

BOARD MINUTES
1990-1995

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, June 27, 1995

1. Call to order

1A Attendance

1A Chairperson Frank Nearing called a regular meeting of the Lane ESD to order at 7:00 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Susan Dey, Advisory Board Member for Social Services was also present. Administrative staff members attending were Superintendent Jim Maxwell, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Gwen Gardner, Marv Wilkerson, Sallie Rainville, and Linda Macy, and Jon Elvert.

Others staff members attending included Lois Beard, John Hubbard, and Anne Moffett. Others present included Jerry Bennett, Rick Kang, and Gordon Wright.

1B Written

Communication

1B Written communications included the following:

1. Information about Exemplary Service Awards presented to Anne Moffett and Marv Wilkerson by Lane County Direction Service.
2. Letter from Fern Ridge School District expressing appreciation for help from Nancy George, Lane School consultant.
3. Article from NARMC Bulletin by Carol Wiggins, ESD Media Library Supervisor, about the continuing education film and video rental collection.
4. Copy of superintendent search debrief memo sent to Gail Perkins
5. Copy of letter thanking Budget Committee members

2. Budget Hearing

2. Chairperson Nearing opened the hearing on the 1995-96 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 Register-Guard. Copies of the Budget were distributed and are available for public inspection. The Chairperson invited public comments on the budget. There were none. Director Duerst-Higgins moved to accept the budget document format as printed and presented. Director Kimball seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES**. Chairperson Nearing declared the Budget Hearing closed.

3. Statements

Jerry Bennett

3 On behalf of Oregon ESD Superintendents, Jerry Bennett, Superintendent of Linn-Benton-Lincoln ESD, thanked Superintendent Maxwell for his contribution to ESDs and education throughout the state. He said Jim had made significant and meaningful contributions to education and had been a "superintendent extraordinaire." On behalf of the OAESD, Mr Bennett presented two gifts to Superintendent Maxwell and wished him well in his retirement.

Anne Moffett

Anne Moffett, ESD School psychologist, expanded on a letter she had written regarding her request to work half-time next year. Ms Moffett told the Board that her placement as a psychologist working in the Bethel School District is difficult and stressful. She said she has worked eleven years in that position. During that time she has had an exemplary reputation as a loyal employee and has put in a great deal of extra effort. She said she asked for a one-year half-time assignment for personal health reasons. Her request was denied by the Special Education Division Administration. With her only options being to work full time or take a full time leave, she then requested a one year's leave. Ms Moffett expressed disappointment at the ESD's lack of flexibility in supporting her original request.

Chairperson Nearing said Ms Moffett's statement would be considered along with the agenda item regarding the request for a leave.

3. Statements
(continued)

Board member
statements

3. (continued)

Chairperson Nearing said he had asked for a clarification of the role of Advisory Board members.

The Chairperson also told the Board he had written and signed a letter of reference for Superintendent Maxwell, using comments submitted by Board members. Because of his impending retirement, the letter was written in lieu of the annual evaluation of the Superintendent. Board members thanked Superintendent Maxwell for his exemplary service and offered good wishes at this, his final meeting as Superintendent.

Director Swanson thanked Superintendent Maxwell and Marv Wilkerson for the letter communicating that projected urban MSMR enrollment would mean continuation of the Patterson Elementary classroom for another year.

4 Board reports

OAESD

Special Ed
Advisory
Council

OSBA

LCOG

Social
Services

4 Six Board members attended the Oregon Association of Education Service Districts (OAESD) annual meeting in Bend earlier this month. All reported that the meeting was very worthwhile.

Director Swanson gave a brief summary of issues raised at the special meeting of the Special Education Advisory Committee, held earlier on this date. The purpose of the meeting was to gather input about the composition and purpose of the Committee. Chairperson Nearing asked Director Swanson to prepare a summary of his observations and recommendations for discussion at the next Board meeting.

Director Duerst-Higgins reported that the most recent meeting of the OSBA Board of Directors included annual goal setting and strategic planning. She said that OSBA's superintendent search process is being expanded and improved.

Director Miller reported that the L-COG Board adopted its annual program of work and budget including its revamped dues structure.

Susie Dey told the Board that Lane County CSD has over 500 children in foster care at this time with a high percentage of those being special needs children. She said it is hard to find appropriate placements for these children. Jasper Mountain has opened a young child center which will help with evaluation and care and needs identification. She invited Board members to spend part of a day with CSD in its "ride-along" program. This program has had good participation by school people and serves as a good communication tool between agencies.

5 Consent agenda

5. DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, 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 approves the minutes of May 23, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Budget Committee minutes of May 16, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the School-year calendar for 1995-96 as presented. A copy is attached to the official minutes of this meeting. (ESD Board Resolution #94-91)

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves the ownership agreement between Portland State University (PSU) and Lane Education Service District (Lane ESD) for the Continuing Education Film and Video Library as presented. (ESD Board Resolution #94-92)

5. Consent agenda
(continued)

5. (continued)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes application to the Oregon Department of Education for Serve-Oregon grant funds in the amount of \$10,000.

BE IT FURTHER RESOLVED that the Board authorizes establishment of a special fund in the 1995-96 budget for grant monies received and appropriates funds received. (ESD Board Resolution #94-93)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the financial statements for May, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated June 22, 1995, and approves the following personnel recommendation: Employ Rick O'Shea, MSMR teacher, temporary 1995-96. (ESD Board Resolution #94-94)

BE IT RESOLVED that the Board of Directors of Lane ESD hereby:

DESIGNATES Ike Launstein as Clerk of the District and Custodian of Funds for Fiscal Year 1995-96, in accordance with ORS 334.225. (ESD Board Resolution #94-95)

APPOINTS Ike Launstein as Budget Officer for the District for Fiscal Year 1995-96, in accordance with ORS 294.331. (ESD Board Resolution #94-96)

DESIGNATES Ike Launstein 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 #94-97)

DESIGNATES Ike Launstein, Richard Ellingboe, and Gwen Gardner as signatories for all district financial accounts for Fiscal Year 1995-96. (Note: This designation will be placed on the September Board agenda for reconsideration.) (ESD Board Resolution #94-98)

AUTHORIZES a Clerk's Bond for Ike Launstein for the face amount of \$100,000 for Fiscal Year 1995-96. (ESD Board Resolution #94-99)

DESIGNATES the following financial institutions as official depositories for District funds during the 1995-96 Fiscal Year: First Interstate Bank of Oregon, United States National Bank of Oregon, Local Government Investment Pool. (In accordance with requirements of Oregon Revised Statute 294.810, the Board authorizes the Superintendent to invest up to \$10 million [primary account] in the Local Government Investment Pool.) (ESD Board Resolution #94-100)

AUTHORIZES Superintendent Ike Launstein 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 #94-101)

AUTHORIZES the following individuals to transfer funds to the Local Government Investment Pool: Richard Ellingboe, Ike Launstein, Gwen Gardner, and Pam Bonebright. (Note: This designation will be placed on the agenda again in September.) (ESD Board Resolution #94-102)

6 Business affairs

6A Planetarium:
contract
extension

6A Superintendent Maxwell recommended extension of an existing agreement for lease and maintenance of the Planetarium building and property for an additional two years. The City waives the annual \$10,260 lease fee for the building on condition that the ESD apply that amount to Planetarium operations. Under the Agreement, the City maintains grounds, building exterior, and building utility systems. The ESD maintains Planetarium equipment, pays a pro-rated share of building utilities, and provides routine cleaning and maintenance for the Planetarium portion of the building.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves extension of a contract with the City of Eugene for lease and maintenance of the ESD Planetarium building and property for an additional two years, through June 30, 1997.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-103)

6B Planetarium
control system

6B The Board reviewed a summary of responses to the request for quotations to replace and automate the Planetarium control system (Project Phase I and Phase II). The low quotation, from East Coast Control Systems, did not meet minimum specifications because it is not expandable to include the interactive capabilities planned for the next phase of development. Superintendent Maxwell recommended that the Board approve a contract with the next lowest bidder, SkySkan Inc.

Rick Kang, representing the Friends of the Planetarium Executive Board, told the Board that the Friends organization is committed to raising funds to complete Phase III of the Planetarium automation. This phase, which is dependent upon the Board's approval of the first two parts of the project, will add the interactive component to the control system. Kang said that the Friends organization looks forward to working together with the ESD Board to provide state of the art computer technology for the Planetarium.

Planetarium Supervisor Jon Elvert and Mr Kang answered technical questions about the proposed control system.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the quotation from Sky-Skan Inc for provision of a replacement planetarium control system at the quoted price of \$25,998. Payments will be made from Fund 400, Equipment Replacement. A copy of the quote summary document will be attached to the official copy of the minutes of this meeting.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-104)

6C Vehicle for
Superintendent

6C Superintendent Maxwell said that the current vehicle assigned to the Superintendent is six years old and has accumulated over 70,000 miles. Because consistent travel both within and outside the County is expected of the Superintendent, he recommended that the Board authorize purchase of a new vehicle for use by Ike Launstein. Superintendent Maxwell said that the car will be purchased through state bid prices. The current car will be assigned to the vehicle pool and evaluated, along with other pool cars to determine whether all of them will be retained or if one would be declared surplus.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to purchase an additional passenger vehicle with payment to come from Fund 400, Equipment Replacement.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Resolution #94-105.)

6D OTIS/Reedville contract

6D At the April meeting, the Board authorized initiation of a project wherein OTIS would contract to provide a turnkey wide area network system for the Reedville School District. Three bids were received in response to the advertised request for proposals to install the system. Specifications for the network were developed in cooperation with Reedville, but advertising and evaluation of the bids was managed by OTIS staff under provisions of the contract with the school district.

The Board reviewed the bid summary and administrative recommendation. The lowest bidder did not meet four of the specific criteria set forth in the proposal. The administration recommended that the contract be awarded to the second-lowest bidder.

DIRECTOR WEATHERS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the bid from The Network Group to provide installation of a wide-area network for Reedville School District No. 29 at a cost of \$350,905. (A copy of the bid summary is attached to the official copy of these minutes.)

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-106)

7. Action items
7A Summer calendar

7A The Board reviewed a proposed meeting calendar for 1995-96.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the following dates for its summer meeting calendar: July 18 and August 22. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-107)

The calendar for the remainder of the year will be adopted at the July meeting.

Board organization

At Chairperson Nearing's request, the Board also reviewed a history of the Board organization and discussed duties of the Chairperson. According to statute "each ESD Board shall meet during July and organize by electing one of its members chairman and one vice chairman, each of whom shall serve until a successor is elected and qualified. No member shall serve as chairman for more than two years in succession."

7B OSBA summer conference

7B **DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves attendance of Director Sherry Duerst-Higgins at the OSBA Summer Board Conference in Beaverton July 15 and 16. In accordance with provisions of Board Policy and Administrative Regulation BHD/BHD-AR, this resolution authorizes payment of registration, lodging, meal, and travel expense from Account No. 100/2310/340/100/10. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-108)

7C Budget Actions

7C **DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the Budget for 1995-96 as approved by the Budget Committee in the total sum of \$23,937,538. The Budget is on file in the Office of the Superintendent.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-109)

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1995, the amounts shown on the attached summary for the purposes indicated within the funds listed. (A copy of the summary is attached to the official copy of these minutes.) Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-110)

7C Budget Actions
(continued)

7C (continued)

DIRECTOR WEATHERS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby levies the taxes provided for in the adopted budget in the aggregate amount of \$9,219,674; and that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., July 1, 1995. The following allocation and categorization subject to the limits of Section 11B, Article XI of the Oregon Constitution make up the above aggregate levy: Subject to the Education Limitation (General Fund): \$9,219,674. Excluded from the Limitation: (0). Total Levy: \$9,219,674. The District Clerk is hereby directed to certify the levy to the County Assessors of Lane, Linn, and Douglas Counties. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-111)**

7D Leave of
Absence:
Anne Moffett

7D The Board reviewed a recommendation to grant a one-year unpaid leave of absence for Anne Moffett, school psychologist. Superintendent Maxwell said that Ms Moffett's initial request was to work half-time for one year. The Special Education Administration denied that request and Ms Moffett then requested a one-year unpaid leave of absence. The denial of the request to work half-time was based on the District's inability to attract high quality personnel to fill vacant part-time licensed special education positions. An additional consideration for the District is cost. Superintendent Maxwell said that "job-share" arrangements cause the District to be responsible for the full benefits package for the employee on leave plus benefits for the temporary half-time employee. In addition, the extra part-time employee requires additional supplies, equipment, supervisory time and other fixed costs associated with any employee. The Superintendent recommended that the Board approve a one-year unpaid leave for Ms Moffett.

At the request of Board members, Superintendent Maxwell reviewed articles in the employee contract which cover benefits for half-time employees. He said this issue is covered only in the employee contract and not in policy. Director Duerst-Higgins stated she would vote against the recommendation for a full one-year leave. She said she feels strongly that the Board needs to work with the Association to develop a policy concerning half-time employees. She said job-share and half time employment are pretty common in the work place and there should be some understanding for valued employees. Director Miller said he understood the difficulty of recruiting qualified candidates for a part-time position but he said that the District should be able to look at the people side of things in order to take individual needs into consideration.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the personnel recommendation to grant a one-year leave of absence (1995-96 school year) to Anne Moffett. Director Kimball seconded. **DIRECTORS KIMBALL, NEARING, SWANSON and WEATHERS VOTED YES. DIRECTORS DUERST-HIGGINS AND MILLER VOTED NO. THE MOTION CARRIED. (ESD Board Resolution #94-112).**

(By unanimous consent, the meeting was extended until 9:15 p.m.)

8 Discussion
items

8A. The Board received Marv Wilkerson's summary of history, activities, and purpose of Lane ESD's Advisory Council for Special Education. This information, along with Director Swanson's summary and recommendations and administrative recommendations, will be used as a basis for discussion of this committee at the next Board meeting.

8A Special Ed
Advisory

8B OTIS status
report

8B At the May meeting, a letter from OTIS employees was included as a communications item. That letter was a response to the status report provided by John DeVouassoux, director of the OTIS division, at the April meeting. Director Miller had asked that the letter be placed on the June agenda so that the Board might have an opportunity to discuss it.

Superintendent Maxwell said the Administration is proceeding with its support for the general directions included in the April status report and has no further recommendations at this time. He said that any modifications approved by the Board will be made part of the record meeting and communicated to the new Superintendent.

8B OTIS Status
(continued)

8B (continued)

Director Miller said that the number of OTIS staff members who felt it was important to sign the letter responding to the original report showed that there was a great deal of concern and that staff members hold views that differ from the director's report. If nothing else, Miller said, it shows there needs to be much better communication. He recommended that the OTIS management team make an effort to communicate with the staff, to let them know what management directions are and where the organization is going. He said that as a former ten-year employee of OTIS he felt that some of the comments in the report were slaps in the faces of loyal employees. He said that OTIS recently celebrated its 25th Anniversary, so evidently the organization must have done something right.

Director Swanson said he thought that the original status report was needlessly negative toward the OTIS staff. He said he felt that the report was unfair in attributing results of past management direction and decisions to the staff. He said he was glad to see the staff make their statements.

Director Kimball commented that the first six months of John DeVouassoux's employment as division director were spent in visiting clients and getting feedback from them. That aspect had been neglected in the past. He said whether or not good communication is taking place depends on where you are coming from. Director Duerst-Higgins said that OTIS is in a very competitive market right now and has to stay on top of it.

Chairperson Nearing said that there is a difference of perception. He commended the staff for having the spunk to stand up and defend their territory and make their position known. He asked Superintendent Maxwell for his response and invited him to ask the division director to respond if he wished to do so.

The Superintendent said that he and Mr DeVouassoux had discussed the staff concerns. He said that any time when you are in a period of change there will be misperceptions and the OTIS Administrative staff is working diligently to overcome these. He said he believed that staff members have always had the opportunity to respond to concerns. Chairperson Nearing commented that the staff's ability and willingness to respond shows that the organization is healthy. Director Kimball said that he questioned what steps had been taken by the staff to take up their concerns with the division administration prior to bringing them to the Board.

8C Software contract

8C Superintendent Maxwell said that attorneys for both ESDs are still in the process of drafting a new Linn-Benton-Lincoln/Lane agreement on ownership of computer software, using concepts reviewed by the Board at the May meeting. He said that if the contract is not completed by June 30 he will continue to provide whatever background and assistance may be needed to complete the work.

9 Reports

9. The Board reviewed the following written reports:
- A. Vacation carryover/use of accrued vacation
 - B. Legislative report

10 Future agenda items

10. Future agenda items include:
- A. Elect Board officers
 - B. Adopt Board meeting calendar
 - C. Review resolutions plan and calendar
 - D. Review contract service providers
 - E. Report on Authorized Grant applications
 - F. Energy Management Project Bids
 - G. ESD/Board Mission and Goal Setting

11 Next meeting

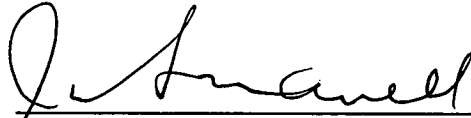
11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, July 18, 1995.

12 Adjourn

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



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

(date)

SR

attachments to official
minutes:

Budget outline
School-year calendar
Control system bid
summary
Reedville project bid
summary
Appropriation
summary

**LANE ESD BOARD MEETING
TUESDAY, JUNE 27, 1995**

**BUDGET HEARING
PROCLAMATION**

The 1995-96 Lane Education Service District operating budget is funded within the tax base. Notice of this Hearing was published by Oregon statute, in two issues of the Register-Guard (on June 12 and June 16.)

