed, along with a screening instrument to be used by Board members in reviewing the proposals.

The proposed calendar for filling the position sets August 5 as a special work session for the Board to interview applicants, with the contract to be formally approved at the regular August 19 business meeting.

Following discussion, the Board agreed by consensus to interview all of the firms that submitted proposals. Board members asked staff to furnish additional information about experience, educational background, and rates.

It was agreed that 20-minute interviews would be scheduled beginning at 7 p.m., followed by a 30minute discussion period.

6D. A motion to amend Board Policy 302 which was proposed at the June 17 meeting failed because it did not receive the four affirmative votes required according to ESD Bylaws (Article III).

The Amendment was placed back on the agenda for discussion at the request of Board members who voted in favor. It would delete references to Board involvement in the process for screening and interviewing candidates for positions at the director level. Superintendent Maxwell said the staff has no position on the proposed amendment. 6. <u>Discussion Items</u> 6D Board Policy 302: Employment of Certificated Staff

6D. (continued)

Director McKay indicated that problems had arisen in the past because of the portion of the policy which calls for Board involvement in the selection process. He said employment of staff should be the responsibility of the Superintendent.

Director Ficek said she felt the opposite because the Board works so closely with persons at the Director level.

Chairperson Nearing said the proposed amendment will be noted for action at the next regular meeting, according to Article III of ESD Bylaws and Policy.

7A. The personnel report for July 15 was presented and reviewed as follows:

7A(1) Superintendent Maxwell recommended that Richard Ellingboe be offered the position of Director of Administrative Services/Business Manager at Step 2 of the 12-month salary schedule for Directors. The Board reviewed Mr. Ellingboe's experience and educational background and discussed the selection process for the position.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD employs Richard Ellingboe for the position of Director of Administrative Services/Business Manager according to the personnel recommendation presented by the Superintendent.

(Resolution 86-7)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON AND WEATHERS VOTING YES.

7A(2) Wyatt Rosenbaum announced that George Hentsch has been recommended for the new position of OTIS Systems and Programming Manager. Mr. Hentsch is currently employed at Linn-Benton ESD in a similar position.

7. <u>Reports</u> 7A Personnel Report

29

7. Reports

7A Personnel Report

7A. (continued)

7A(3) The Board received a letter from Personnel Supervisor Nicola Maxwell stating her intent to resign effective September 15.

A memo from Mr. Wyatt Rosenbaum, stated that Ms. Maxwell has indicated she is willing to work beyond that date if there is a need for her services during staffing transition.

DIRECTOR FICEK MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts with deep regret the resignation of Nicola Maxwell, according to the personnel recommendation presented.

(Resolution 86-8)

Director Copple seconded and THE MOTION CARRRIED WITH DIRECTORS COPPLE, FICEK, LEWELLEN, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.

- 7B. Chairperson Nearing said he will be collecting information from Board members to help him in making committee assignments for the current year.
- 7C. The Superintendent reported that a format is being worked out for a monthly report on the Planetarium operation and budget. He said there have been eighteen bookings of the portable planetarium since last month's distribution of the 1986-87 fee structure.

8. Future agenda items include the following:

- A. Endorse Chairperson's appointment of regular liaison and committee representatives
- B. Proposed amendment to Board Policy 302: Employment of Certificated Staff
- 9. A special meeting of the Lane ESD Board of Directors has been scheduled for Tuesday, August 5, 1986, at 7:00 p.m. This meeting is being held to interview applicants for labor relations consultant.

The next regular meeting of the Lane ESD Board will be Tuesday, August 19, 1986, 7:30 p.m., at the Lane ESD Center, 1200 Highway 99 North, Eugene.

7B Liaison and Committee Reports

7C Planetarium Report

8.

Future Agenda Items

9. Next Meetings



10. Executive Session

11. <u>Reconvene in Regular</u> Session

12. Adjourn

10. DIRECTOR SWANSON MOVED TO EXTEND THE MEETING PAST 10 P.M. Director Ficek seconded and THE MOTION CARRIED WITH ALL PRESENT VOTING YES.

> Chairperson Nearing recessed the regular meeting and called the Board to Executive Session under provisions of ORS 192.660(1)(f) to consider written advice from legal counsel.

- The Board reconvened in regular session at 10:15 p.m. No action was taken.
- 12. DIRECTOR LEWELLEN MOVED TO ADJOURN. Director Ficek seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.

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JAm Maxwell, Superintendent-Clerk

Attachments to Minutes:

Superintendent's Contract

Board Meeting Calendar

SR:jv 3/minutes

EMPLOYMENT CONTRACT BETWEEN JAMES G. MAXWELL and the BOARD OF DIRECTORS OF THE LANE EDUCATION SERVICE DISTRICT

This Employment Contract, made and entered into this 1st day of July, 1986 by and between the Board of Directors of the Lane Education Service District, hereinafter referred to as District, and James G. Maxwell, hereinafter referred to as Superintendent.