The Budget Summary is as follows:

SUMMARY

LANE ESD BUDGET & LEVY, 1995-96

FUND	EST. EXPEND.	EST. RCPTS.	LEVY
100 GENERAL FUND	10,193,548	7,628,185	2,565,363
BALLOT MEASURE #5 LOSS			6,402,604
220 CURRICULUM DEVELOPMENT	223,230	223,230	
222 PROFESS DEVELOPMENT CENTER	367,260	367,260	
225 SCIENCE AND MATH	224,445	224,445	
227 SCIENCE AND MATH	85,500	85,500	
235 SUBSTANCE ABUSE PART A	44,830	44,830	
238 SUBSTANCE ABUSE PART A	126,300	126,300	
241 SUBSTANCE ABUSE PART B	77,024	77,024	
242 CSD LEVEL 7	230,000	230,000	
250 SPECIAL EDUCATION	29,500	29,500	
256 SPECIAL ED. TECHNOLOGY FUND	40,000	40,000	
261 SCHOOL TO WORK C/O	50,000	50,000	
262 SCHOOL TO WORK	500,000	500,000	
271 SKIPWORTH	27,500	27,500	
274 WORKFORCE 2000	80,000	80,000	
275 PROF. TECH. CONSORTIUM	20,500	20,500	
277 PROF. TECH. CARL PERKINS	351,515	351,515	
278 YOUTH TRANSITION PROGRAM	220,000	220,000	
290/299 REGIONAL PROGRAMS	4,500,000	4,500,000	
400 EQUIPMENT RESERVE	298,200	298,200	
410 OTIS-EQUIP. REPLACEMENT	349,800	349,800	
420 BUILDING MAINTENANCE	426,250	426,250	
430 SPECIAL ED. RESERVE	95,400	95,400	
440 BOOKING AND SCHEDULING	40,000	40,000	
445 LANE COUNTY TELE. LANENET	95,400	95,400	
450 GRANT ASSISTANCE FUND	50,000	50,000	
510 OTIS	3,380,227	3,380,227	
501 OTIS TECHNOLOGY FUND	600,000	600,000	
545 CONT. ED. LIBRARY	65,364	65,364	
588 PLANETARIUM FUND	141,114	141,114	
610 COOPERATIVE PURCHASING	904,631	904,631	
900 WORKING CAPITAL	100,000	100,000	
	<u>23,937,538</u>	<u>21,372,175</u>	<u>8,967,967</u>

ESTIMATED TAXES NOT TO BE COLLECTED

251,707

TOTAL LANE ESD OPERATING LEVY WITHIN TAX BASE

9,219,674

6/27/95

LANE EDUCATION SERVICE DISTRICT
SPECIAL EDUCATION DIVISION
1995-96 CALENDAR

Basic Calendar - 192 Days for ESD Licensed staff located in Eugene, Bethel and Springfield

Month	NUMBER OF CONTRACT DAYS, INCLUDING HOLIDAYS				Comments
	Eugene *	Bethel	Springfield	Skipworth**	
July	0	0	0	19 / 1	
August	3	3	3	20 / 1	Bethel, Eugene and Springfield teachers report 8/29
September	21	20	20	2 / 19	Non-contract day Bethel and Springfield 9/1; holiday for all 9/4; Bethel and Eugene students start 9/5; Springfield students start 9/6 and 9/7
October	22	22	22	10 / 22	Statewide inservice day 10/13; conference day Bethel middle and high schools 10/20; conference days Springfield 10/26 and 10/27
November	22	22	22	22 / 22	Conference day Bethel elementary/high schools and Springfield 11/9; inservice Bethel elementary 11/17; holidays for all 11/10, 11/23, 11/24
December	11	11	11	14 / 14	Conference day for Bethel middle/high and Eugene elementary/middle schools 12/1; Winter Break for Eugene, Bethel and Springfield 12/18-1/1
January	22	22	22	20 / 22	Classes resume 1/2; holiday for all 1/15; conference day Springfield 1/16; conference day Eugene and Bethel 1/26
February	20	20	20	17 / 20	Conference days Springfield 2/1 and 2/2; Non-contract day for all 2/19
March	16	16	16	15 / 16	Conference day for Bethel high school 3/8; conference day for Eugene 3/15; Spring Break for all 3/25-3/29
April	22	22	22	18 / 22	Conference day Bethel elementary and high 4/5; conference day Bethel elementary 4/12; conference day Springfield 4/12 and 4/19; conference days Bethel middle and high 4/26
May	23	23	23	20 / 23	Conference day Springfield 5/24. Holiday for all 5/27
June	10	11	11	15 / 10	Conference day Eugene elementary 6/7; last day for Eugene students 6/13; last day for Eugene teachers 6/14; last day for Bethel and Springfield students 6/14; last day for Bethel and Springfield teachers 6/17
TOTAL	192	192	192	192 / 192	

* Includes Lane School, School Psychologists and 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

6/27/95

PLANETARIUM
AUTOMATION SYSTEM

Q U O T E S

VENDOR	PHASE I & II
Sky-Skan, Inc.	\$25,998.00
Commercial Electronic LTD	\$46,620.00
East Coast Control System	\$17,520.00

These quotes are from three of the most reputable companies which sell such systems in North America.

Of the three, the Administration is recommending the system from *Sky-Skan, Inc.* *Sky-Skan* has installations in planetariums across the country and around the world. Their product is extremely reliable, simplistic in design, and adaptable to changing technological trends. They guarantee their product and problems which may occur are normally remedied over the phone with a technician. The ESD has purchased auxiliary project equipment from *Sky-Skan* over the past five years. This equipment has performed flawlessly.

The eventual "interactive component" will need to interface with the automation system. Both *Sky-Skan* and *Commercial Electronics* have such systems, whereas *East Coast Control* does not. The Administration cannot recommend *East Coast Control* since it does not have the capacity to adapt to the interactive components.

East Coast Control has been on the market for nearly five years, *Commercial Electronics* for fourteen, and *Sky-Skan* for twenty-five.

Specific equipment lists and supplemental equipment information is available for review. Equipment will be installed by Lane ESD staff.

6/27/95

SERVICE DISTRICT

Highway 99 North
Box 2680
Reedville, Oregon 97402-0374
(503) 461-8200 FAX (503) 461-8298

DATE: June 27, 1995
TO: Board of Directors
FROM: Jim Maxwell, Superintendent
SUBJECT: Acceptance of OTIS Bid Proposal, Installation of Wide Area Network for Reedville

At the April 25 meeting, the Board learned about OTIS marketing plans to provide a turnkey wide area network system for the Reedville School District and authorized initiation of that project.

In response to the advertised request for proposals, we received three bids. They are as follows:

- | | | |
|----|-----------------------|-----------|
| 1. | Peregrin Technologies | \$242,900 |
| 2. | G. T. Systems, Inc. | \$356,238 |
| 3. | The Network Group | \$350,905 |

After careful evaluation of the RFP specifications it was determined that the low bidder, Peregrin Technologies, did not meet four specific criteria set forth in the proposal. Therefore we are recommending the bid be awarded to the next lowest bid of \$350,905 from the Network Group.

I recommend the following action.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the bid from The Network Group to provide installation of a wide area network for Reedville School District No 29 at a cost of \$350,905.

GD

6/27/95

**CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET**

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal fiscal year beginning July 1, 1995, the amounts shown below for the purposes indicated within the funds listed:

	<i>1995-96</i>
GENERAL FUND	
INSTRUCTION	4,003,808
SUPPORT SERVICES	5,388,870
FUND TRANSFERS	150,860
DEBT SERVICE	10
CONTINGENCY	250,000
TOTAL GENERAL FUND	9,793,548
CHAPTER 1 - SKIPWORTH	
INSTRUCTION	27,500
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	223,230
PROFESSIONAL DEVELOPMENT CNTR	
SUPPORT SERVICES	367,260
SCIENCE/MATH 1995-96	
SUPPORT SERVICES	224,445
SCIENCE/MATH 1994-95	
SUPPORT SERVICES	85,500
SUBSTANCE ABUSE - PART A C/O 1994-95	
INSTRUCTION	44,830
SUBSTANCE ABUSE - PART A 1995-96	
INSTRUCTION	126,300
SUBSTANCE ABUSE PART B 1995-96	
SUPPORT SERVICES	77,024
CSD LEVEL 7	
SUPPORT SERVICES	230,000
SPECIAL EDUCATION RURAL TMR	
INSTRUCTION	29,500
SPECIAL EDUCATION TECHNOLOGY FUND	
SUPPORT SERVICES	40,000
SCHOOL TO WORK C/O	
SUPPORT SERVICES	50,000

6/27/95

**CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET (continued)**

SCHOOL TO WORK 1995-96		
SUPPORT SERVICES		500,000
WORK FORCE 2000		
SUPPORT SERVICES		80,000
PROF. TECH CONSORTIUM/YR. 5		
INSTRUCTION		500
SUPPORT SERVICES		20,000
TOTAL PROF. TECH. CONSORTIUM		20,500
PROF. TECH. CARL PERKINS II		
SUPPORT SERVICES		351,515
YOUTH TRANSITION PROGRAM 1995-96		
SUPPORT SERVICES		220,000
REGIONAL PROGRAMS		
SUPPORT SERVICES		4,500,000
SPECIAL EDUCATION RESERVE		
INSTRUCTION		90,000
TRANSFER		5,400
TOTAL SPECIAL ED. RESERVE		95,400
EQUIPMENT RESERVE		
SUPPORT SERVICES		284,000
TRANSFER		14,200
TOTAL EQUIPMENT RESERVE		298,200
OTIS EQUIPMENT RESERVE		
SUPPORT SERVICES		349,800
BUILDING MAINTENANCE		
SUPPORT SERVICES		336,000
DEBT SERVICE		74,000
TRANSFER		16,250
TOTAL BUILDING MAINTENANCE		426,250
BOOKING AND SCHEDULING		
SUPPORT SERVICES		38,000
TRANSFER		2,000
TOTAL BOOKING/SCHEDULING		40,000
LANE COUNTY TELE. LANENET		
SUPPORT SERVICES		90,000
TRANSFER		5,400
TOTAL LANE COUNTY TELE. (LANENET)		95,400
GRANT ASSISTANCE FUND		
SUPPORT SERVICES		50,000

MC (2)

6/27/95

**CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET (continued)**

OTIS FUND	
SUPPORT SERVICES	3,030,227
TRANSFERS	100,000
CONTINGENCY	50,000
TOTAL OTIS FUND	<u>3,180,227</u>
OTIS TECHNOLOGY FUND	
SUPPORT SERVICES	600,000
CONTINUING EDUCATION LIBRARY	
SUPPORT SERVICES	65,364
PLANETARIUM FUND	
SUPPORT SERVICES	141,114
COOPERATIVE PURCHASING	
SUPPORT SERVICES	899,631
TRANSFERS	5,000
TOTAL COOPERATIVE PURCHASE	<u>904,631</u>
WORKING CAPITAL	
OTHER REQUIREMENTS	100,000
TOTAL APPROPRIATIONS	<u><u>23,337,538</u></u>

(There are unappropriated ending fund balances of \$400,000+\$200,000 = \$23,937,538)

6/27/95

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, May 23, 1995

1. Call to order

1A Attendance

- 1A Chairperson Frank Nearing called a regular meeting of the Lane ESD to order at 7:00 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, and Jim Swanson. Joe Berney, Advisory Board Member for employment training organizations was present for part of the meeting. Administrative Council members attending were Superintendent Jim Maxwell, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Gwen Gardner, Marv Wilkerson, and Sallie Rainville. Superintendent-elect Ike Launstein was also present.

Others staff members attending included Lois Beard, Pam Bonebright, Mel Boyer, Jon Elvert, Nancy Fisher, John Hubbard, Laura Krenk, Sheila Thomas, and Kathy White. Others present included Susie Dey, applicant for the social services advisory board position; and Patty Baker, Lisa Cobien, Kay Mehas, and Margaret Slade.

1B Written
Communication

1B Written communications included the following:

- A. Memo congratulating Jean Koslowski for being named 1995 ARC educator of the year
- B. Letter from Springfield School District thanking the ESD for providing special training needed for an MSMR student with behavior extremes.
- C. Announcement of Annual OSBA Summer Board Conference in Beaverton July 15-16.
- D. Response from OTIS staff members to April 25 OTIS Status Report

1C Applicant for
Advisory
Position

- 1C The application process for the vacant social services board advisory position was announced and advertised in accordance with Board policy and administrative regulations. Susan Dey, Branch Manager for Lane Childrens Services Division (CSD), was the only applicant. The Board reviewed Ms Dey's application materials and asked questions about her motivation, skills, experience, and background for the position. (A taped recording of the interview is available in the Superintendent's office.)

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints SUSAN DEY to fill an unexpired term as Board Advisory member representing SOCIAL SERVICE AGENCIES. The term of office expires June 30, 1998.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES.**

(ESD Board Resolution #94-84)

1D Oaths of Office

- 1D Superintendent Maxwell administered oaths of office to Ms Dey and to Board members Frank Nearing and Jim Swanson, who were re-elected in March to four-year terms beginning July 1, 1995, and Joyce Mills, who was elected in March to fill the remaining year of an unexpired term. Signed copies of the oaths of office are attached to the official copy of these minutes.

2. Statements

2A From Public

Re: MSMR
Resolution

- 2A Chairperson Nearing invited those who wished to speak to the Board to do so at this time. All statements presented were in support of keeping the MSMR classroom at Patterson Elementary School open for at least another year. Speakers were: Kay Mehas, Principal of Patterson Elementary; Margaret Slade, parent of a child in the Patterson classroom; Nancy Fisher, teacher of the Spring Creek MSMR classroom; Patty Baker, parent; Lisa Cobien, parent; and Sheila Thomas, teacher of the Patterson class.

Chairperson Nearing thanked those making statements and concluded the public comment portion of the agenda. He said that the Board would have an opportunity at a later point on the agenda to discuss special education advisory committee guidelines and would touch upon the comments received.

3. Board member reports

OTIS

OSBA

Special Ed
Advisory
Council

L-COG

Social
Services

Project Fair

3A Director Kimball reported that the May 5 OTIS Executive Board agenda included a status report similar to the one presented at the April Board meeting. The group also received an update about communication between OTIS and Linn-Benton-Lincoln ESD and developmental progress reports on various current projects. He said the Executive Board is excited about the changes and encouraged staff to move ahead.

Sherry Duerst-Higgins reported on the most recent OSBA Leadership Weekend which focused on reporting of education news. She said that Leadership Training was a valuable experience and encouraged other Board members to apply for positions in future years.

Jim Swanson called attention to copies of the Special Education Advisory Committee minutes which were included with agenda background material and asked that they be considered in reviewing the Council guidelines later on the agenda.

Jerry Miller said that L-COG is working to establish a service charge policy for non-member agencies and is working at the agency's 1995-96 budget and program of work.

Susie Dey reported that this has been a very difficult legislative session for her agency. She said she is very interested in continuing to strengthen the social services partnership with education.

Frank Nearing reported that he attended the Project Fair at Lane County Fairgrounds and found the student work to be beyond his imagination and expectation. He thanked Sara Jane Bates and the Instructional Services staff for providing this opportunity to motivate and recognize Lane County students.

4. Consent agenda

4. **DIRECTOR MILLER MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON 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 the April 25, 1995, ESD Board meeting as presented.

B. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes a grant application to the Oregon Department of Education in the amount of \$2,000 for Regional Gender Equity Team Planning Grant Funds and authorizes expenditure of these funds within Fund 277: Carl Perkins Grant. (ESD Board Resolution #94-85)

C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Affirmative Action Report for 1994-95 as presented. A copy of the report is attached to the official minutes of this meeting. (ESD Board Resolution #94-86)

D. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary is attached to the official copy of these minutes. (ESD Board Resolution #94-87)

E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated May 16, 1995, as presented.

F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial statements for April 1995, as presented.

Following approval of the consent agenda, Director Nearing asked for clarification of the Affirmative Action report, specifically how the ESD recruits minorities. Richard Ellingboe said that positions are advertised with state employment and in local papers. In addition an effort is being made to find and identify particular neighborhoods of communities. He said there is an informal reliance on programs that work with bicultural, bilingual areas.

5 Business affairs
5A Agreement:
PSU/Lane ESD
film and video
library

5A The Board reviewed a briefing paper on the Oregon State System of Higher Education (OSHE) continuing education film library, which is being transferred to Lane ESD from Portland State University. Responsibility for operating the library has been transferred to Lane ESD over the past four years and the two agencies are now ready to transfer ownership of the collection.

PSU had found it was unable to operate the library cost-effectively because of diminishing circulation. By integrating the collection into the existing Lane ESD library, the overhead costs were reduced and cost effectiveness was regained. With passage of SB 26 (ESD reorganization), Lane ESD gained clear authority to provide the service to other public and private entities in addition to component school districts. The film collection is provided to Lane County schools at no cost. Rental fees charged to other users provide a source of income for the media library to use in enhancing services to component districts. The Board reviewed a copy of the agreement transferring ownership from PSU to Lane ESD. It has been approved by Lane ESD legal counsel and is currently being reviewed by OSSHE officials. The Board had no questions about the agreement; it will be placed on a future agenda for approval unless substantive issues are raised by the OSSHE review.

5B Planetarium
control system

5B The Board reviewed preliminary cost estimates to replace the existing Planetarium control system, which has become obsolete in terms of technology and operability. Jon Elvert was present to answer Board members' clarifying questions. At least three companies design and sell automated systems which would be compatible with the Planetarium instrument. The cost estimates for achieving complete automation were divided into three installment phases.

Superintendent Maxwell recommended that the Board authorize the administration to develop specifications and seek competitive quotations for Phase 1 and 2 of the project. He said that the Friends of the Planetarium organization has indicated willingness to support efforts to complete the third phase.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the administration to develop specifications and seek competitive quotations for hardware, software and installation costs for a replacement planetarium control system, Phases I and II.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES.**
(ESD Board Resolution #94-88)

5C Expenses:
Superintendent-
elect

5C Chairperson Nearing presented a request from Ike Launstein asking the Board to reimburse expenses incurred as Lane ESD superintendent-elect, such as travel and long-distance telephone charges.

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes expense reimbursement for travel and related expenses prior to July 1, 1995, to superintendent-elect Ike Launstein.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES.**
(ESD Board Resolution #94-89)

6. Action items
6A Mission and
goal setting
proposal

6A As directed at the April meeting, Ike Launstein, Jim Maxwell, and Sherry Duerst-Higgins met with OSBA staff to discuss OSBA's proposal to help the Board to develop a mission statement and set board goals. Sara Jane Bates also attended the meeting, representing the ESD administrative and confidential staff. The Board reviewed a working draft of the proposed development process. Ike Launstein reviewed the timeline for the process and highlighted the major components.

- 7 Discussion items
- 7A Special Ed Advisory Committee

7A Chairperson Nearing paraphrased questions raised by parents and teachers during the public comment section of the meeting and said that this would be an appropriate time to consider these concerns. Issues discussed included the expressed desire for more involvement in the decision-making and questions raised about special education budgeting and planning. This discussion has been transcribed by the Board secretary and given to the Chairperson, Superintendent, and Director of Special Education for further consideration. A copy of the transcription is available in the Superintendent's office.

The Board also discussed Special Education Advisory Committee Guidelines. Chairperson Nearing asked for comments to be considered by the Administration in making recommendations regarding the Committee. Director Swanson said a continuing issue has been the difficulty of maintaining parent involvement on the committee. He said parents see the Committee only as a place to get information about programs, but what they are looking for is a place to have input into the planning process. He pointed out that there was a good turnout of parents when a special meeting was called to discuss the possibility of closing a classroom, but attendance at regularly scheduled meetings is poor.

Director Miller asked for clarification about the term "executive committee" which appears in the guidelines but is not defined. Director Nearing requested clarification on the role of the board member on the committee.

Director Swanson said that both the Board and the Special Education Division should look at the Committee and decide what its role should be.

Superintendent Maxwell said that an advisory committee will be required when the ESD assumes responsibility for regional special education services. He suggested that an open meeting of the Advisory Committee be scheduled to provide parents and other interested parties an opportunity for input into how the Committee should function.

Chairperson Nearing asked that the Administration bring a recommendation to the next board meeting regarding function, role, and possible improvement of the Committee.

- (Agenda change)
- (3B, continued)
- Employment Training Report

3B Joe Berney, Advisory Board member for Employment Training Agencies, entered the meeting at this time. He apologized for being late and said he has been working hard to complete an application for state grant funds. Noting the recent news about Hyundai's move to Eugene, Berney commented that high tech is replacing timber as the area's major employer, making education and employment training even more important for Lane County youth.

- 7B Software contract

7B The Board reviewed background information about the software development and ownership contract with Linn-Benton-Lincoln ESD. The joint ownership/development agreement has served both agencies satisfactorily since 1986. However, OTIS is moving now toward a system that places increasing emphasis on productivity of user personal computer work stations and de-emphasizes reliance on the direct processing power of the OTIS-based minicomputers. Linn-Benton-Lincoln ESD reports that it is also working in that direction but plans to continue to rely on its minicomputers as the focal point for its processing.

Because of these diverging development paths, Superintendent Maxwell said that the two agencies are currently working with legal counsel to redefine the existing ownership and development agreement. Principles of the agreement will include the following: Each agency will gain full ownership of jointly-owned software; joint development projects will be fully shared with the partner agency; each agency may continue to develop the software to best meet their respective user needs; and proceeds of any sale of the software will be shared equally. The Superintendent said that a draft agreement will be completed in time for review by the Board at its June meeting.

7C Special
Education
Regional
Programs

7C The State Department of Education has notified Lane ESD that it will contract with the agency to be administrator and fiscal agent for special education regional services for the Lane County region, beginning July 1, 1995. The SDE is responsible for supporting education of students with autism and severe visual, hearing, and orthopedic impairments, and for the education of pre-school students with disabilities. The State has provided these services through contracts with six regional centers located throughout the state. The region serving Lane County has been located at Linn-Benton-Lincoln ESD. L-B-L ESD has provided some of the services directly to Lane County students and subcontracted with the Eugene school district and University of Oregon to provide others.

Superintendent Maxwell said that the administration intends to continue subcontracts with UO and District 4J for those services that they are currently providing. Lane ESD will assimilate those services that have been provided directly by L-B-L ESD. Marv Wilkerson will serve as division director in charge of this program. Carol Knobbe, a supervisor in the MSMR program, will be assigned responsibility for management of regional services; some of her direct service responsibility will be reassigned to other staff members. The Superintendent said that a process for third-party evaluation of each program component will be put in place with the intent of effecting any needed major changes in service delivery for 1996-97 and subsequent years.

(Meeting extended)

(A motion to extend the ending time of this meeting to 9:30 was unanimously approved.)

8. Reports
8A OPDC

8A For the past three years, Lane ESD has operated the Oregon Professional Development Center (OPDC) through a grant from the State Department of Education.

Sara Jane Bates introduced Kathy White, OPDC coordinator. Kathy said that the purpose of OPDC is to provide assistance for initiation and development of school councils, which were mandated by state legislation (Oregon Education Act for the 21st Century). The Center provides information, training, and technical assistance to establish and maintain the school councils, which are to be established in all Oregon schools by December, 1995. OPDC provides direct services to schools through delivery of information, consulting and on-site training; provides regional workshops and establishes cadres of local educators to support area school councils using ESDs as the infrastructure; coordinates a system of service delivery through interagency collaboration, and publishes materials to assist educators with issues of pertinence to school councils.

Distributed material provided data on schools served and showed the type of assistance provided.

Superintendent Maxwell said it appears at this time that the Legislature will not provide funding to SDE to continue this service during 1995-96. Regional centers set up by OPDC will continue to provide some service to schools. He said that there is a possibility that the Oregon Association of ESDs (OAESD) will be able to provide some support for statewide coordination of these services.

8B Other staff
reports

8B Other staff reports presented were an update on legislative activities affecting ESDs and a report on an OAESD initiative to have ESDs provide statewide coordination of K-12 electronic network development. ESDs will be asked to formally adopt this initiative at the June OAESD conference. The Board received copies of the Task Force document outlining the initiative.

9 Statement from
Board member

9. Director Miller commented that he would like to reinstate a place on the agenda where Board members could make statements in addition to the agenda item set aside for Board reports. He called attention to the letter from OTIS staff members which was included with this meeting's written correspondence and asked that it be returned to the next meeting as a discussion item. Chairperson Nearing said that the Board statements portion of the agenda was inadvertently omitted and would be replaced; he said the request to include the letter on the agenda would be referred for agenda planning with the superintendent.

10 Future agenda items

10. Future agenda items include:

- A. Energy Management Project bids
- B. Budget hearing
- C. Vacation carryover report
- D. Update report: Authorized grant applications
- E. School-year calendar

11 Next meeting

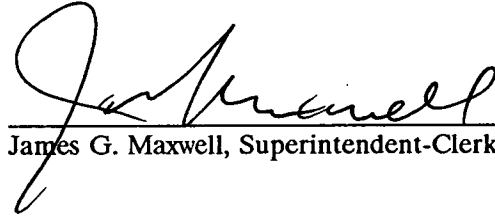
11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 27, 1995.

12 Adjourn

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



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

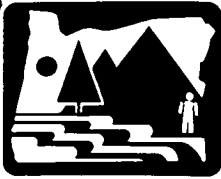
Minutes approved:

6/27/95
(date)

SR

attachments to official minutes:

Signed oaths of office
Affirmative action report
Co-op bid summary



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 461-8200 FAX (503) 461-8298

Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, MAY 23, 1995

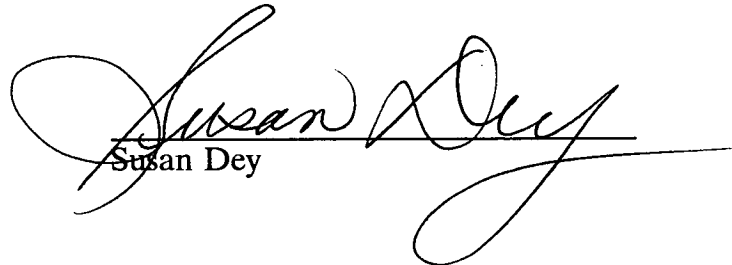
OATH OF OFFICE

I, SUSAN DEY, 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,

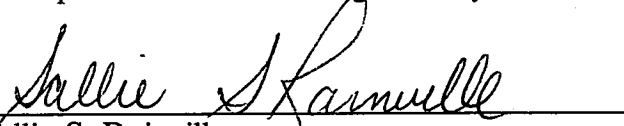
and that I will faithfully discharge the duties of my office as an advisory member of the Board of Directors of the Lane Education Service District to the best of my ability,

throughout the appointive term of office which expires June 30, 1998


Susan Dey

ATTEST:

This oath of office was administered by
Chairperson Frank Nearing on May 23, 1995.


Sallie S. Rainville
Secretary to the Board

Board of Education

Joyce Mills
Eugene

Frank Nearing
Eugene

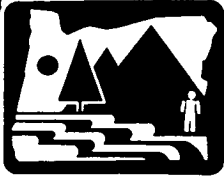
Jerry Miller
Springfield

Donovan Kimball
Springfield

Glen Weathers
Florence

Sherry Duerst-Higgins
Creswell

James Swanson
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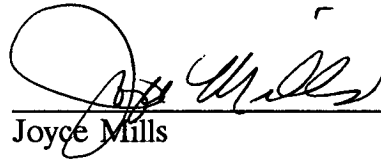
Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, MAY 23, 1995

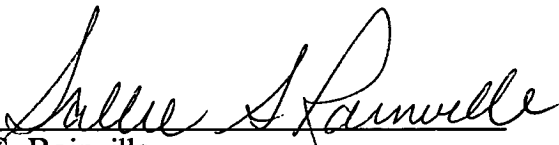
OATH OF OFFICE

I, JOYCE MILLS, 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 ESD Board Position 1 (Zone 1) to the best of my ability throughout the elected term of office which expires June 30, 1996.



Joyce Mills

Attest: This oath of office was administered by
Chairperson Frank Nearing on May 23, 1995.



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

Board of Education

Joyce Mills
Eugene

Frank Nearing
Eugene

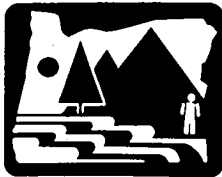
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LANE EDUCATION SERVICE DISTRICT

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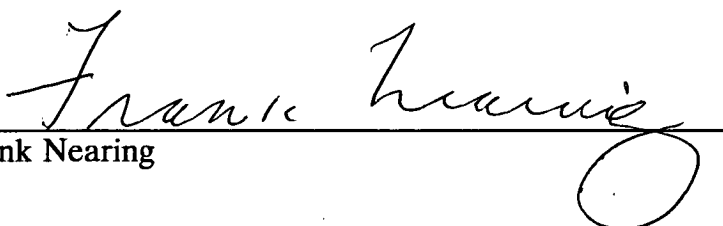
Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, MAY 23, 1995

OATH OF OFFICE

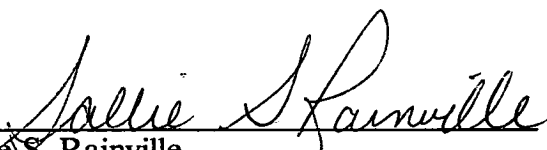
I, FRANK NEARING, do hereby swear or affirm that I will support the laws and constitutions of the United States of America and of the State of Oregon, and that I will faithfully discharge the duties of my office as a member of the Board of Directors of the Lane Education Service District representing ESD Board Position 2 (Zone 2) to the best of my ability throughout the elected term of office July 1, 1995, through June 30, 1999.



Frank Nearing

Attest:

This oath of office was administered by
Vice-Chairperson Jim Swanson on May 23, 1995.



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

Board of Education

Joyce Mills
Eugene

Frank Nearing
Eugene

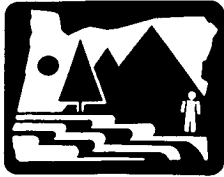
Jerry Miller
Springfield

Donovan Kimball
Springfield

Glen Weathers
Florence

Sherry Duerst-Higgins
Creswell

James Swanson
Eugene



LANE EDUCATION SERVICE DISTRICT

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Superintendent-Clerk
James G. Maxwell

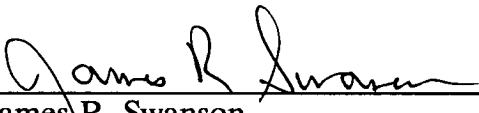
Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, MAY 23, 1995

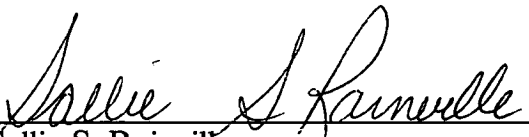
OATH OF OFFICE

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 an at-large member of the Board of Directors of the Lane Education Service District to the best of my ability throughout the elected term of office July 1, 1995, through June 30, 1999.



James R. Swanson

Attest: This oath of office was administered by
Chairperson Frank Nearing on May 23, 1995.



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

Board of Education

Joyce Mills
Eugene

Frank Nearing
Eugene

Jerry Miller
Springfield

Donovan Kimball
Springfield

Glen Weathers
Florence

Sherry Duerst-Higgins
Creswell

James Swanson
Eugene

MEMORANDUM

DATE: May 16, 1995
TO: Jim Maxwell
FROM: Richard Ellingboe
RE: Affirmative Action Report

The Affirmative Action Committee met on Thursday, May 4, 1995 to review the May 1994 recommendations and to establish goals for 1995-96.

The focus for 1994-95 was to improve accessibility to the ESD, both for employees and workshop participants. Modifications that have been made or will be completed this summer include:

- Installing hardware to make the main doors to the building accessible to the handicapped.
- Replacing door knobs with door handles as necessary.
- Contracting for the installation of a sidewalk from the street to the front entrance to make the building more accessible to the public.

Following the review of these modifications, the committee identified conferences and workshops held during 1994-95 that impact the agency's affirmative action guidelines. A partial list includes:

- Adapting P.E. for the disabled.
- Numerous Title I meetings (in conjunction with the Oregon Department of Education).
- Compliance workshops.
- Bloodborne Pathogens training.
- Discrimination workshops.
- Advisory Council for the Handicapped.

Other projects that were initiated during 1994-95 to meet the affirmative action goals included:

- A review of the building by an intern from LCC to determine wheelchair accessibility.
- An ombudsman with Direction Service to enhance communications with the Latino community.
- Revision of ESD policies and administrative regulations to bring them into compliance with state and federal regulation.

Recommendations:

The committee anticipates affirmative action guidelines will be revised by Congress during the next legislative session.

It is therefore the recommendation of the committee that the ESD continue its efforts to recruit qualified minority applicants. The increase in the Latino population was especially noted by the committee.

c: Committee Members

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COOPERATIVE PURCHASING
BID AWARD RECAP
1995-96

<u>SECTION #10</u>	-	AUDIO VISUAL SUPPLIES	\$ 8,951.14
<u>SECTION #20</u>	-	LIBRARY SUPPLIES	10,409.62
<u>SECTION #25</u>	-	DATA PROCESSING SUPPLIES	22,084.69
<u>SECTION #30</u>	-	OFFICE/INSTRUCTIONAL SUPPLIES	211,154.05
<u>SECTION #35</u>	-	FILING CABINETS/FURNITURE	10,287.77
<u>SECTION #40</u>	-	CUT PAPER	157,091.50
<u>SECTION #50</u>	-	ART SUPPLIES	105,993.91
<u>SECTION #60</u>	-	CUSTODIAL SUPPLIES	82,065.69
<u>SECTION #70</u>	-	FIRST AID SUPPLIES	18,775.80
<u>SECTION #78</u>	-	AUDIO VISUAL EQUIPMENT	14,285.73
<u>SECTION #80</u>	-	PLAYGROUND/ATHLETIC SUPPLIES	<u>30,826.17</u>
		TOTAL	\$ 671,926.07

COOPERATIVE PURCHASING
BID AWARD SUMMARY
OF 1995-96 SUPPLIES

AUDIO VISUAL SUPPLIES:

#10		
Elgin School Supply	\$	2,348.09
Prairie Carbon & Ribbon		4,398.16
Taylor Electric		1,077.59
Transition Dynamics		828.55
North Coast Electric		<u>298.75</u>
TOTAL	\$	8,951.14

LIBRARY SUPPLIES:

#20		
Brodart	\$	6,147.06
Demco		3,177.15
Gaylord Bros.		62.24
Highsmith		<u>1,023.17</u>
TOTAL	\$	10,409.62

DATA PROCESSING SUPPLIES AND FORMS:

#25		
Vision Business	\$	6,086.20
Eagle		1,704.25
Force 4		1,791.45
Standard Stationery		7,124.20
Western Paper		780.75
Willamette Industries		3,214.30
Eastman		949.46
Skyline		<u>434.08</u>
TOTAL	\$	22,084.69

INSTRUCTIONAL/OFFICE SUPPLIES:

#30

American Envelope	\$	6,476.90
Snyder-Crecelius		42,607.34
Boise Cascade Office Products		16,770.82
Rose City Awning		1,032.02
Automated Office Systems		22,696.00
Dick Blick		436.80
Elan Publishing		1,612.33
Elgin School Supply		13,406.84
Hammond & Stephens		213.60
Myron Manufacturing		743.58
Prairie Carbon & Ribbon		662.60
Standard Stationery Supply		11,355.86
Tersch Products		6,553.63
West Coast Wholesale		1,606.32
Western Paper Company		6,557.84
Eastman		20,437.98
TDI, Inc.		134.70
Teacher's All-In-One Book		200.00
J. Thayer Company		45,609.87
Educational Supply		3,968.30
Integrity School Supply		<u>8,070.72</u>
TOTAL	\$	211,154.05

FILING CABINETS/FURNITURE:

#35

Virco Manufacturing	\$	6,926.37
J. Thayer Company		<u>3,361.40</u>
TOTAL	\$	10,287.77

CUT PAPER:

#40

Unisource	\$	37,479.07
West Coast Paper Company		14,639.58
Western Paper Company		1,032.40
Xerox Corp.		<u>103,940.45</u>
TOTAL	\$	157,091.50

ART SUPPLIES:

#50

Snyder-Crecelius	\$	19,248.62
Paperulers, Inc.		31,623.10
Dick Blick		1,223.98
Elgin School Supply		463.74
Everett Pad & Paper		6,626.92
Oregon Clay Company		4,444.35
Standard Stationery Supply		2,980.88
West Coast Wholesale		378.40
Western Paper Company		3,990.10
Western School Supply		8,461.49
J. Thayer Company		19,513.94
Integrity School Supply		1,083.69
Quality Art		<u>5,954.71</u>
TOTAL	\$	105,993.91

CUSTODIAL SUPPLIES:

#60

Boise Cascade	\$	574.56
American Janitorial Supply		7,129.73
Chown, Inc.		933.68
Forrest Paint		1,195.06
Galifco Oregon		268.00
McDonald Wholesale		3,545.44
MCK Tool		2,181.26
Moore Medical		411.02
Mt. Hood Chemical		2,425.55
National Builders Hardware		1,236.24
National Sanitary Supply		4,233.69
Paulsen & Roles		1,396.95
Sanderson Safety		82.25
Scot Custodial Supply		1,169.19
Spintex Company		1,334.50
Taylor Electric Supply		163.80
Unisource Corp.		29,797.31
West Coast Paper		2,183.61
Western Paper		4,030.79
Zellerbach Paper		1,088.29
American Linen		2,740.45
J. Thayer Company		13.20
North Coast Electric		1,384.10
Pyramid School Supply		1,573.61
Walter E. Nelson		877.50
Food Services of America		<u>10,095.91</u>
TOTAL	\$	82,065.69

FIRST AID SUPPLIES:

#70	
Athletic Supply	\$ 693.15
American Janitorial	1,590.33
Micro Bio-Medics, Inc.	11,009.44
Moore Medical Corp.	1,620.78
National Health Supply	450.17
National Sanitary Supply	65.65
Sanderson Safety	110.00
Western Paper	334.40
Pyramid School Supply	607.93
United Health	107.43
Durr Medical	240.70
Summit Sports Medicine	<u>1,945.82</u>
TOTAL	\$ 18,775.80

AUDIO VISUAL EQUIPMENT:

#78	
Abolins, Inc.	\$ 4,397.74
General Binding Corp.	223.68
Proline Industries	961.82
Columbia Audio Specialties	892.13
Northwestern, Inc.	114.88
A/V Tape Handlers	1,060.53
Troxell Communications	893.73
Bindery Systems	<u>5,741.22</u>
TOTAL	\$ 14,285.73

PLAYGROUND/ATHLETIC SUPPLIES:

#80	
Athletic Supply	5,246.74
Put On Athletics	2,427.76
BSN Corporation	5,120.60
McKenzie Outfitters	5,510.49
Spintex Company	2,844.00
Sportmaster	504.00
Rhino-Dakota	6,263.25
Pyramid School Supply	<u>2,909.33</u>
TOTAL	\$ 30,826.17

GRAND TOTAL ALL SECTIONS \$ 671,926.07

BIDRECAP.95

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, April 25, 1995

1. Call to order
1A Attendance

1A Vice-Chairperson Swanson called the regular meeting to order at 7:00 p.m. in accordance with the agenda and public notice of this meeting. All Board members were present: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Joe Berney, Advisory Board Member for employment training organizations was also present. Administrative staff members attending were Superintendent Jim Maxwell, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Jeff Foreman, Gwen Gardner, Marv Wilkerson, and Sallie Rainville. Superintendent-elect Ike Launstein was also present.

Others attending included staff members Lois Beard, Pam Bonebright, Jon Elvert, Laura Krenk, and Martha Winter; and approximately 15 others who were present for the first portion of the meeting.

1B Written
Communication

1B Written communications included the following:

- A. Memo and background information announcing May 3 county meeting when OSBA staff will provide information on results of Statewide Education Survey.
- B. Copy of letter sent to John Radich thanking him for his service as Advisory Board member.
- C. Copies of letters of thanks to those who assisted the Board with the Superintendent search process.

1C Applicant for
Advisory
Position

1C Susan Dey, Branch Manager for Lane Childrens Services Division (CSD), was the only applicant for the vacant social services advisory board position. Ms Dey was not able to be at this meeting because of an out-of-state vacation scheduled prior to her application. The Board will interview her at the May 23 meeting and may make the appointment at that time or delay it to a future meeting.

2. Statements
2A From Public
Re:

Personnel
Report

Re: MSMR
Resolution

2A Vice-Chair Swanson invited anyone who wished to speak to the Board at this time to do so. Following are brief summaries of statements presented:

Lois Beard, vice-president of LCEA and customer service representative at OTIS. Indicated some confusion about the employment of two persons to temporary positions as noted in personnel report. Richard Ellingboe and Jeff Foreman responded to her concerns.

Nancy Fisher, MSMR teacher at Spring Creek Elementary. Expressed continuing concerns that her classroom will be slated for closure next year. Concerns are becoming greater as the year draws to a close. Would not be a good idea to move children around on such short notice. Invited board members to visit MSMR classrooms.

Martha Winter, LCEA president and case manager for MSMR. Noted that discussion of guidelines for the special education advisory council was part of the Board's agenda. Wondered if that council could evolve into a body similar to a school site council with parent as well as staff involvement. Current advisory council members feel that there is a very broad gap between decision making and the classroom. It is hard for parents to deal with change when they don't have adequate notice.

Patty Baker, parent of a child enrolled in the MSMR classroom and a teacher for the Springfield School District. Has found her child's enrollment in the ESD program to be a positive experience. Wants her child to stay in the 4J school where he is currently enrolled. Said that facing the possibility of moving him to another school is overwhelming. As a teacher, understands that numbers are important, but children are more important.

Jesse Nordgaard, parent of a child enrolled in MSMR classroom. School is vital to her daughter and a good experience makes a difference as to whether she can be cared for at home. Skills are taught at school that cannot be taught at home. Change is very difficult for these children; both parents and children need time to consider change.

Jean Koslowski, teacher, MSMR classroom, Danebo Elementary. Provided information about the transition process for students going from elementary to middle school and stressed the importance of taking time to help the children adjust to changes.

2B. Administrative
Staff

2B Sara Jane Bates invited Board members to attend the Student Achievement Convention to be held at the Fairgrounds May 17 and 18.

3. Board member reports
OSBA
Leadership
OSBA/LCSBA

NSBA

Special Ed
Advisory
Council

3A Director Duerst-Higgins reported on the most recent OSBA leadership weekend.