WHEREAS District desires to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity, which the District believes generally improves the quality of its educational programs; and

WHEREAS the District and the Superintendent believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the District hereby employs the Superintendent as chief administrative officer of said District; and the Superintendent hereby accepts such employment upon the terms and conditions following:

1. <u>TERM</u>. The District hereby employs the Superintendent for a period beginning on the 1st day of July, 1986 and ending on the 30th day of June, 1989.

2. <u>COMPENSATION</u>. The District shall pay the Superintendent according to the following salary schedule, adjusted as hereafter provided.

	Step		Annual Salary	<u> ۶ of Base</u>
1.	Base Step	(1985-86)	\$50,940	1.00
2.		•	\$52,469	1.03
3.	1987-88		\$53,487	1.05
4.	1988-89		\$54,684	1.0735

The Superintendent shall be on Step 2 for 1986-87. For 1987-88 and 1988-89 the salary shall be subject to two adjustments (1) an increase or decrease by a percentage equal the preceding January to December change in the U. S. to Department of Labor CPI for all urban consumers, but the change (2) A percent-of-the-base shall not exceed 4% per year. increase as shown above. For 1987-88 the CPI adjustment shall to the base step salary of \$50,940 to determine the apply 1987-88 base step salary and the result multiplied by 1.05. For 1988-89, the CPI adjustment shall apply to the 1987-88 step In addition to the salary and the result multiplied by 1.0735. salary, the District shall pay the Superintendent \$3,864 per year as a tax sheltered annuity.

5C

EMPLOYMENT CONTRACT - 1

LUVAAS, COBB. RICHARDS & FRASER. ATTORNEYS AT LAW 777 HIGH STREET EUGENE, OREGON 97401 Altach 7/15/86 **** * 202



The annual salary shall be paid in monthly installments of one-twelfth (1/12) of the annual salary. Payment shall be paid on the last day of each month for services rendered during the preceding month.

If this contract is extended byond 1988-89, the Superintendent's annual salary adjustments shall be coordinated with his annual evaulation. The adjusted salary shall not be less than the salary for the previous year. All adjustments shall be in the form of an amendment and shall be come a part of this contract.

3. <u>PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES OF</u> <u>SUPERINTENDENT</u>.

A. <u>Certification</u>. The Superintendent shall maintain and hold throughout the life of this contract a valid, current and appropriate certificate issued by the State of Oregon. Should the Superintendent fail to maintain such certificate in good standing, the District may seek any appropriate remedy under this contract.

B. <u>Responsibilities</u>. The Superintendent shall serve as the chief executive officer of the District. As such, the Superintendent shall have the primary responsibility for execution of District policy, whereas the District shall retain the primary responsibility for formulating and adopting said policy.

chief executive officer of the District As the perform the Superintendent shall duties of ESD Superintendent as prescribed by the laws of the State of Oregon. In addition to the powers and duties set forth in the Oregon Revised Statutes and Oregon Administrative Rules, the Superintendent shall have the additional powers and duties set forth in the position description of Superintendent attached hereto and made a part hereof as Exhibit #1.

The Superintendent shall organize, reorganize and arrange the administrative staff, and shall be responsible for all personnel matters including selection, assignment, and transfer of employees, subject to approval of the District.

The Superintendent shall:

- Periodically evaluate or cause to be evaluated all District employees as provided by Oregon statutes and District policy;
- (2) Establish and maintain an appropriate community relations program;
- (3) Endeavor to maintain and improve his professional competence by appropriate available means, including reading appropriate professional

journals, and participating in the activities of appropriate professional associations;

- (4) Present his recommendation to the District on any subject under consideration prior to action being taken by the District;
- (5) Be entitled to attend all Board meetings and all Board and citizen committee meetings, serving ex officio on such committees.

4. <u>CRITICISM/COMPLAINTS</u>. The Board of Directors, individually and collectively, shall promptly refer all material criticism, complaints and suggestions regarding the district, its program and staff that are called to its attention to the Superintendent for study and recommendation.

5. <u>GOALS AND OBJECTIVES</u>. At an appropriate time as set forth in District policies, the parties shall meet to establish District goals and objectives for the ensuing school year. By September 30 of each year those goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated as hereinafter provided.

6. <u>EVALUATION</u>. By May 31 of each year of this agreement the District and the Superintendent shall meet in executive session for the purpose of mutual evaluation of the performance of the Superintendent and the District. The time and date of the executive session shall be agreed upon by the parties sufficient in advance to permit adequate preparation for a constructive exchange of views.

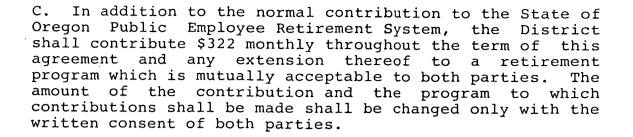
This evaluation and assessment shall be reasonably related to the position description of the Superintendent and the goals and objectives of the District for the year in question.

7. <u>VACATION AND OTHER BENEFITS</u>. The Superintendent shall be entitled to all benefits applicable to 12 month administrative employees, including but not limited to vacation, illness benefits, leaves, insurance, and retirement programs.