Several members attended the LCSBA/OSBA meeting on April 20. Director Kimball said that OSBA presented key topics that could be used in the process of determining Board goals. He said that the Board could utilize the cadre of trainers that OSBA has available.

Director Nearing attended the NSBA convention and provided agenda and material on the inclusion issue to board members.

Director Swanson reported that a meeting of the Special Education Division Advisory Council was held earlier on this date. The purpose of the meeting was to gather additional input. He said that Marv Wilkerson had explained to Committee members that numbers of inclusion students were increasing while the numbers of metro classroom students continued to decrease. He said parents and staff members expressed concern that not enough time was given to plan for transition. The group felt consideration should be given to providing parents a chance to express concerns at an earlier time. Swanson said the Committee also heard from parents involved in the near urban programs, who expressed need for more help and services within their own districts. He said that the Committee heard also from representatives of the Lane County superintendents subcommittee for long-term special education planning.

Board members discussed the role and function of the committee. Director Nearing suggested that it would behoove the board to examine the committee, clarify its role and see how it could be made more productive.

(Audience members except those listed by name as attending left the meeting at this point.)

3B Advisory Board

3B Joe Berney gave a brief report on Networking for Youth. A recognition banquet is planned to honor businesses that serve as mentor programs for youth. He also reported that the Regional Workforce Quality Committee is keeping close track of state and federal legislation that may affect its funding.

4 Consent agenda

4. **DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as revised. Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, 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 the March 25, 1995, ESD Board meeting 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 election of: (ESD Board Resolution 94-77)

Joyce Mills: Position #1 for a one-year unexpired term commencing on July 1, 1995, and ending on June 30, 1996;

Frank Nearing: Position #2, four-year term commencing on July 1, 1995, and ending June 30, 1999.

James Swanson: Position #7, four-year term commencing on July 1, 1995, and ending June 30, 1999.

C. **BE IT RESOLVED** that the Board of Directors of Lane ESD acknowledges a vacancy in an at-large budget committee position as a result of Penny Wardle's resignation from her local school board. **Be it further resolved** that the Board authorizes the Superintendent to seek replacements for her term of office which expires on June 30, 1995. (ESD Board Resolution 94-78A)

4 Consent agenda
(continued)

4 Consent Agenda
C. (continued)

BE IT RESOLVED that the minutes of the December 13, 1994, ESD Board meeting (ESD Board Resolution #94-47) are corrected as follows: (ESD Board Resolution 94-78B)

(as approved on December 13): **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints Francisca Johnson and Penny Wardle to at-large position on the ESD Budget Committee. Both terms of office will expire on June 30, 1997.

(To be corrected to): **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints Francisca Johnson to an at-large position on the ESD Budget Committee for the term ending June 30, 1997, and Penny Wardle to fill an unexpired at-large position for a term ending June 30, 1995.

D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated April 19, 1995, as presented, and authorizes all personnel actions included in the report.

5 Business affairs
5A Financial statements

5A Richard Ellingboe reviewed Financial Statements for March. Reports included General Fund Revenue Summary; General Fund Expenditure and Encumbrance Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for the General Fund and OTIS.

5B OTIS status report and recommendations

5B Superintendent Maxwell briefly reviewed opportunities and challenges considered during recruitment process that resulted in employment of John DeVouassoux as Director of OTIS.

Mr DeVouassoux's written review/status report of the OTIS enterprise was included in the agenda background material. A copy is attached to the minutes of this meeting. Mr DeVouassoux expanded at length on the written report, particularly highlighting the need for customer orientation, development of a PC Platform, and expansion of services through increased marketing efforts.

One of the results of marketing efforts is a request from the Reedville District to complete a "turnkey" system, providing five local area networks and a wide area network to link the seven buildings in that district. The contract for services and equipment will total approximately \$385,000. Reedville has asked OTIS to purchase the equipment and initiate the project immediately so that much of it can be paid for during the 1994-95 fiscal year, with an August completion date. OTIS will act as general contractor for the project and work with subcontractors to perform many of the installation functions.

Superintendent Maxwell said that the regular OTIS budget does not include adequate appropriations to begin the project in this fiscal year. The ESD's auditor recommended that appropriation authority contained in the OTIS Equipment Replacement Fund be used for this purpose, but that authority must be expanded. The Board reviewed an authorization resolution recommended by the auditor.

Next year, a new Technology Fund will be established and an appropriation amount included in the budget for the purpose of covering similar contracts.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the expansion of purpose of Fund 410 (OTIS Equipment Replacement Fund) to cover the acceptance of revenue and payment of expenses incurred to fulfill contracts with entities for services which the OTIS Division can provide.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-79)

5C Expand bid authority, energy management

5C The Board reviewed a recommendation to add a supplemental project to the energy management projects approved last month. The additional project is a supplemental heating/cooling system for the Board Room (Room 2) and Rooms 3 and 4. This installation would allow heating and cooling to occur either as part of the overall building system or as an isolated unit. The total cost for the project is \$20,276. EWEB will contribute \$3,259 of that cost. The estimated payback period through reduced energy use is approximately 10 years. Superintendent Maxwell said that in addition to the energy savings, an important intangible outcome would result from increased comfort and efficiency in these rooms. Funding for this project will come from the EWEB contribution and from the building maintenance reserve fund.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to seek competitive bids for the supplemental heat pump system for Rooms 2, 3, and 4.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-80)

(Meeting extended)
(Agenda change)

The meeting was extended until 9:30 by unanimous consent. Vice-Chair Swanson altered the agenda so that Jon Elvert could give his report on the planetarium at this time.

8. Reports
8B Planetarium Update

8B For the past two years, the Lane ESD Planetarium has operated largely as a self-supporting enterprise fund. The ESD has continued to pay for equipment maintenance and replacement and for building utilities and maintenance. The City of Eugene has waived its annual rental charge with the understanding that the ESD would transfer that amount to the Planetarium operating fund instead. Sara Jane Bates, Director of the Instructional Services Division, introduced Jon Elvert, Planetarium Supervisor. She complimented Jon for his persistent efforts in keeping the planetarium alive as an important educational and cultural resource for the community.

Jon Elvert thanked the Board for its support. He said that the Planetarium's emphasis has been to continue delivery of K-12 school programming and provide weekend public programs as well. In the absence of a support staff, Jon said he has had to temporarily suspend operation of the Planetarium's outreach program, Starlab. The current demand for the Planetarium is high, with attendance running well ahead of last year at this time. Revenues are also slightly greater than last year. Elvert told the Board about a fund-raising campaign "Reach the Stars". A support organization, Friends of the Planetarium, is working on possible sources for grant funding and continues to look for ways to develop a broader community base of support. He said that Laser Fantasy has extended their contract to a year-round operation, which will allow more family shows in the evenings and on weekends. Next year, the Planetarium will ask businesses to sponsor classroom trips by underwriting school bus transportation from school to the Planetarium.

Elvert said that the ability to deliver program quality and meet school districts' needs is closely linked with the Planetarium's equipment capabilities. He thanked the Board for its support in purchase of the new sound system, which he said has had an immediate effect on program quality and capability. He said that the current irreparable, seventeen year old control system will also need to be replaced in order to create a truly interactive, multimedia virtual reality planetarium. This control (automation) system is the last major piece of equipment in need of replacement. Superintendent Maxwell said that consideration of replacement of this outdated equipment would be well within the realm of responsibility of the ESD. He said he has asked Jon to put together a cost analysis for the Board's future consideration.

6. Action items
6A Administrative-Confidential Agreement

6A The Board subcommittee for Administrative/Confidential salaries and benefits presented a general recommendation at the December 13 meeting, where it was approved in concept, but without a formal resolution because the section on physical examination was still being negotiated with the insurance carrier. The completed Salary and Benefits Agreement was presented to the Board for a second review.

6A Administrative-Confidential Agreement (continued)

6A (continued)

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Administrative/Confidential Salary and Benefits Agreement for 1995-96 as presented. A copy is attached to the official copy of these minutes.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-81)

6B. (Deferred)

6B Appointment to the vacant social services advisory position was deferred until the next meeting, when the applicant will be present to be interviewed.

6C Conference attendance

6C The annual OAESD Conference is scheduled for June 2 - 4 in Bend.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the OAESD Annual Conference for the following Board members: Glen Weathers, Frank Nearing, Joyce Mills, Jerry Miller, Don Kimball, Sherry Duerst-Higgins, Joe Berney, and Superintendent-elect Ike Launstein.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-82)

6D Budget Committee appointment

6D Wayne Watkins, a Bethel Board member with 10 years prior experience as an ESD budget committee member, has volunteered to fill the remaining year of the vacant at-large budget committee term.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints Wayne Watkins to an at-large position on the Lane ESD Budget Committee to fill an unexpired term of office which expires June 30, 1995.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-83)

7 Discussion items

7A Because of the time, the agenda item on review of special education advisory council guidelines was deferred to a future meeting.

7A (Deferred)

7B Debrief search process

7B Gail Perkins, OSBA Consultant, had indicated to the Board by letter that she would be interested in hearing any comments, concerns and suggestions for how OSBA might improve its superintendent search and selection process. Board members shared their thoughts, which were noted by the Board secretary to be included in a report to be sent to Gail. Vice-Chairperson Swanson said that any additional comments could also be sent to Sallie for inclusion in the report.

Superintendent-elect Launstein commented that he had heard favorable comments from people in Lebanon who had appreciated the thoughtfulness of the note from Chairperson Nearing thanking them for their assistance.

7C/ Report on Goals/Long Range Planning

7C Vice-Chair Swanson called attention to the progress report on Board Goals which was included in the agenda background packet, as well as a copy of background information from OSBA about how their staff could assist the board with developing a mission and goals statement. He asked that Superintendent Maxwell, Superintendent-elect Launstein and Director Duerst-Higgins to formulate a proposal for the Board to consider at the May meeting.

- 8 Reports
- 8A Legislative
- 9. Future agenda items

10 Next meeting

11 Adjourn

8A Jeff Foreman provided a progress report on current legislative activities affecting ESDs.

9. Future agenda items include:


- A. Affirmative action report
- B. Letter of reference, Superintendent Maxwell
- C. Cooperative Purchasing Bid awards
- D. Energy Management Project bids
- E. Update: Authorized grant applications

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 23, 1995. The Lane ESD Budget Committee will meet Tuesday, May 9, and Tuesday, May 16.

11. The meeting was adjourned at 9:35 p.m.



James R. Swanson, Vice-Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

(date)

SR

attachments to official minutes:

OTIS status report
Adm/Conf agreement

OTIS STATUS REPORT

John DeVouassoux, Director

April 1995

My first few months as director of OTIS were spent visiting our customers and building my understanding of the overall operation from our staff and the available documentation. During that time I was also able to extend contacts with several OTIS competitors, as well as colleagues. The things I learned helped me develop a strategy for the coming years that should be helpful to OTIS customers. They also presented opportunities for improvements at OTIS

My first objective was to establish a diagnostic of the general situation at OTIS, with the intent of developing a responsive strategy. The following details the main conclusions drawn from this diagnostic.

Customer orientation:

- Our customers felt OTIS was not customer driven, and needed to be.

PC platforms:

- OTIS had limited skills in the PC arena.
- OTIS had not made any development for PC support and use.
- Users are generally active and motivated PC users; they invest a lot of resources and time in them.
- Users have a great deal of difficulty integrating OTIS output into their work processes.
- A large and fast growing segment of our user base is using graphical interface on PCs, such as Windows.
- OTIS had no capacity for software development in the PC arena or in any other platform, other than the AS/400.

Software development cycle:

OTIS was using a long development cycle, which was frustrating to the user base. By the time a change in software was out, users' requirements had evolved and the change became partly obsolete.

Furthermore, the perception of the user base was that OTIS was not taking direct responsibility for development. In fact, OTIS had not put out any new software for several years.

Marketing:

OTIS' marketing activity has not benefited from specific attention, either in collecting systematic input from the market or in making use of it.

Staff training:

There has been very little training in new applications for at least four years within OTIS. The resulting knowledge became limited to the AS/400 and the traditional networking.

Acting upon this information, I developed the strategy outlined below.

STRATEGY FUNDAMENTALS

- Create and nurture a strong customer orientation at OTIS.
- Develop and provide customers with the most cost effective working environment by including PC skills and PC software development within OTIS.
- Improve OTIS' productivity in delivering training to users by developing and using the benefits of PC investment.

5B (1)

- Develop and maintain motivation and up-to-date skills for our staff.
- Focus on services where OTIS is uniquely positioned, i.e., closer relationship with customers, capacity to offer state reporting, leadership in the most appropriate technology for schools.

IMPLEMENTATION PLAN

The implementation was initiated shortly after the completion of the diagnostic.

- Driven by customers: As a result of continuous efforts, our staff is making rapid progress in becoming customer driven. This is being accomplished by appropriate marketing and staff training on how to run meetings with customers
- Cost effective environment: OTIS is engaged in analyzing specific user needs that are the most critical and can be better satisfied with PC development. Development is underway now, with more to come.
- Flexibility provided to users in their local environment: OTIS uses consultant reports and direct feedback from users to design specific tools based on a PC platform. This is in process.
- Up-to-date skills for our staff: All of our programming and most of our supervisory staff have received formal training. More will be done progressively. Training will stay high on the OTIS agenda. We have "hired" mostly complementary skills to help in the transfer of knowledge.
- Differentiate OTIS: The Technology Access program (TAP) is in preparation. It will offer districts and schools an opportunity to lease PC equipment at education prices. We are preparing for the availability of a windows interface for our customers. We are also preparing for new services that will tie into our current main system, as well as investigating partnerships for specific services.

New Development:

By the time the next school year starts, the following new software development will be offered to our customers:

- A new purchasing system, including electronic approval.
- A new general ledger system allowing for the most recent changes in school operations, such as site-based management.
- A report writer providing extensive access to new reporting.
- An attendance system using automated collection of attendance for high schools.
- A series of improvements geared toward school productivity.

Expansion of Services:

OTIS is planning for continued improvement and extension of its services, using the most current technologies.

This will require intensive training for all of our staff, in close relationship to our projects. PC and workstation environments will be high priorities. Networking and data communication will benefit from investments. We are already working on a network redesign using more current technologies.

Productivity and cost efficiencies are the prerequisites used to decide on all new changes and development.

Looking to the Future:

Schools, always under financial pressure, are looking for ways to streamline processes to deliver improved services and empower staff. We believe this trend will continue and expand. OTIS' goal is to make its services the necessary core for each school. After the current wave of new applications from OTIS, the next generation will create an integrated set of functions on which schools can model their processes and organization.

LANE ESD
ADMINISTRATOR, CONFIDENTIAL and MANAGERIAL SALARY SCHEDULE
1993-94
1994-95
1995-96

Supervisor I

Supervisor, Media Library
 Supervisor, Media Services
 Supervisor, Special Education (M.A.)

IA. Supervisor I, 218 work days (249 day contract, 11 non-contract 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	1.00	1.06	1.12	1.18	1.21
1993-94	40,076	42,481	44,885	47,290	48,492
1994-95	40,878	43,331	45,783	48,236	49,462
1995-96	41,941	44,457	46,974	49,490	50,749

Supervisor, Planetarium
 Supervisor, Media Production
 Supervisor, Accounting

IB. Supervisor I, 12 months, (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	1.05	1.11	1.17	1.23	1.27
1993-94	42,080	44,484	46,889	49,293	50,897
1994-95	42,922	45,375	47,827	50,280	51,915
1995-96	44,038	46,555	49,071	51,587	53,265

Adopted

IA(2)

Supervisor II

Supervisor, Special Education (Ph.D)

IIA. Supervisor II, 218 work days (249 day contract, 11 non-contract 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	1.06	1.12	1.18	1.24	1.31
1993-94	42,481	44,885	47,290	49,694	52,500
1994-95	43,331	45,783	48,236	50,689	53,550
1995-96	44,457	46,974	49,490	52,007	54,943

Supervisor, Lane School-Skipworth-~~Looking Glass~~^g (Ph.D)

IIIB. Supervisor II, 12 months (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	1.12	1.18	1.24	1.30	1.38
1993-94	44,885	47,290	49,694	52,099	55,305
1994-95	45,783	48,236	50,689	53,141	56,412
1995-96	46,974	49,490	52,007	54,423	57,879

Adopted

Director

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

IIIB. Director, 12 months (earn 22 vacation days)

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>	<u>1.30</u>	<u>1.36</u>	<u>1.42</u>	<u>1.48</u>	<u>1.48</u>
1993-94	52,099	54,503	56,908	59,312	59,312
1994-95	53,141	55,594	58,047	60,499	60,499
1995-96	54,523	57,040	59,556	62,073	62,073

Adopted

Manager I

Manager, OTIS Programmer/Analysts
 Manager, OTIS DP Operations
 Manager, OTIS Communications
 Manager, OTIS Field Services
Manager, Information and Communications

Manager I, 12 months (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
<u>Salary</u>	1.00	1.06	1.12	1.18	1.19
1993-94	43,355	45,956	48,558	51,159	51,592
1994-95	44,222	46,875	49,529	52,182	52,624
1995-96	45,372	48,094	50,816	53,539	53,993

Manager, OTIS Marketing Coordinator

Manager I, 12 months (earn 22 vacation days)

Step	0	1	2	3	4
<u>Salary</u>	1.00	1.06	1.12	1.18	1.19
1994-95	44,222	46,875	49,529	52,182	52,624
1995-96	45,372	48,094	50,816	53,539	53,993

Adopted

Manager IINo positionManager II, 12 months (earns 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	1.06	1.12	1.18	1.24	1.24
1993-94	45,956	48,558	51,159	53,760	53,760
1994-95	46,875	49,529	52,182	54,835	54,835

Adopted

Manager III**Manager, OTIS Operations****Manager, OTIS Systems and Programming****Manager, OTIS Marketing Services****Manager III, 12 months (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	1.12	1.18	1.24	1.30	1.30
1993-94	48,558	51,159	53,760	56,362	56,362
1994-95	49,529	52,182	54,835	57,489	57,489
1995-96	50,816	53,539	56,261	58,984	58,984

Manager IV**Assistant Director, OTIS (not filled)****Manager IV, 12 months (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	1.18	1.24	1.30	1.36	1.36
1993-94	51,159	53,760	56,362	58,963	58,963
1994-95	52,182	54,835	57,489	60,142	60,142

Adopted

Administrative Secretary

Administrative Secretary, OTIS
 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) \$150 x 12 = \$1800
 (Step 7) \$200 x 12 = \$2400
 (Step 8) \$250 x 12 = \$3000

Step	0	1	2	3	4	5	6	7	8
Salary	1.00	1.06	1.12	1.18	1.24	1.30	1.33	1.33	1.33

1993-94	20,382	21,605	22,828	24,051	25,274	26,497	27,108	27,108	27,108
1994-95	20,790	22,037	23,285	24,532	25,780	27,027	27,651	27,651	27,651
1995-96	21,331	22,611	23,891	25,171	26,450	27,730	28,370	28,370	28,370

Executive Assistant

Information/Operations Assistant
 Superintendent/Board Assistant

E.A. Executive Assistant, 12 months

TSA:(Step 6) \$150 x 12 = \$1800
 (Step 7) \$200 x 12 = \$2400
 (Step 8) \$250 x 12 = \$3000

Step	0	1	2	3	4	5	6	7	8
Salary	1.42	1.48	1.54	1.60	1.66	1.72	1.72	1.72	1.72

1993-94	28,942	30,165	31,388	32,611	33,834	35,057	35,057	35,057	35,057
1994-95	29,522	30,769	32,017	33,264	34,511	35,759	35,759	35,759	35,759
1995-96	30,290	31,570	32,850	34,130	35,409	36,689	36,689	36,689	36,689

sal-sch.man

Adopted

ADMINISTRATOR, CONFIDENTIAL and MANAGERIAL STAFF BENEFITS

INSURANCE

Medical, Dental and Vision Insurance

Administrators, confidential and managerial 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 composite 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

The District will pay up to ~~\$305.00~~ \$342.00 per month per employee during 1995-96 ~~1993-94~~ and up to ~~\$325.00~~ during 1994-95 for medical, dental, and vision insurance. Employees will be responsible for any excess costs.

Long Term Disability Insurance

Administrators, confidential and managerial staff are also provided 12 month Long-Term Disability Insurance under the same plan provided through the current Labor Agreement. The premium will be paid by the District.

Life Insurance

Administrators, confidential and managerial staff will receive \$50,000 Term Life Insurance Plan. The premium will be paid by the District.

HOLIDAYS/VACATION/LEAVES

Holidays

Benefits for administrators, confidential and managerial employees include the same paid holidays as provided the employees in the Bargaining Unit.

- | | |
|-----------------------------|-----------------------------|
| Labor Day | New Years Day |
| Veteran's Day | Memorial Day |
| Thanksgiving and day after | Fourth of July |
| Christmas Day and one other | Martin Luther King, Jr. Day |

6 A (3)

Vacation

12 month work year - administrators and managers on this schedule will earn 22 days of vacation to be used during the following fiscal year.

Administrative secretaries and Executive Assistants earn vacation at the same rate as classified employees covered under the Labor Agreement. The schedule is as follows:

- 10 days per year during the first five years of employment
- 15 days per year during the 6th through the 10th years of employment
- 20 days per year in the 11th through the 15th years of employment
- 22 days per year during 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.

Leaves

Administrative, confidential and managerial employees will receive sick leave, bereavement leave, family illness leave, family medical leave, pregnancy leave, parental leave, court or jury duty leave, and personal leave under the same conditions and in the same amount as employees covered by the current Labor Agreement.

MISCELLANEOUS

Tax Sheltered Annuities

A TSA in lieu of salary is paid by the District for all administrators **and confidential employees**. 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 supervisors who are classified as Managers I and II and \$2,460 per year for Managers III, and IV.

This is increased for employees who are at Step 4 of the salary schedule, to \$3,000 for all Supervisors and Directors. Administrative secretaries and Executive Assistants at Step 6 of their respective schedules receive a TSA in the amount of \$1800 at Step 6, \$2400 at Step 7, and \$3,000 at Step 8 of their respective schedules.

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 ~~\$.28~~ \$.30/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed by the District.

All employees must provide receipts for all meals claimed.

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.

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.

Public Employee Retirement System

The required employee contribution to the Oregon Public Employee Retirement System will be paid in the same manner and amount as employees covered by the current Labor Agreement.

Early Retirement

An early retirement incentive program shall be available to administrative, confidential and managerial 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. 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 retired employee is, at the time of the retired employee's death not eligible for Medicare, the District shall provide up to \$150.00 per month for 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. In no instance will the payments for the retired employee and spouse exceed 4 years.

Physical Examination

The following section remains in effect subject to a review by the Superintendent, a representative group of employees, the agent-of-record for employee benefits and the medical insurance carrier. Recommendations for continuation or modification will be made to the Board of Directors by March 1, 1994.

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

It is recommended that the physical examination will include the following procedures unless otherwise determined by the examining physician. Every 24 months the ESD will provide payment for the cost of the listed procedures as a provision of each administrative, confidential and managerial employee's medical insurance. To assure payment is processed and made by Selectcare, the employee will provide the physician with the appropriate forms at the time the appointment is made for the examination.

- 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.

Board-Administrative, Confidential and Managerial Communications Committee

A communications committee consisting of the Superintendent, Board members appointed by the Board Chair, the Executive Assistant to the Superintendent/Board and representatives selected by the Administrative, Confidential and Managerial group shall be established.

The purpose of this committee shall be to work toward meeting the ESD goal of "using 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."

The committee will be chaired by an individual selected by the Administrative, Confidential and Managerial employees group. The Executive Assistant shall act as Committee Secretary.

Meeting agendas will be established by the Chair in cooperation with the Superintendent, a Board member appointed by the Chair and the Executive Assistant. The agenda and any explanatory materials will be provided to all committee members several days in advance of the scheduled meetings. Any Board member or Administrative, Confidential and Managerial employee may recommend items for the agenda.

The Committee shall meet at least four times a year and shall consider the following topics:

1. Development of short and long range plans for the District.
2. Review the accomplishment of District goals and objectives.
3. Compensation for Administrative, Confidential and Managerial employees.
4. Enhancing communications among Administrative, Confidential and Managerial employee, Board, Superintendent, other employees and ESD constituents.
5. Other topics determined by the Committee.

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, March 28, 1995

1. Executive Session

1. Chairperson Frank Nearing called the regular Lane ESD Board meeting to order in Executive Session at 6:30 p.m., Tuesday, March 28, 1995, in accordance with ORS 192.660(1)(h) to consult with legal counsel about possible litigation. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Kimball, Miller, Mills, Nearing, and Weathers. Also present were Superintendent Jim Maxwell, Legal counsel Joe Richards, Ike Launstein, and Board secretary Sallie Rainville.

2. Call to Order
2A Attendance

2A Chairperson Nearing called the regular meeting to order at approximately 6:45 p.m. in accordance with the agenda and public notice of this meeting. Board members present were Directors Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Administrative staff members present were Superintendent Jim Maxwell and Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Jeff Foreman, Gwen Gardner, Marv Wilkerson, and Sallie Rainville.

Others attending included Ike Launstein, staff members Lois Beard and John Hubbard; and a delegation of about 12 persons including Patsy Gilbert, Margaret Slade, Jean Koslowski, and Sheila Thomas who were present to express interest in MSMR resolution services. The delegation arrived at 7 p.m. and left the meeting following Agenda Item 8C.

2B Communication

2B Written communications included the following:

- A. Announcement of OSBA Spring Regional Meeting at Lane ESD on April 20 (Directors Weathers, Nearing, Miller, and Kimball indicated they would attend.)
- B. Copy of letter from Gail Perkins, OSBA, commending Sallie Rainville for her help in the Superintendent Search process.

2C. No action was taken as a result of the Executive Session.

3. Statements
3A Action item
Commendation
letter

3A Chairperson Nearing commented that Sallie Rainville had done an outstanding job of assisting the Board during the Superintendent search. He said he would like to place a letter of commendation in her personnel file.

DIRECTOR MILLER moved that the Board authorize the Chairperson to write a letter of commendation for Sallie on behalf of the Board. Director Kimball seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES. (ESD Board Resolution #94-69)**

(agenda altered)

(Chairperson Nearing altered the agenda to defer Statements from the Public and staff and Board member reports to a later point in the agenda.)

5. Consent agenda

5. **DIRECTOR WEATHERS MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, 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 the Board meeting of February 28, March 7, and March 13, 1995, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following new Board policies as presented: IMA: Program Service Evaluation/Program Renewal; IMAA: Resolution Services (ESD Board Resolution #94-70)

5 (Continued)

5. Consent Agenda (continued)

C. **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 1995-96 school year. A list of affected employees is attached to the official copy of these minutes. (ESD Board Resolution #94-71)

D. **BE IT RESOLVED** that the Board of Directors authorizes a transfer of \$70,955 from the Professional Technical Fund account code of 277-1290-312-000-006 to account code 277-2214-310-000-006 for the purpose of transferring appropriation authority from the 1000 series to the 2000 series level.

BE IT FURTHER RESOLVED that the Board of Directors authorizes a transfer of \$22,575 from the Professional Technical account code of 277-1290-312-000-007 to account code of 277-2120-312-000-007 for the purpose of transferring appropriation authority from the 1000 series to the 2000 series level. (ESD Board Resolution #94-72)

E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel reported dated March 22, 1995 and approves the following personnel actions: Change of Status: Ron Williams, 1.0 FTE to .50 FTE; Leave of Absence: Shannon Poynter (Maternity Leave) (ESD Board Resolution #94-73)

F. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the financial statements for February 1995, as presented.

6. Business affairs
6A Energy System
review

6A. The Board reviewed a briefing paper regarding findings from the energy savings study which was authorized last year. EWEB and the Oregon Department of Energy have agreed to pay for the study (\$6,860) if the ESD implements recommendations in which the cost of the energy saved would pay back the cost of the project in five years or less. Further, such projects are eligible for matching grants from EWEB. The following measures were recommended for implementation: A) Replace all lighting ballasts with energy efficient, low maintenance electronic ballasts and replace fluorescent lights with new brighter, more energy-efficient lights. Convert any remaining four-lamp fixtures to two-lamp and supplement with task lights as needed; B) Modify or upgrade various elements of the HVAC Controls Energy Management system currently in use; C) Install new energy-efficient fans and pump motors; D) Add greater control to the air conditioning chilled water temperature.

Implementation of these measures would cost an estimated \$76,795. EWEB will reimburse in the amount of \$35,519, leaving the ESD responsible for \$41,276, which roughly translates into a five-year payback for the ESD investment in energy cost savings. In addition, some reduction in annual maintenance costs can be expected. The ESD's portion of the costs will come from Fund 420, the Building and Maintenance reserve fund. Superintendent Maxwell said that several of these projects are ones that the ESD would include in its ongoing maintenance program with or without outside financial support.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to seek competitive bids/quotations for the energy management projects listed above.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-74)

7 Action items
7A Board policies

- 7A Board Policy GCBD/GDBD: Sick Leave was presented as a second reading. Superintendent Maxwell pointed out changes made since the February review.

DIRECTOR KIMBALL MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board policy revision as presented: GCBD/GDBD: Sick Leave.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-75)

7B Advisory Board resignation

- 7B The Board received a letter from John Radich resigning his position as social services Board advisory member. Mr Radich has accepted a promotion to regional manager for Adult and Family Services and has moved to Roseburg. Board members expressed appreciation for Mr Radich's service to the Board and asked the Superintendent to send a letter thanking him and wishing him well. The Board reviewed procedures for filling the vacant position. Applicants will be interviewed at either the April 25 or May 23 Board meeting.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts with regret the resignation of John Radich from the social services Board Advisory position and authorizes the Superintendent to implement the process for seeking a replacement to the position.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-76)

8 Discussion items
8A MSMR Services

- 8A. The Board received additional background material related to Resolution #12, the MSMR Program. Included were charts showing the average number of students for urban classrooms during the past 5 years; a copy of the 1995-96 approved resolution; a chart showing staffing/student population for the urban MSMR Program and numbers of inclusion students in Springfield, Bethel, and Eugene; a chart of the staffing/student population for the rural MSMR program; and a chart of the staffing/student population in inclusion settings in the nine "near-urban" districts. Superintendent Maxwell reminded the Board that two near-urban districts, Creswell and South Lane, have already sent letters of concern about the inequities that exist for students being served in their districts as contrasted with students in the traditional urban and rural models. He said that providing an equitable and balanced program will be a major challenge for the Board and administration during the next several years.

The Board reviewed agreements currently in place with local districts regarding the continuing attempt to bring equity to all students served by the resolution. The agreements are as follows:

1. Beginning with the 1994-95 year, resources saved by serving a reduced population in the urban area are being directed to provide consultation services for inclusion students.
2. The county special education coordinators are studying reallocation of resources to speed up the process of reducing the inequities. Recommendations will be made by the fall of 1995 for the 1996-97 service resolutions.

Director Swanson reported that he had attended a meeting of the Special Education Advisory Council earlier on this date. He said that the same background materials presented to the Board were shared with the Committee members at that time. He said Committee members expressed concern that they had not been informed or involved in the process until this time. He said parent members on the committee (who have children in urban model classrooms) said that numbers do not tell the whole story because of the type of children enrolled in the urban classrooms. Swanson said that these parents stated they do not think it is fair to move dollars from one part of the program to another and they felt a letter explaining the proposed changes in the number of classrooms should have been sent to all MSMR program parents.

8A (Continued)

8A MSMR Resolution Services (continued)

Director Swanson said he is concerned that the Advisory Committee was not kept informed about this process. He said he feels that although the Committee is appointed by the Board it is not being used to advise the Board regarding its decisions. He said that the Committee makes no recommendations and is left out of the planning process.

Chair Nearing asked if the parents were invited to attend this Board meeting and Director Swanson responded that Marv Wilkerson had invited them to be present. Chairperson Nearing asked that members of the Advisory Committee get a copy of the minutes of this Board meeting.

Superintendent Maxwell said that if the Special Education Advisory Committee is reactivated to provide advice and recommendations to the Board, it should be restructured to include parents of inclusion students as well as parents of children in the urban model.

(Agenda altered)

3A Statements
from the Public

3A Chairperson Nearing invited audience members who wished to speak to the Board to come to the table at this time. Following is a brief summary of statements presented:

Patsy Gilbert, Education Assistant, MSMR program. In fairness, staff members, parents and children should be told a little bit sooner when a classroom is going to be closed. When there is a situation where the future is unknown the staff has tension and the kids can feel that. Change is hard on these children. It would be nice to have closure before the end of the year.

Margaret Slade, parent member of Advisory Committee. Director Swanson stated the parents concerns succinctly. Regarding Chairperson Nearing's suggestion to send minutes to committee, there are only two parents on the committee. Would like to see the minutes or a letter about the changes go to parents of all children in the program. Feel that parents could help more with problem solving and that they should have been told earlier about the proposed change, which seems like a done deal now.

Jean Koslowski, teacher, MSMR program. Concerned about having more children in classroom if there is one less class. The nine children in the class have special needs and need lots of people support and equipment. Worried about what to tell parents if there isn't enough room for their child's support equipment. Worried about weighing these children's needs against the needs of those who are being served in the inclusion model. Education Assistants will go with the kids. Taking away one classroom only really means eliminating one teacher. Could we not get that one position from someplace else?

Sheila Thomas, teacher, MSMR program. Agree totally with what has been said so far. In addition, would like the Board to know that the teachers work group meets monthly and would be willing to be approached about what is happening at the classroom level. Last year, her room was overcrowded with 13 students. The noise level escalates tension. Agree that the needs of inclusion students should be met if that is the correct placement for them, but students remaining in the classrooms also need support and help.

Staff member Lois Beard spoke to the Board about other agenda items:

Lois Beard, OTIS field representative. Speaking about Agenda Items 8C: Administrative structure and 8D: ESD Subcontracting, Lois asked for further clarification on OTIS staffing because, she said, the number of OTIS administrators had not significantly decreased. She said that last year there were 9 managers and 17 staff members and this year there are 8 managers and 17 staff members. She said that OTIS is contracting out two programming positions and she wondered why the division did not increase its technical staff instead of subcontracting.

Chairperson Nearing said he heard the pleas for deeper and better communication within the organization. He suggested a work session where the Board and interested parties could get together to discuss that.

4 Board member reports

4A Special Ed Advisory Committee

- 4A. Director Swanson made further comments about the Special Education Advisory Committee. He said he would like to be able to bring recommendations and comments from this committee to the Board. He said he would like to have better parent representation on the committee so that it would represent the three different models. He said that the Board should listen to parent concerns and perhaps look at 1995-96 as a transition year. He said he hoped that the Board would look seriously at delaying closure of a classroom for a year and try to find those funds somewhere else. He said that careful thought should be given to how Special Education funds will be spent.

Chairperson Nearing again asked the Board if they wanted to make recommendations about solutions to the expressed communication problems. Director Miller said that the Board should consider a re-evaluation of the role of the Special Education Advisory Committee and its role. Chairperson Nearing pointed out that the role of Advisory Committees is to advise. Director Swanson agreed but said he thought the Committee could be used as a conduit to talk with parents in the program in order to come up with a plan that has better support. Director Weathers said he thought it might be difficult to project enrollment very far in advance since the Administration does not necessarily know about parents' plans in advance. Superintendent Maxwell agreed that enrollment projection is difficult, but he said it has been pretty accurate over the years. Director Kimball said that the ESD needs to work towards equity for all students and should not be put it off.

Chairperson Nearing said that the Board should do all it can to improve and enhance communication both ways. He said that Board meetings are open to persons who wish to express concerns and the Board is represented at the Advisory Committee meeting by Director Swanson. He added that it is good for the Board to have parents come and share their ideas.

Director Weathers said that parents should know that there is pressure for change from the inclusion parents. Superintendent Maxwell said that the administration would continue to try to anticipate enrollment and placement and try to build a program that best meets students' needs. He expressed appreciation for the calls and input that he has received on this issue.

4B Other Board committee and liaison reports

- 4B Director Miller stated that the annual L-COG appreciation banquet was being planned. An announcement will be distributed shortly.

Director Kimball said he planned to attend the next OTIS Executive Board meeting will be held on May 5.

Director Duerst-Higgins reviewed the most recent OSBA Leadership weekend which focused on the kind of education business leaders want their employees to have. She said that OSBA will soon be accepting applications for next year's leadership training and she highly recommended that any interested board member apply for a position.

Director Duerst-Higgins also reported that she and Superintendent Maxwell had attended the annual McKenzie district candidate fair. She said that moderating the forum was a good experience.

(There were no Board Advisory members in attendance at this meeting.)

4C Advisory reports

8. Discussion items
(continued)

8 Discussion items (continued)

8B Moving Meetings to other locations

8B At the February meeting, some interest was expressed in holding regular meetings at locations within the component school districts. If this idea is supported by a majority of the Board, Superintendent Maxwell recommended that the Board seek invitations or sponsorships by local boards. He said that such a process would be more likely to stimulate attendance by local Board members, staff, and citizens than would a meeting without some local ownership.

The Superintendent also suggested that a 10- to 15-minute mediated informational presentation about the purpose of ESDs and the specific programs of Lane ESD would be more likely to meet the Board's goal of informing members of the public in attendance than would just holding a regular Board meeting.

Directors Miller and Duerst-Higgins supported the idea of holding occasional meetings at other school districts. Both agreed that the idea of a presentation about the ESD would be helpful. Director Miller said districts should be kept aware that the ESD Board's business does often affect local districts. Director Mills said an alternative might be for some board members and the new Superintendent to visit other district board meetings to let them know about the ESD and its programs. Director Kimball said that in his prior experience visitors did not often show up for Board meetings that are held in alternate locations. He felt it would be more productive to provide information by attending the districts' meetings.

Director Nearing suggested that the Board allow the new Superintendent to get comfortable with his new position and revisit this issue after he has had some time to familiarize himself with the territory.

8C OTIS Administrative Structure

8C The agenda packet included a briefing memo from Superintendent Maxwell reviewing progress toward reducing OTIS administrative staff. Resources are being focused on development of line managers who under the current organization are increasingly functioning as work-team leaders. The background material included a table illustrating the transition that has taken place over the past several years. Responding to Lois Beard's statement earlier in the meeting, the Superintendent provided more detail about the table. He said that the OTIS Division is moving toward a flat management structure, with nearly all of the persons in management positions serving as work team leaders.

Director Swanson compared the OTIS management structure to Special Education which has 140 employees and less than 8 supervisors. He said he felt that a closer look should be given to the whole thing. Director Miller said he was not convinced that it was necessary to have 7 supervisors for 17 staff members, when the staff members are good people.

John DeVouassoux, Director of the OTIS Division, responded with a summary of the assignments that the supervisory staff has. He said that 15% to 20% of their time is spent supervising and the rest is spent on specific assignments and tasks that others cannot do because of the technological nature of the division. Their work requires more responsibility and working at home. He said that in past years OTIS had been failing badly in technology and did not manage its staff for technology's sake. Now, he said, the Division is taking technology leadership in terms of marketing and it is important to secure new customers in the future.

Chairperson Nearing said that the Board should rely on the Superintendent to hold division directors responsible and should expect him to bring to its attention any weaknesses.

8D Lane ESD
Subcontracting

8D Director Swanson had asked that the topic of subcontracting be placed on this agenda to determine if the Board wishes to direct the administration and the Board's labor relations consultant to prepare a status report for an in-depth discussion at a future meeting. The Board received copies of an article from the March 3 issue of OSBA Negotiations Update regarding this issue. Subcontracting is differentiated from regular contract work which is work not currently or traditionally done by union members.

Director Swanson said that there is some subcontracting work being done in OTIS. He said he was concerned because this had not been brought to the Board's attention and he felt the Board should look at this issue.