A. The Superintendent shall be entitled to 22 days vacation annually in addition to holidays normally observed by the District. In the event of termination or expiration of this agreement the Superintendent shall be compensated for all accrued vacation days at the salary effective at the time of termination or expiration. All accrued vacation days remaining at the end of each year shall be carried forward for use by the Superintendent in whatever position he fills for the Lane ESD.

B. Sick leave shall accrue to the Superintendent's account in accordance with Oregon Revised Statutes (ORS 342.596).

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8. TRANSPORTATION EXPENSES. The District shall provide an automobile for use by the Superintendent for intra-District and intra-state travel.

9. <u>EXPENSES</u>. The District shall reimburse the Superintendent for all actual and necessary expenses, other than transportation costs described in Clause 8 above, incurred by him within the scope of his employment.

10. <u>TERMINATION OF EMPLOYMENT CONTRACT</u>. This Employment Contract may be terminated by:

- (1) Mutual agreement of the parties.
- (2) Disability of the Superintendent.
- (3) Retirement of the Superintendent.
- (4) Resignation of the Superintendent.
- (5) Discharge for cause.

In the event of disability by illness or incapacity, Α. the Superintendent shall be entitled to exhaust accrued sick leave and vacation. If the Superintendent remains unable to resume the normal discharge of his duties for a period of 30 days beyond exhaustion of such leaves, the District may terminate this contract by serving written notice 10 days prior to the effective date. If a question or disagreement exists concerning the capacity of the Superintendent to return to his duties, the District may require the Superintendent to submit to a medical examination, to be performed by a physician mutually agreed upon by the parties. The expense of the agreed upon by the parties. The expense of the examination shall be borne by the District. The physician shall limit his/her report to the issue of the Superintendent's ability or disability to discharge the duties of his position at the time of the examination and in the foreseeable future.

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в. Discharge for cause shall mean discharge for failure to comply to the terms of this contract or for any reason that is grounds for termination of a permanent teacher as specified in ORS chapter 342. Notice of discharge for cause shall be given in writing and the Superintendent shall be entitled to a hearing before the Board to discuss and refute such charges. The Superintendent may choose to be accompanied by legal counsel at such a meeting, which shall be conducted in closed, executive session unless the Superintendent requests a public hearing. The Superintendent shall be provided with a written record of the meeting and the Board's determination.

11. <u>RENEWAL, OF EMPLOYMENT CONTRACT</u>. On or before May 31, 1988, the District shall conduct a comprehensive evaluation for the purpose of determining its intent to renew or nonrenew this contract. If the District elects to renew, renewal shall be for a two-year period extending from July 1, 1989 to June 30, 1991. Renewal shall be in the form of a certificate of amendment extending this contract and shall be given by written notice prior to June 15, 1988.

If the District does not notify the Superintendent on or before June 15, 1988, of its intent to renew or nonrenew this employment contract, it shall be deemed that the District has automatically renewed and extended this contract for one year to extend from July 1, 1989 to June 30, 1990.

12. <u>SAVINGS CLAUSE</u>. If, during the term of this Employment Contract, it is found that a specific clause or portion of a clause is contrary or becomes contrary to state or federal law, the remainder of the contract not affected by such a ruling shall remain in force.

IN WITNESS WHEREOF the District, by authority vested in the Board of Directors, has caused this Employment Contract to be approved and effective on the day and date specified in Clause #1.

LANE EDUCATION SERVICE DISTRICT

BY:

Cleve E. Dumdi Board Chair James G. Maxwell Superintendent

allachm 7/15/86

Lane Education Service District 1200 Hwy. 99N P.O. Box 2680 Eugene, Oregon 97402 TELEPHONE:(503)689-6500

DATE: July 9, 1986

TO: Board members

FROM: Jim Maxwell

SUBJECT: Board Meeting Calendar

An action item for the August 19 meeting will be adoption of the Board calendar for 1986-87.

For the past three years, the regular business meeting has been scheduled on the third Tuesday of each month, beginning at 7:45 p.m. (Two meetings are usually scheduled in June because of the need to hold the Budget Hearing as well as the volume of other end-of-the-year business.) Pre-meeting presentations on various ESD programs are offered four or five times throughout the year at 7:00 p.m.

Budget Committee meetings have been scheduled at 7:30 each Tuesday in March (unless the meeting which falls during Spring vacation is cancelled) and on into April if necessary.

Board members are urged to generally keep the first Tuesday of each month as open as possible in case special meetings become necessary.

If your direction is to follow the same calendar as in previous years, the regular meeting dates for the remainder of the year would be as follows:

September 16 October 21 November 18 December 16 January 20 February 17 March 3 (Budget Committee) March 10 (Budget Committee) March 17 (Budget Committee) March 17 (Budget Committee) March 31 (Budget Committee) March 31 (Budget Committee) April 21 May 19 June 2 June 16

SR:jv 3/023

attachm 7/15/86