Richard Ellingboe, personnel director, said that the employee association (LCEA) is always informed when there is a position not to be filled. The two persons who have been contracted to complete specific short-term projects in OTIS were hired temporarily and there is no belief that they will be needed for longer than the 12-week excluded period. The Association and the persons doing the contracted work understand that the positions would be posted in the usual manner if they are still needed after that time. He said that the OTIS Division also has a contract with the University of Oregon which has five students working on a specific project. That project does not involve work usually done by the OTIS staff.

Ellingboe said that if the Association wants to expand their bargaining unit they would need to file under collective bargaining statutes to include currently excluded positions. He said that discussions are held with Association leadership on these issues and he believes that communications have been open.

Director Miller said it would be helpful to him as a Board member to have monthly reports about contracted employees. Superintendent Maxwell said that the ESD contracts with many individuals monthly, for example each teacher who comes in on Saturday to preview films has signed a contract. Director Miller said he was looking at what is going on in OTIS.

Chairperson Nearing said that the Board should continue to rely heavily on the superintendent and the personnel manager as well as the president of the employee association to keep the Board informed on these issues.

Director Swanson said he would appreciate having a brief report from each division or a section of the agenda for division reports. He said such reports would be useful especially in this interim time to keep the Board informed about division activities. Superintendent Maxwell suggested that division newsletters and announcements of activities could be made available to the Board.

At the request of Director Duerst-Higgins, Superintendent Maxwell provided a brief update on the transition process with Mr Launstein, especially as related to administrative personnel employment issues.

8E Superintendent
evaluation

8E. Because of Superintendent Maxwell's impending retirement, Chairperson Nearing recommended that the Board forego the formal Superintendent's evaluation process this year. Instead of a formal evaluation, the Chairperson asked each Board member to write one or two thoughts which he will include in a letter of reference for Superintendent Maxwell.

Part of the process for the Superintendent's annual evaluation is a progress report on the annual management plan. This review will still be a part of the April Board agenda. Superintendent Maxwell said that the review could be helpful to the Board in establishing a communication process with the new Superintendent.

Director Duerst-Higgins commented that the OSBA Board had recently spent time on a goal setting exercise. The Board had talked earlier about a similar exercise with the new Superintendent, possibly facilitated by OSBA staff. Chairperson Nearing asked Sherry to write a summary memo about the process to be included as discussion background for the April meeting.

9. Staff reports

9A Legislative

9A Jeff Foreman provided a brief summary of education-related bills introduced to date in the 1995 Oregon Legislature.

10 Future agenda items

10. Future agenda items include:

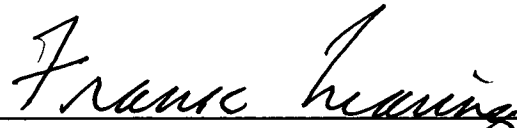
- A. Affirmative Action Report
- B. Affirm canvass of election results
- C. Administrative-Confidential Employee Agreement
- D. Update report: Authorized grant applications
- E. Debrief Superintendent Search Process
- F. Goal Setting and update on annual management plan

11 Next meeting

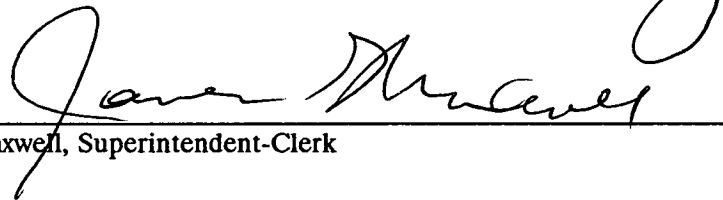
11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 25, 1995.

12 Adjourn

12. The meeting was adjourned at 8:40 p.m.



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

(date)

SR

attachments to official
minutes:

LANE ESD BOARD OF DIRECTORS MEETING
Monday, March 13, 1995

1. Executive
Session

1. Vice-Chairperson Jim Swanson called a special meeting of the Lane ESD Board to order in Executive Session at 6:30 p.m., Monday, March 13, 1995, in accordance with ORS 192.660(1)(a)(D) to complete the screening process for the new ESD Superintendent. Board members attending in addition to the Vice-Chairperson Swanson were Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, and Glen Weathers. Joe Richards, legal counsel to the Board, and Sallie Rainville, Secretary to the Board, was also present.
2. Following the Executive Session, Vice-Chairperson Swanson called the meeting to order in open session in accordance with the public notice of this meeting. Those attending in addition to those present during the Executive Session were ESD staff members Kathy Allison, Lois Beard, Jeff Foreman, John Hubbard, Jim Maxwell, and Darlene Stichler; and Ike Launstein.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD offers a contract of employment to Ike Launstein as Superintendent of Lane ESD commencing July 1, 1995.

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-68)**

Board members briefly reviewed the process used in the superintendent search and said they were very pleased with the process and its results. Acting Chairperson Swanson commended Board members for the time and energy that they put into the process.

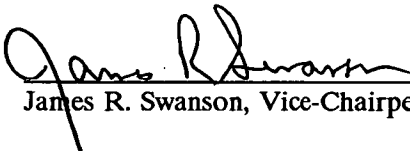
Superintendent Maxwell also commented favorably on the Board's diligence in completing this process and said he was very pleased to welcome Mr Launstein as the next superintendent.


Ike Launstein said he was happy to be given the opportunity to work for Lane ESD which, he said, has a statewide reputation as an outstanding ESD. He said he was looking forward to working with the Board, staff, and local school districts.

Vice-Chair Swanson invited staff members present to introduce themselves to Mr Launstein. He adjourned the meeting at approximately 7:55 p.m.

SR

3/28/95
Minutes approved
(date)


James R. Swanson, Vice-Chairperson

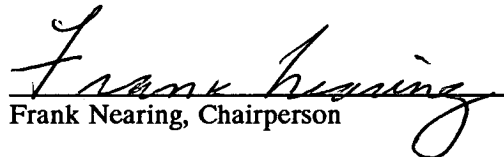

Sallie S. Rainville,
Secretary to the Board of Directors


LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, March 7, 1995

1. Executive
Session

1. Chairperson Frank Nearing called a special meeting of the Lane ESD Board to order in Executive Session at 5:30 p.m., Tuesday, March 7, 1995, in accordance with ORS 192.660(1)(a)(D) to continue the process of selecting a new superintendent. Board members attending in addition to Chairperson Nearing were Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, and Jim Swanson. Sallie Rainville, Secretary to the Board, was also present.

No action was taken as a result of this Executive Session which was adjourned at approximately 8:30 p.m.


Frank Nearing, Chairperson


Sallie S. Rainville,
Secretary to the Board of Directors

SR

3/28/95
Minutes approved
(date)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, February 28, 1995

1. Executive Session

1. Chairperson Frank Nearing called the regular Lane ESD Board meeting to order in Executive Session at 5:30 p.m., Tuesday, February 28, 1995, in accordance with ORS 192.660(1)(a)(D) for the purpose of screening applications and other discussion related to the process of selecting a Superintendent. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Kimball, Miller, Mills, Nearing, and Weathers. Sallie Rainville, Board secretary, was also present at the meeting.

2 Call to Order
2A Attendance

- 2A Chairperson Nearing called the regular meeting to order at approximately 7:15 p.m. in accordance with the agenda and public notice of this meeting. Board members present were Directors Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Also attending were Advisory Board Members Joe Berney and John Radich. Administrative staff members present were Superintendent Jim Maxwell, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Michael George, Marv Wilkerson, Jeff Foreman, and Sallie Rainville.

Others attending included staff members Lois Beard, Pam Bonebright, Laura Krenk, Darlene Stichler, and Martha Winter; and Nancy Fisher, Marvina Mayhugh, Carol Burdingham, Jean Koslowski and approximately 15 others who were present to express interest in Agenda Item 7A and who left the meeting following discussion on that item.

2B Communication

2B Written communications included the following:

- A. Memo reporting a printing error in some of the ballots for the March 28 election. Both zoned positions that are being voted on will appear on all ballots. The Elections Division has assured that votes will be counted only in precincts that are part of each zone.
- B. Memo announcing that the ESD will no longer be involved in the selection process for the scholarship awarded annually by the Georgia-Pacific Foundation. The Foundation has centralized the selection process on a national basis.
- C. Memo from Norma Paulus providing background information on Oregon's Educational Act for the 21st Century.

3 Statements
3A Statements from the Public

- 3A Martha Winter, case manager in the special education division, and employee association (LCEA) president said that the audience included several persons with a strong interest in special education services. She said that staff and parents are concerned about plans to close an MSMR classroom, especially because of safety and staff workload. She said the composition of MSMR classes has changed with inclusion. Because higher functioning students are spending more time in regular classrooms, MSMR special classrooms are becoming more difficult to manage. She urged the Board to take that into consideration when considering closing a classroom.

The following persons also expressed concerns about the possibility of one less classroom next year: Nancy Fisher, teacher of the Spring Creek class; Marvina Mayhugh, a parent of a child with a disability and an Education Assistant in the MSMR program; Carol Burdingham, a parent of a severely handicapped child; and Jean Koslowski, teacher of the Danebo MSMR classroom. The speakers said that most students served in the MSMR program have severe, multiple disabilities that require a great deal of attention and support. They said that calmness and routine are very important to these students and adding additional students to these classrooms could be disruptive to the programs. Chairperson Nearing thanked the speakers for sharing this information and said that the issue of MSMR classrooms would be discussed later on the agenda (Item 7A).

3B Statements
from Advisory
Board members

- 3A. John Radich, Board Advisory member for social services, reported about the teen parent program sponsored by Adult and Family Services. AFS teen parents who have not obtained a high school diploma or GED are required to participate in the JOBS program. AFS provides transportation and child care to participating teens and works closely with existing Teen Parent programs in the various school districts. The students are provided education in parenting, life skills, career exploration, budgeting, nutrition, family planning, and other topics. Case management is provided in a team approach that includes AFS, LCC, the teen's school district, and other social service agencies.

Joe Berney, employment training advisory board member, provided membership rosters for Lane Regional Workforce Quality Committee and Networking for Youth. He also reported that the ESD School-To-Work grant has been approved.

3C Statements
from staff

Superintendent Maxwell introduced Michael George, Lane School Principal. The Board watched a video-taped segment from a recent KVAL evening news which highlighted the Lane School Program. The brief report was highly complimentary, referring to Lane ESD's Lane School as "one of Lane County's hidden treasures."

4. Business affairs
4A Grant Proposal:
SED

- 4A The Board reviewed a briefing paper on a grant proposal to the Lane County Child and Adolescent Behavioral Program, a division of Lane County Mental Health Services. The Program invited Lane ESD, specifically Lane School, to apply for grant funds.

The proposal seeks funds up to \$20,000 to increase part-time Lane School consultants to full-time for the remainder of the current school year. If granted, this will allow Lane School to increase the caseload of students with emotional disabilities who are served within local school buildings.

Superintendent Maxwell said that funds will be shifted in next year's budget to continue this staffing. It is also the intent of both parties to continue a working relationship between Lane County and Lane ESD in future years and to direct general adolescent behavioral health funds to Lane School when that is in the best interests of the County population.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to submit a grant proposal to Lane County for Child and Adolescent Behavioral Health Program funds in the amount of \$20,000. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a fund in the 1994-95 budget if these grant funds are received and appropriates the grant funds received up to the amount of \$20,000.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-61)

4B Planetarium
Equipment

- 4B At the January meeting, the Board reviewed the condition of the audio system in the Planetarium and learned that maintenance costs were escalating because of its age. Replacement parts were scarce and the system had become obsolete in relationship to audio resources and capabilities that are currently available.

Superintendent Maxwell said competitive quotations for a new system have been received and are less than the amount that had been anticipated. Pro Sound of Eugene quoted a total amount of \$5,817.68 to provide the following components of a replacement audio system at the ESD Planetarium: Six speakers and speaker mounts; One amplifier; One equalizer; One mixer; Cabling for the sound system; Labor to install and balance the system.

Two other vendors provided quotations, but they were incomplete in that they did not provide a firm estimate for installation labor costs. Using the labor amounts provided by Pro sound, the other two quotations would have been \$5,542 and \$6,005. Since one of these companies is in Portland and the other in Salem and neither has spent substantive time analyzing the Planetarium System, the Superintendent recommended that the quotation from Pro Sound, which is a Eugene company, be accepted.

4B Planetarium
Equipment
(continued)

4B (continued)

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to award a contract to Pro Sound for a replacement audio system at the ESD Planetarium, as described above, and authorizes an expenditure in the amount of \$5,817.68 from Fund 400, Equipment Replacement.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-62)

4C Appropriations
transfers

4C At earlier meetings, two special funds were established for the purpose of allowing earned revenues to be used to support functions that helped to generate those revenues. The funds are: a) grant writing support (authorizes use of 50% of indirect costs of existing grants and contracts for use in writing new grant applications; and b) Special Ed technology (authorize use of 50% of the revenue from "third-party medicaid" billing to support acquisition of technology for use in special ed classrooms.)

A special transfer line is required within the budget in order to transfer from the general fund to a special fund. Transfer budget lines are included annually to allow transfer to equipment replacement, building maintenance and other funds and the full budgeted authority is used each year. The districts' auditors recommend against exceeding the transfer authority already included in the budget.

In order to allow transfer of funds from the general fund to the two special funds, the Superintendent recommended that the Board authorize transfer of some of the appropriations contained in general fund contingency to a transfer function. The contingency fund will still contain \$170,000 in appropriations if the district should experience an emergency during the remaining four months of this fiscal year.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors authorizes a transfer of appropriation of \$45,000.00 from the contingency account of #100-6110-810-100-016 to the transfer account of 100-4300-710-100-011 for the purposes of transferring one half of the indirect cost revenues, account #100-5200-850-000-000 from the 1993-94 fiscal year and one half of the indirect cost revenues from the 1994-95 fiscal year to the Fund #450, The Grant Assistance Fund.

BE IT FURTHER RESOLVED that the Board of Directors authorizes a transfer of appropriation of \$35,000.00 from the contingency account of #100-6110-810-100-016 to the transfer account of #100-4300-710-100-011 for the purposes of transferring one half of the revenue from the Third Party Billing revenue account of 100-1965-850-000-000 for the purposes of establishing Fund 256, The Special Education Technology Fund.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-63)

Director Miller asked that the personnel report and recommendations be pulled from the Consent Agenda as distributed. Chairperson Nearing moved the report to the Action Items section of the agenda.

5. Consent agenda

5. **DIRECTOR SWANSON MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as revised.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, 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 the following ESD Board meetings as presented: January 19, 1995 (special meeting), January 24, 1995 (regular meeting), and January 31, 1995 (special meeting).
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts revisions to the following Board policies as presented: BBB: Board Elections; DBEA: Budget Committee; KGB/KGC: Public Conduct on District Property (ESD Board Resolution #94-64)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes the Superintendent to contract with Lane Regional Workforce Quality Committee for an additional \$15,000 for the School-To-Work Transition grant. The total amount appropriated for this grant in the 1994-95 ESD Budget is \$35,000. (ESD Board Resolution #94-65)
- D. **BE IT RESOLVED** that the Lane ESD Board of Directors approves attendance at the OSBA/COSA 1995 Legislative Conference for the following Board members: Sherry Duerst-Higgins and Don Kimball. (ESD Board Resolution #94-66)

This resolution authorizes payment of registration, lodging, meal and travel expenses, in accordance with Board Policy BHD and Administrative Regulation BHD-AR, from Account No. 100/2310/340/100/10.
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts financial statements for the month of January, 1995, as presented.

6. Action items
6A Personnel
report

- 6A. Director Miller said he had asked that the personnel report be pulled from the Consent Agenda because he questioned the recommendation to move the position of OTIS Marketing Coordinator from the bargaining unit. He said the agency has had bargaining unit members in similar types of positions before this and he is not really convinced that this move is needed.

Superintendent Maxwell responded that this had been a joint decision between the management team and the bargaining association. Richard Ellingboe explained that collective bargaining and labor laws provide for a category of workers who are neither supervisory/confidential nor members of the bargaining unit. He said LCEA and Administration have agreed that the position in question fits this category. Ellingboe summarized the briefing memo which was included in the Board's agenda materials along with the personnel report. Association President Martha Winter said she had nothing to add.

DIRECTOR KIMBALL MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated February 22, 1995, as presented, and authorizes the following personnel actions included in the report: Change of status: Erick Keating, Marketing Coordinator (removed from bargaining unit, effective March 1). Accept resignation: Anne Peterson (effective 6/19/95).

Director Weathers seconded. **DIRECTORS DUERST-HIGGINS, KIMBALL, MILLS, NEARING, and WEATHERS VOTED YES. DIRECTORS MILLER and SWANSON VOTED NO. THE MOTION CARRIED.** (ESD Board Resolution #94-67)

- 7 Discussion items
7A MSMR classrooms

- 7A The Board reviewed background material related to Resolution #12: Services for Students with Moderate to Severe Mental Retardation (MSMR). Superintendent Maxwell said that the appropriate placement for students with this disability continues to be debated and discussed by special educators and by the courts. The Board reviewed a chart that displayed the evolution of placement decisions by local school districts and families. The charts showed an increase in numbers of students moving from special classrooms to inclusion within regular classrooms.

Superintendent Maxwell said that the goal of local districts and the ESD has always been to shift resources to where the students are being served. He said he would recommend one less urban classroom in 1995-96. Resources saved will be shifted to provide consultants to assist students being educated in regular classrooms. He said the decision is in accord with recommendations made by the Lane County Special Education Coordinators Group, as adopted by the Lane County Superintendents and incorporated into the 1994-95 and 1995-96 service resolution.

The Board also reviewed letters from the Boards of two school districts, Creswell and South Lane. Both of these districts are moving rapidly toward educating MSMR students within regular classrooms. The letters expressed the Boards' strong desire for a fair distribution of ESD special education resources for their district.

Director Swanson indicated he understood the need to shift resources, but said he shared some of the concerns expressed by staff members and parents earlier in the meeting. He said that as a former classroom teacher he understood that it would be difficult to teach in a classroom where severe problems were concentrated.

Director Duerst-Higgins said that teachers and parents in South Lane District are pleased with the inclusion model. Parents of children with this disability have already decided that model is best for their children. She said that teachers and many parents feel it does a lot for other children as well.

Director Kimball said that the ESD should make services available to districts and parents who have chosen inclusion. He said he appreciated the districts that wrote and the people who came to the meeting because the Board needs to have the collective thinking of boards, superintendents, and people with an interest in special education on this important issue.

Superintendent Maxwell said again that the inclusion movement is rapidly gaining momentum. He pointed out that one district has already voted against the MSMR resolution service because that board believes that these resources are not equitably distributed. He said it is important that the resolution service equitably provide the help that districts need for their students.

- 7B Board Policies

- 7B. The Board reviewed the following new and revised policies as a first reading: IMA: Program Service Evaluation/Program Renewal; IMAA: Resolution Services; GCBD/GGDBD: Sick Leave. Comments and concerns were noted by the Board secretary for further review by administrative staff, legal counsel, and OSBA, as needed.

- 7C Special Ed regional services

- 7C At the October meeting, the Board authorized ongoing discussions about becoming the administrative agency for services to Lane County children with certain disabilities. The services have heretofore been provided by Linn-Benton-Lincoln ESD. The proposed administrative transition would be part of a statewide effort to provide a more systematic structure for delivering state-level services via regional agencies.

The Board reviewed a briefing paper outlining the Administration's plans for implementing the contract with the State, as follows:

1. Effective July 1, Lane ESD will assume a contract with the State to administer services to students with the following low-incidence disabilities: Hearing impairment, Visual impairment, Severe orthopedic impairment, and Autism, and to pre-Kindergarten children with eligible disabilities.

7B Special Ed
regional
services
(continued)

7C (continued)

2. The responsibilities of Carol Knobbe, Supervisor in the MSMR program, will be restructured to administer the program. She will continue to work under the supervision of the Director of Special Education.
3. Two major subcontractors, University of Oregon and Eugene School District, will continue to provide under contract with the Lane ESD the services that they currently provide under contract with Linn-Benton-Lincoln ESD. These services and sub-contracts would be intensively evaluated during 1995-96 to determine if they represent the most appropriate delivery point.
4. Lane ESD will directly provide augmentative communication services and services for students with autism. Some staff from Linn-Benton-Lincoln ESD will transfer to Lane ESD under statutes governing the transfer of programs. Other positions will be filled by the Lane ESD through the normal hiring process.
5. The ESD will seek competitive quotations to select a contractor (local school district or agency) to provide any needed nursing services.
6. Lane ESD and the school districts in Lane County will evaluate ways in which these new programs can be integrated into already existing county-wide programs to avoid duplication of services.

Superintendent Maxwell said that he would seek further counsel from Joe Richards with respect to the specific content of contracts both with the State and with sub-contractors. The 1995-96 budget will be developed with a special fund to accommodate these programs.

8 Reports
8A Service
Resolutions for
1996-97

- 8A By State law, ESD Service Resolutions must be agreed upon before March 1 by action of at least two-thirds of the school districts which have a majority of the County's pupils. Superintendent Maxwell reported that Lane ESD Service Resolutions for 1995-96 have been approved. As of the date of the Board meeting, fourteen of the sixteen Lane County school boards have voted on the resolutions and those districts include more than half of the county's enrollment. All votes were unanimous except for the Creswell Board, which voted no on Resolution 12: MSMR services.

8B Legislative
Conference

- 8B Directors Duerst-Higgins and Kimball reported on the February 19 and 20 COSA/OSBA Legislative Conference. They said they had met with state legislators, Governor Kitzhaber and Secretary of Education Riley. A summary of education-related bills before the current state legislature was distributed.

8C Board
committee and
liaison reports

- 8C Director Miller reported on the recent L-COG Board meeting where the issue of membership dues was acted upon. Miller said he voted against a motion to exempt Lane County and school districts from a planned dues increase. The motion passed but the LCOG Board will continue to study its dues structure for special districts. Director Miller also reminded Board members of the L-COG government officials training session scheduled for March 15.

Director Swanson said he had attended the January 31 Special Education Advisory Council meeting which he said had been informative. Minutes of that meeting are available upon request.

9 Future agenda items

9. Future agenda items include:

- A. Authorize renewal, probationary licensed staff
- B. Energy System review
- C. Administrative-Confidential Employee Agreement

10 Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, March 28, 1995. Work sessions, to be held in Executive Session for the purpose of screening for the Superintendent position, were scheduled for Tuesday, March 7 and Monday, March 13.

11 Adjourn

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

Frank Nearing

 Frank Nearing, Chairperson

James G. Maxwell

 James G. Maxwell, Superintendent-Clerk

Minutes approved:

3/28/95
 (date)

SR

attachments to official minutes:

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, January 31, 1995
(Meeting recessed and continued on February 4 and February 10)

1. Executive Session

1. Chairperson Frank Nearing called a special meeting of the Lane ESD Board to order in Executive Session at 5:30 p.m., Tuesday, January 31, 1995, in accordance with ORS 192.660(1)(a)(D) for the purpose of screening applicants for superintendent and other details pertaining to the selection of the superintendent. Board members attending in addition to Chairperson Nearing were Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, Jim Swanson, and Glen Weathers.

Others present included the five additional members of the screening committee who had been appointed earlier by the Board: Sara Jane Bates, Richard Ellingboe, Linda Gil, Kent Hunsaker and Laura Krenk. Also attending were Superintendent Jim Maxwell, Board Secretary Sallie Rainville and Gail Perkins and Maureen Liles, OSBA staff members.

Following completion of the paper screening process, Chairperson Nearing thanked the five non-board members of the screening committee who left the meeting at this time.

Chair Nearing declared a ten minute recess. The meeting was reconvened at 7:15. Present were all Board members, Jim Maxwell, Sallie Rainville, Gail Perkins and Maureen Liles.

The Board continued its work session with search consultant Gail Perkins.

Recess

The meeting was recessed at 9:15 p.m. until Saturday, February 4 at 8:30 a.m.

2. Reconvene in Executive Session

2. Chairperson Nearing reconvened the meeting in Executive Session at 8:30 a.m., Saturday, February 4, 1995, under the citation noted above, for the purpose of interviewing candidates for the position of Superintendent. Present were all Board members and Sallie Rainville, Board secretary.

Recess

The meeting was recessed at 1:30 p.m. until Friday, February 10, at 5:30 p.m.

3. Reconvene in Executive Session

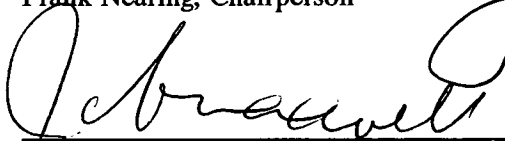
3. Chairperson Nearing reconvened the meeting in Executive Session at 5:15 p.m., Friday, February 10, 1995, under the citation noted above, for the purpose of interviewing candidates for the position of Superintendent and considering other details pertaining to selection of the Superintendent. Present were all Board members and Sallie Rainville, Board secretary.

4. Adjourn

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



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

SR

2/28/95
Minutes approved
(date)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, January 24, 1995

1. Executive Session

1. Vice-Chairperson Jim Swanson called the regular Lane ESD Board meeting to order in Executive Session at 6:30 p.m., Tuesday, January 24, 1995, in accordance with ORS 192.660(1)(f) to consult with legal counsel with regard to records exempt from public disclosure in accordance with ORS 192.420 and 192.500. Board members attending in addition to the Vice-Chair were Directors Kimball, Miller, Mills, and Weathers.

Others present were Jim Maxwell, Superintendent; Sallie Rainville, Board Secretary; Joe Richards, legal counsel; and Administrative Council members Richard Ellingboe, Marv Wilkerson and Jeff Foreman.

2 Call to Order
2A Attendance

- 2A Vice-Chairperson Swanson called the regular meeting to order at 7:15 p.m. in accordance with the agenda and public notice of this meeting. Board members attending the regular meeting were Directors Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing (entered meeting at 7:45 p.m.), Jim Swanson, and Glen Weathers; Advisory Board Members Joe Berney and John Radich. Administrative staff members present were Superintendent Jim Maxwell, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Marv Wilkerson, Jeff Foreman, and Sallie Rainville.

Others attending included staff members Lois Beard, John Hubbard, and Laura Krenk.

2B Board Recognition

- 2B Superintendent Maxwell announced that Gov Kitzhaber has proclaimed this week as School Board Recognition Week. Board members are recognized for being local decision-makers who strive to improve education and who volunteer countless hours to public service. Cake and coffee were served in recognition of ESD Board members' contributions.

2C Communication

- 2C Written communications included the following:

- A. Notice from Lane County Elections that the March 28 election will be by mail. Three ESD positions will be up for election on that date. They are Positions 1, 2, and 7.
- B. Memo from OSBA regarding bargaining workshops
- C. Memo from COSA regarding Legislative Conference scheduled for February 19 and 20.

2D Action following Executive Session

- 2D The following action was taken as a result of discussion during Executive Session:

DIRECTOR MILLER MOVED:

BE IT RESOLVED That the Lane ESD Board authorizes legal counsel to file a petition of judicial examination of certain employment agreements as recommended by legal counsel.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, SWANSON, and WEATHERS VOTING YES.**

Judicial examination is a technical method of ensuring through the courts that previously approved employment contracts including PERS payments are legal.

2E Oaths of Office

- 2E. Vice-Chairperson Swanson administered the Oath of Office to Board Advisory Members John Radich and Joe Berney. A signed copy of each oath of office is attached to the official copy of these minutes.

3 Statements
A John Radich

- 3A. John Radich, Board Advisory member for social services, reported about multidisciplinary teams which have been established in school districts to coordinate resources for high risk youth and families. He said the teams provide a powerful means for schools and other agencies to gain a greater knowledge of available community resources. No additional funds are budgeted for the team meetings as participants from schools and other agencies volunteer their time.

3 Joe Berney

3B Joe Berney, Advisory member for employment training, provided background information about federal school-to-work funding. He said the intent of the legislation is that funds will be used to ensure that students have internalized the work ethic and have had opportunities to work by the time of high school graduation. He reported on how funds are allocated by the SDE through the Workforce Quality Committee.

(Director Nearing entered the meeting at 7:45 p.m.)

Agenda altered:
(5B School-to-Work
Initiative)

5B Business Affairs Agenda Item 5B: School-to-Work Initiative was moved to this point on the agenda because it was closely related to Mr Berney's report.

Superintendent Maxwell provided information to the Board with regard to the contract with Workforce Quality Committee authorized at an earlier Board meeting. Although the original application for federal school-to-work funds was not funded, a scaled down version has been approved for 1994-95. An additional four year commitment has been made by the state to fund this region in approximately the following amounts: 1994-95: \$85,102; 1995-96: \$450,000; 1996-97: \$350,000; 1997-89: \$250,000; 1998-99: \$100,000. (For 1996-97 through 1998-99 funding will be dependent on appropriation of the money by the federal congress.)

Superintendent Maxwell said that a school-to-work specialist position will be included in the 1995-96 budget proposal. Advertising and recruiting for this position will begin in March with the intent to have an employee on staff to begin to provide ongoing leadership beginning July 1. Other staff positions may also be needed as the program is put in place.

For the current year, 1994-95, he said the administration plans to contract with temporary employees to begin to develop and implement the requirements of the contract with the Workforce Quality Committee.

In addition to the \$85,102 available for the current year, Superintendent Maxwell said that the Workforce Quality Committee has offered to provide \$20,000 from resources earlier provided by State Government. These funds would be used to start school-to-work programs, particularly in rural areas.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to contract with Lane Regional Workforce Quality Committee for a School-To-Work transition grant in the amount of \$20,000 and to establish a special fund within the 1994-95 budget to account for funds resulting from the contract.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-58)

3C Statement from
Superintendent

3C Superintendent Maxwell and Board members thanked both new Advisory members for their excellent reports. The Superintendent commented that the intent of the Legislature is being honored in these efforts to more closely integrate services for children.

4 Consent agenda

4 **DIRECTOR MILLER MOVED** to adopt the Consent Agenda as presented.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON, and WEATHERS VOTING YES.**

4 Consent agenda
(Continued)

4. (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 December 13, 1994, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Personnel Report dated January 18, 1995, as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts financial statements for the month of December as presented.

At the request of Board members, Richard Ellingboe compared interest rates offered by the Government Investment Pool and local financial institutions and discussed the advantages of the pool. He said interest rates are being carefully monitored.

5 Business affairs
5A Management
Letter

- 5A The Board reviewed the Management Letter provided by Mike Lewis of Jones & Roth, the District's auditors. The letter complimented Gwen Gardner and her staff for smoothly implementing recommendations from last year's audit. It noted the District's receipt, on first attempt, of the Certificate of Excellence. No material weaknesses were observed in this year's audit and the auditors noted only one very minor recommendation for consideration. This was a reminder to make sure that the full name of the District always be used in applying for grants. Superintendent Maxwell and Board members also complimented the accounting staff on their excellent job.

6 Action items
6A Service
Resolutions

- 6A Service Resolutions for 1995-96 were presented for a second reading. The resolutions as written have been reviewed by the County Superintendents group and are recommended for submission to local district boards. Superintendent Maxwell said that the MSMR resolution was not changed at this time, but a subcommittee of special education professionals from local districts continues to study changing delivery systems as more students begin to attend regular rather than special classrooms. He said that a recommendation for reallocation of resources may come before the Board for services in 1996-97.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1995-96 Lane ESD service resolutions as written and authorizes them to be submitted to the local Lane County school boards for review and action.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-59)**

6B Board Policies

- 6B Four Board policies were reviewed for a second reading, with changes made since the December meeting highlighted. **DIRECTOR KIMBALL MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following new and revised Board policies as presented: BBA: Board Powers and Duties; IGBA: Students with Disabilities; JEA: Compulsory Attendance (with editorial correction changing the word students to persons); JFCJ: Weapons in the District (Students)

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-60)**

Revisions to one additional policy, KGB: Public Conduct on District Property were reviewed as a first reading. The suggested changes, which are related to above policy JFCJ, will be returned to the next meeting for a second reading.

7 Discussion items

7A Probationary staff

7B Planetarium equipment

7A The Board is required to take action to renew or nonrenew probationary licensed (certificated) staff by April 1 of each year. A list of employees to be considered at the March Board meeting was provided in order to allow time to notify the administration if any member wishes to request an executive session to discuss the evaluation of any of the probationary staff.

7B Board members reviewed a briefing paper on the planetarium sound system. After sixteen years of heavy use, elements of the system have deteriorated to the point that constant maintenance is required. The equipment also represents obsolete technology for which replacement parts and components are difficult to locate.

Sara Jane Bates and Jon Elvert are in the process of developing specifications for competitive quotations. Vendors will be asked to give the cost for replacing existing speakers, amplifiers, and control components with current technology. The quotations are to include cost of installation and balancing the system for optimum performance. The estimated cost is in the range of \$7,500 to \$10,000. Superintendent Maxwell said that a recommendation will be brought to a subsequent meeting to authorize an expenditure from the Equipment Reserve Fund.

In answer to Board questions, the Superintendent reviewed provisions of the Planetarium contract with Laser Fantasy. The contract provides for the company to turn over a certain percentage of laser show receipts to the ESD. The company has no responsibility for wear and tear on the equipment.

Also at request of a Board member, the Superintendent reviewed the current agreement with regard to planetarium funding. Through the service resolution process, local districts have agreed that the Planetarium is to be self-supporting for its day-to-day costs; no ESD funds are used for this purpose. However, the ESD service resolution specifically provides for maintenance of the planetarium equipment and facility. School districts agree that the planetarium is a valuable resource which should be maintained, even though the current budget constraints mean that day-to-day resources are not available at the present time.

8 Reports

8A Administrative-Confidential

8B Wellness Committee

8C Rosenbaum estate

8A A recommendation for action on the Administrative-Confidential Employees Salaries and Benefits has been deferred until the February meeting because of the unavailability of the District's agent-of-record, who has been on jury duty.

8B The Board received the annual report of Lane ESD Wellness Committee activities. The Committee was formed in 1989 at the direction of the Board and has operated continuously since then under direction of Board Policy. Volunteer committee members were commended for their willingness to carry on the group's activities. On behalf of the Committee and the staff, Sallie Rainville thanked the Board and Administration for its support.

8C The Board received a report on the disposition of the Rosenbaum estate. In 1992, the District alleged a claim against the estate. To avoid litigation, attorneys for the ESD and the estate negotiated an agreement that gave the assets of the estate to the District. Among those assets were a collection of guns and associated supplies which were consigned to an out-of-state dealer. Another asset was part interest in a land-sales contract.

The value of the items on commission was estimated, after commissions, to be \$5,751.50. All but \$84.50 of that value has now been liquidated and converted to revenue for the OTIS Division. The remaining items, primarily handgun clips, did not attract any buyers and were recently returned to the ESD. Because of their limited value, Superintendent Maxwell said that the items would be declared surplus and disposed of with other miscellaneous property in accordance with Board policy.

The portion of the principal of the land sales contract carries a 10% interest rate and is being liquidated as scheduled with quarterly payments. The original principal amount assigned to the ESD was \$7,344.56. To date, the ESD has received \$2,735.53 in principal and \$1,927.86 in interest. This revenue has also been deposited as OTIS revenue. This contract will be paid in full within approximately two years.

8E Board
Committee and
Liaison reports

8E Director Kimball attended the most recent OTIS Executive Board meeting. The meeting's agenda included a look at next year's OTIS budget which will include a request to add two staff members in the area of development. Other agenda items included a review of plans for improving school site productivity, piloting of the middle school scheduling package, and a general ledger application package to be field tested in June. The agenda also included a review of telecommunications rates and communications issues.

Director Miller reported on the agenda for the upcoming L-COG meeting which will include action on budget and dues increases. L-COG will sponsor a training session for public officials on March 15.

Chairperson Nearing reminded Board members to complete their "homework" on screening applicants files before the scheduled meeting on January 31.

10 Future agenda items

- 10. Future agenda items include:
 - A. Policy review
 - B. Authorize renewal: licensed probationary staff
 - C. Service resolutions progress report
 - D. Administrative-Confidential Employee Agreement

11 Next meeting

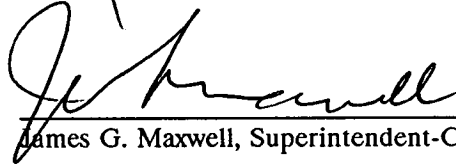
11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, February 28, 1995. A work session, to be held in Executive Session for the purpose of screening for the Superintendent position, is scheduled on Tuesday, January 31.

12 Adjourn

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



James R. Swanson, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

2/28/95
(date)

SR

attachments to official minutes:

Oaths of office,
advisory board
members

Qatar

LANE ESD BOARD OF DIRECTORS MEETING
Thursday, January 19, 1995

1. Executive
Session

1. Chairperson Frank Nearing called a special meeting of the Lane ESD Board to order in Executive Session at 5:30 p.m., Thursday, January 19, 1995, in accordance with ORS 192.660(1)(a)(D) to begin the paper screening process for the new Lane ESD Superintendent. Board members attending in addition to Chairperson Nearing were Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, and Jim Swanson.

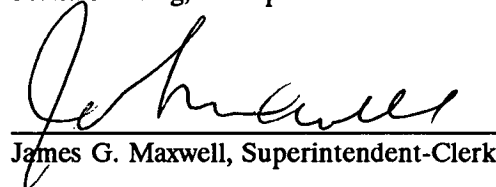
Others present included five additional members of the screening committee who had been appointed earlier by the Board. In addition to the Board members, screening committee members are: Linda Gil (representing ESD classified staff members), Laura Krenk (representing licensed staff), Sara Jane Bates and Richard Ellingboe (representing ESD Administrative staff), and Kent Hunsaker (representing Lane County Superintendents). Also attending this meeting were Superintendent Jim Maxwell, Board Secretary Sallie Rainville and Gail Perkins and Maureen Liles, OSBA staff members serving as search consultants.

The purpose of this meeting was for the OSBA search consultants to provide a training session for the screening committee. Following the training session, time was provided for committee members to begin screening the applications.

No action was taken following the meeting which was adjourned following the training session.



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

SR

2/28/95
Minutes approved
(date)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, December 13, 1994

1. Executive Session

1. Chairperson Frank Nearing called the regular Lane ESD Board meeting to order in Executive Session at 6:30 p.m., Tuesday, December 13, 1994, in accordance with ORS 192.660(1)(f) to consider records exempt from public disclosure and ORS 192.66(1)(h) to consult with legal counsel regarding potential litigation. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Kimball, Miller, Swanson, and Weathers.

Others present included Jim Maxwell, Superintendent; Sallie Rainville, Board Secretary; Joe Richards, legal counsel; and Administrative Council members Gwen Gardner, Marv Wilkerson and Jeff Foreman.

2 Call to Order
2A Attendance

- 2A The Chairperson called the regular meeting to order at 6:45 p.m. in accordance with the agenda and public notice of this meeting. Board members attending the regular meeting were Directors Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Administrative staff members present were Superintendent Jim Maxwell, Marv Wilkerson, Gwen Gardner, Jeff Foreman, and Sallie Rainville.

Others attending included staff members Lois Beard, Pam Bonebright, and Martha Winter, ESD auditors Mike Lewis and Forrest Arnold, and three candidates for Board Advisory positions.

2B Correspondence

- 2B Written communications included the following:

- A. Memo announcing that Jean Koslowski, teacher of the ESD's MSMR classroom at Danebo Elementary, has been named "Teacher of the Year" by the Lane County Association of Retarded Citizens (ARC).
- B. Letter from Superintendent Dan Barker, Crow-Applegate Lorane District, thanking ESD for providing help to the district and particularly mentioning a teacher's workshop presentation by Marilyn Olson.
- C. Letter from State Superintendent Norma Paulus regarding the Tri-County Regional Education Planning.

2C Action following Executive Session

- 2C The following actions were taken as a result of discussion during Executive Session:

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD notifies the Public Employment Retirement Board that the District will continue to pay the required employee PERS contributions because it has collective bargaining agreements and/or other written employment agreements between an employee association and the employer and/or individual written employment agreements that all require employer payment of employee contributions as one of the terms of the agreement, and that will allow continued employer payment of that contribution until the expiration date of the agreement.

The contracting parties and the effective dates of the agreements are:

Lane County Education Association (LCEA): November 1, 1994

Lane ESD Non-Represented Employees Association: October 25, 1994

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-43)

2C Action following Executive Session (continued)

2C (continued)

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that for any present or future PERS member employee of the District for whom the District is not required by a contract to pay the employee's 6% contribution to PERS (hereafter referred to as a "qualified employee"), the District shall withhold from the salary of such employee a sum equal to six percent (6%) of salary per month. The District shall pay such sum to PERS. The required PERS contribution of 6% of salary shall be deemed to be "picked up" for purposes of Internal Revenue Code §414(h)(2), even though the qualified employee may be required to directly make that payment.

BE IT FURTHER RESOLVED that such qualified employees shall not have the option of receiving a salary payment, and paying PERS employee contributions directly. The payment of the six percent contribution through payroll deduction is mandatory for such qualified employee.

BE IT FURTHER RESOLVED that on the W2 for any qualified employee, the District will report that the gross salary is reduced by the amount of the employee's PERS contribution.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-44)

Director Duerst-Higgins said she was pleased that PERS had made these options available.

3. Statements
3A Statements from Board

- 3. Director Duerst-Higgins briefly reviewed highlights from the OSBA Leadership Training Weekend and her first meetings as a newly-elected OSBA Board member.

Director Kimball apologized for his recent absences. He said that his "once-in-a-lifetime" trip had extended a little longer than he had anticipated, as he originally had planned to return in time for the regular October Board meeting.

Superintendent Maxwell called attention to copies of the December KLCC Program Guide at members' places. The Guide includes a profile of Director Nearing, who is the local government reporter for the station.

3B Statement from Superintendent

Superintendent Maxwell welcomed Gwen Gardner to the meeting. He said that Ms Gardner is assuming additional responsibilities in the fiscal area with Richard Ellingboe's retirement and will be attending Board meetings regularly.

3C Agenda order

Chairperson Nearing altered the agenda to accommodate the schedule of the ESD's auditors and the candidates for Board advisory positions.

(6A) Audit report

- 6A Gwen Gardner introduced and welcomed the ESD auditors, Mike Lewis and Forrest Arnold, of Jones & Roth. Mr Lewis thanked Gwen and her staff for their assistance with the audit process. He also commended them on achieving the Certificate of Excellence on the first application.

Lewis reported that the current audit, for the fiscal year ending June 30, 1994, is an unqualified report, meaning that it is completely in accordance with governmental accounting standards and has no material weaknesses. Lewis and Arnold reviewed the audit document and answered Board questions. A management letter will be presented for Board review prior to the January Board meeting.

(5) Board advisory positions

5. The application process for the two advisory positions to the ESD Board was announced in accordance with Board policy and administrative regulations. Two persons applied for the position representing employment training agencies. They were Chuck Forster, Executive Director of the Southern Willamette Private Industry Council and Joe Berney, Director of the Lane Regional Workforce Quality Committee. John Radich, a manager at Adult and Family Services, applied for the social service agency position.

The three applicants were interviewed separately at assigned times.

NOTE: A taped recording of these interviews is available in the Superintendent's office.

The first interview was with John Radich, who was asked the following questions:

1. How did you happen to apply for this Board vacancy? What motivated you to do so?
2. Briefly tell us about your involvement with public schools and your school system.
3. What is your perception of the ESD's relationship to children and their education in Lane County?
4. What is your perception of the role of an Advisory member to the Board in the area of social service agencies?
5. What special background or skills do you believe you would bring to the ESD Board?
6. What other information would you like the Board to have to fairly evaluate your candidacy?

The Board next interviewed candidates for the employment training position. Each candidate was asked the same questions as above, with the following additions:

Addition to #1:.. Are you applying as an individual or are you representing an agency? Tell us a little about your motivation.

(New) #5: Recent news reports indicate that a growing segment of our workforce is being hired on a temporary or part-time basis. Many of these jobs do not receive the benefits enjoyed by regular full-time employees. Is this a matter of concern for educating our workforce? What steps should educators take to help individuals "tool up" for these changes in the work place?

Vote

Following these interviews Board members cast written ballots. Directors Duerst-Higgins, Miller, Nearing, Swanson, and Weathers voted for Joe Berney. Director Kimball voted for Chuck Forster.

Recess

Chairperson Nearing declared a five-minute recess at 8:30 p.m. and reconvened the meeting at 8:35 p.m.

Reconvene

The Chairperson said that the term length for each advisory position would be determined by lot, so that both would not expire at the same time. A drawing determined that the social services position would serve until June 30, 1998, and the employment training position until June 30, 1997. Subsequent advisory position terms will be two years in length.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints **JOE BERNEY** to the Board Advisory position representing **EMPLOYMENT TRAINING** for a term of office ending June 30, 1997.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-45)

(5) Advisory
Positions
(continued)

5 (Continued)

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints **JOHN RADICH** to the Board Advisory position representing **SOCIAL SERVICE AGENCIES** for a term of office ending June 30, 1998.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-46)

4. Consent
Agenda

4 **DIRECTOR MILLER MOVED** to adopt the Consent Agenda as presented.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON, and WEATHERS VOTING YES.**

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

1. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of October 25, 1994, as presented.

2. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of November 1, 1994, as presented.

3. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints **Francisca Johnson** ^{to} and **Penny Wardle** ^{to} at-large positions on the ESD Budget Committee. ~~Both terms of office will expire on June 30, 1997.~~ (ESD Board Resolution #94-47)

4. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Personnel Report dated December 8, 1994, as submitted, and approves the following personnel actions (licensed staff): Employ: Lynn Lary (ESD Board Resolution 94-48)

*an at-lg position on the B.C.
for a term expiring 6/30/97
[Corrected 4/25/95]
DE*

6 Business affairs
6B Third-Party
billing

6B The Board reviewed background information on "third-party billing" which is a process to collect money from the Federal Medicaid system for health related services provided to students. These services include speech and hearing therapy, occupational therapy, physical therapy, and psychological services. The Special Education Division staff has established procedures to identify and maintain records for eligible students and services so that the Medicaid system can be billed for the value of these services. These efforts have provided a higher amount of revenue than was anticipated during the budgeting process.

Because of the shifting attitudes about such programs at the federal level, Superintendent Maxwell said, the district has been advised not to count on this revenue source on a long-term basis. As long as the funds are available, however, the staff plans to continue to access them. The Superintendent recommended that an effort be made to put a portion of these resources towards the support of programs that generate them. He said that the Special Education Division staff has built a long-range plan for enhancing teaching and learning via technology. Because of fiscal constraints, it would be difficult to fund these needs out of the general fund. Third-party billing resources would represent a unique opportunity to help the staff meet their goals in better serving our students.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to establish a special fund within the 1994-95 budget for the purpose of acquiring current technology for Special Education Programs and further authorizes that 50% of the net third-party billing revenue be deposited in this fund.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-49)

6C Camp Florence

- 6C The Oregon Department of Education has asked that the Special Ed Division assist with the educational program for students at Camp Florence, which is a minimum security unit for juvenile offenders. In particular, the State has requested that our staff consult with the Camp Florence staff regarding appropriate provision of services to students with disabilities. The ESD would be reimbursed at an hourly rate calculated to cover the actual salary and benefits of employees providing the services, plus travel, supplies, telephone costs and authorized state reimbursement for indirect costs.

Director Weathers asked to be kept informed of the staff's activities in this area.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to contract with the Oregon Department of Education to provide consultive special education service at Camp Florence during the 1994-95 school year in an amount not to exceed \$9,000 and that a special fund be created for this purpose.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-50)**

6D Waiver,
Operations
review

- 6D Revisions to ORS Chapter 334 (SB 26) require ESDs to work cooperatively with component school districts to periodically review operations of component school districts and submit a plan for achieving economies and efficiencies through consolidation of various operations. The State Administrative Rule implementing this regulation mandates the areas of review during this and the succeeding three years.

Superintendent Maxwell requested that the Board authorize him to seek a waiver from two of this year's mandated areas of study which are accounting, payroll, and printing. Based on local needs and interests, Lane ESD and local school districts are already involved with similar studies in several areas including audit services, transportation, and others. Further more, already existing county-wide consolidated data processing services for payroll and accounting place these services much lower on the county's priority list.

Instead of reviewing these two areas, the ESD would seek authority to formally review auditing and transportation, which are areas that the state lists for review in subsequent years.

DIRECTOR KIMBALL MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to seek waiver from compliance from OAR 581-24-228(3), specifically the requirements to conduct operations reviews in payroll and accounting during 1994-95.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-51)**

6E Financial
reports

- 6E Superintendent Maxwell and Gwen Gardner reviewed ESD and OTIS financial statements for October, 1994. Reports included General Fund Revenue Summary; General Fund Expenditure and Encumbrance Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Adjustments Explanation, and Investment Reports for the General Fund and OTIS.

Meeting Extended

By unanimous consent, the Board agreed to extend the meeting until 10 p.m.

7. Action items
7A Superintendent screening

7A The Board reviewed its adopted superintendent search calendar with regard to the application screening. The first paper screening committee meeting is scheduled for Thursday, January 19. Gail Perkins will be here at that time for a training session and to begin the process. From January 19 through January 31, the files will be kept in Room 34 and screening committee members may come in at any time to continue the screening process. Gail will return on Tuesday, January 31 to complete the process. All committee members should be here for that meeting. By consensus, the Board chose 5:30 p.m. as the time for both the scheduled meetings. A light meal will be served at each meeting.

The Board next discussed appointment of other screening committee members in addition to the Board members. Members mentioned that the business community (non-education-related) should be represented as well as local district superintendents. Members felt it was important to try to keep a balance on the Committee between rural and urban constituencies. Board members also expressed that it was important that the staff be well represented.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors authorizes Chairperson Nearing and Vice-Chair Swanson to select one person from each of the following categories to be included in the superintendent Search Screening Committee: Licensed staff member (not administrator), classified staff member, administrative staff member, local district superintendent, and member suggested by one of the County's Chambers of Commerce.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-52)

7B LCOG membership

7B Superintendent Maxwell said that the LCOG Administration will request its Board of Directors to approve an increase in dues for the ESD and two other "special districts" from \$340 to \$500 during 1995-96. This will be the first increase in special district dues in at least 10 years. Dues for other member agencies are adjusted annually based on population or student enrollment.

Membership in LCOG benefits the ESD through access to regional mapping and boundary research, census data, and coordination of telephone system upgrades. It is also the conduit by which 12 non-member school districts in Lane County have access to LCOG services.

Superintendent Maxwell recommended that the Board authorize continuation of LCOG membership for the 1995-96 year. Such action would also authorize Director Miller, who represents the ESD on the LCOG Board of Directors, to approve the dues increase.

DIRECTOR KIMBALL MOVED:

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

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-53)

7C Accept gift

7C Microsoft Corporation has donated software to be used in workshops and individual previewing. The ESD received the donation, which is valued in excess of \$89,000, because of its longstanding role as one of the seven State Preview Centers.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to accept, with appreciation, software supplies donated by Microsoft Inc., in accordance with Board Policy KH: Gifts, Grants, and Donations.

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-54)

7D NSBA

7D Chairperson Nearing expressed interest in attending the National School Boards Association (NSBA) Annual Convention, which is being held in San Francisco April 1 through 4.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Director Frank Nearing at the NSBA Annual Conference in San Francisco April 1 through April 4, 1995. In accordance with provision of Board Policy and Administrative Regulation BHD/BHD-AR, this resolution authorizes payment of registration, lodging, meals and travel expenses, from Budget Account No. 100/2310/340/100/10.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-55)

7E Board Policies

7E Board policies BBFA: Board Member Conflicts of Interest, BA: Board Goals and BAA: Goal Setting were reviewed for a second reading, with changes made since the October meeting highlighted. Related Administrative Rules were also provided for the Board's information and review.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revisions to the following Board Policies as presented:

- BBFA: Board Member Conflicts of Interest
- BA: Board Goals
- BAA: Goal Setting

BE IT FURTHER RESOLVED that the following policies are to be deleted:

- ADD: Educational Goal Setting (becomes BAA above)
- AE: Educational Goals (becomes Administrative Regulation BAA-AR(1))

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-56)

- 8 Discussion items
- 8A Special Ed high cost fund

8A Superintendent Maxwell told the Board that the ESD has received a request from the Eugene School District for support from the Special Education High Cost Student Support Fund (Resolution #10). This fund was established several years ago as an "insurance reserve" to assist local districts to meet the first year impact of providing for the education of unanticipated high cost special ed students.

Eugene 4J is providing the education for a student for which the cost for 1994-95 is expected to exceed \$185,000. In accordance with established procedures for use of the fund, the Lane County Superintendents group has appointed a three-member committee to advise the ESD on responding to the request. If the full amount of the Eugene request is eligible for funding, the cost to the reserve fund will be in excess of \$112,000. The Superintendents' Group also requested that the ESD budget funds to incrementally restore any depleted reserve over a period of several years.

Director Weathers asked how the child's needs were evaluated. The Superintendent said that ESD, school district 4J staff, and outside social service agencies had worked on the case. Available options have especially been carefully examined by District 4J, which will remain responsible for the child's education and placement. (The ESD resolution funds only assist local districts to meet the first year impact of unanticipated needs.)

- 8B Service Resolutions

8B The Board received ESD Service Resolutions for 1995-96 as a first reading. Superintendent Maxwell briefly reviewed the process used to develop the resolutions and highlighted changes from last year. He said that the Lane County Special Education Coordinators group is still reviewing Resolution #12: (Services for Students with Moderate to Severe Mental Retardation) and this review may result in some modification prior to the Board's second reading on January 24.

- 8C Administrative/Confidential Subcommittee

8C The Board reviewed recommendations from its Administrative/Confidential Salaries and Benefits Subcommittee with regard to adjustments to be included in budget planning for 1995-96. The subcommittee recommended that salary schedules be increased by 2.6% or the 1994 CPI-U, whichever is less; that the District cap for payments for medical, dental, and vision insurance be increased by 5%; and that the method by which the District pays for required physical examinations for administrative/confidential employees be modified.

In addition, the Subcommittee received a request from representatives of this group of employees that the Board subcommittee or a representative participate in the "confer-consult-and-discuss" process at a level similar to the Board's participation in the regular collective bargaining process. The Administrative-Confidential group believes that this added communication step would enhance channels of communication between them and the Board and Superintendent, thereby serving as an additional means to meet District 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."

Board members indicated general agreement with these concepts and Superintendent Maxwell said that fiscal issues would be included within the budget planning process which is now underway.

- 8D Board policy review

8D. The following suggested new Board policies and revisions to existing policy were received by the Board as a first reading:

BBA: Board Powers and Duties. The new language is meant to cover changes brought about by passage of SB 26.

IGBA: Students with Disabilities. Policy language needed to cover existing rules and procedures

JEA: Compulsory Attendance. Also needed to cover existing truancy procedures

JFCF: Weapons in the District. This language is suggested by OSBA because of recent changes in federal laws.

9 Reports

9. The Board received written reports from Board and staff members who attended the OSBA Convention and an annual report from the Wellness Committee.

10 Future agenda items

10. Future agenda items include:
A. Policy review
B. Review licensed probationary staff
C. Approve and authorize service resolutions package

11 Next meetings

11. The next regular meeting of the Lane ESD board of Directors is scheduled for Tuesday, January 24, 1995. Work sessions, to be held in Executive Session for the purpose of screening for the Superintendent position, are scheduled on Thursday, January 19, and Tuesday, January 31.

12 Adjourn

12. The meeting was adjourned at 10:00 p.m.

Minutes approved:

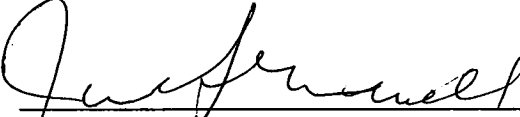
1/24/95
(date)



Frank Nearing, Chairperson

SR

attachments to official minutes:



James G. Maxwell, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, November 1, 1994

1 Call to order
1A Attendance

1 Chairperson Frank Nearing called a special meeting of the Lane ESD Board to order at 7:00 p.m., Tuesday, November 1, 1994, in accordance with the agenda and public notice of this meeting. The purpose of this special meeting was to discuss collective bargaining during an Executive Session held for this purpose and to take action as needed after a return to open session. Board members attending the meeting were Sherry Duerst-Higgins, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Others present included Labor Relations Consultant Joe Richards; Superintendent Jim Maxwell; and Administrative staff members Richard Ellingboe, Marv Wilkerson, John DeVouassoux, Jeff Foreman, Sallie Rainville and Linda Macy.

2 Executive Session

2 Chairperson Nearing recessed the regular Board meeting at 7:04 p.m and immediately called the Board to order in Executive Session under provisions of ORS 192.660(1)(d) to discuss collective bargaining.

3 Reconvene: Action Item

3 Chairperson Nearing reconvened the Board in Open Session at 7:15 p.m. with the same five Board members in attendance. Staff members present in addition to those attending the Executive Session were Lois Beard, Laura Krenk, and John Hubbard.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the collective bargaining agreement between the Board of Directors and LCEA as submitted at this meeting. A copy is attached to the official copy of these minutes.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.**

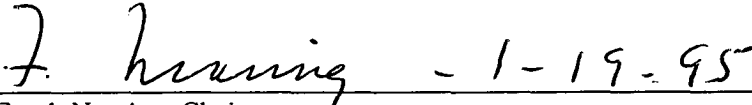
(ESD Board Resolution #94-42)

4 Next Meeting

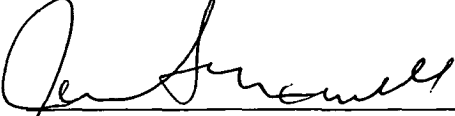
4. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 13, 1994, at the ESD Center.

5 Adjourn

5. The meeting was adjourned at approximately 7:20 p.m.



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

12/13/94
(date)

SR

ment: Tentative
Agreement

TENTATIVE AGREEMENT

As of October 27, 1994, 6:15 p.m., the District and the Association agree to the following tentative settlement:

1. Extension of the current collective bargaining agreement to June 30, 1996.
2. '94-95: All provisions of the collective bargaining agreement will remain status quo.
3. '95-96: All provisions of the collective bargaining agreement will remain status quo with the following exceptions:
 - a. Effective July 1, 1995, the salary schedule will be increased by the average of the twelve (12) National CPI-U figures for the months of January through December 1994. In no event shall this amount be greater than 2.6%.

To compute the average, the parties agree that the monthly CPI-U indexes will be added and then divided by twelve to determine the CPI average. If the CPI average is less than 2.6%, salary schedules will be increased by the average; if the CPI-U average equals or exceeds 2.6%, the salary schedules will be increased by 2.6%.
 - b. The insurance premium will be capped at a maximum of \$346 per month, commencing October 1, 1995.
 - c. The Association reserves the right to terminate Article XIV, Section G, (6% PERS pick-up) effective May 1, 1996. In the event the Association elects to implement this option, the parties agree the salary schedules shall be increased by six (6) percent. It is understood, however that such action immediately terminates any obligation by the District to pay for or participate in any employee contributions to PERS or any other retirement program.
4. The attached Hold Harmless Agreement shall be added to the extended collective bargaining agreement.

Attachment 11/1/94

HOLD HARMLESS AGREEMENT

If this agreement is held unlawful or unenforceable by a final order of a court or agency of competent jurisdiction and if such order requires reimbursement by the District, or the individual ESD Board members of the six percent (6%) PERS pick-up paid on behalf of the employees, or any 6% raise on the base in lieu of PERS pickup for such period as the 6% raise shall be in effect, or interest on this payment, it is agreed that the individual employees receiving the payment shall be responsible for such reimbursement, including any ordered interest. Immediately upon the issuance of a final order requiring reimbursement, the parties agree to negotiate the terms, timing and method of the individual employee's reimbursement provided the reimbursement shall be completed no later than one year following the issuance of the order requiring reimbursement unless otherwise agreed by the parties.

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, October 25, 1994

1. Grievance
Hearing

1. Chairperson Frank Nearing called the Lane ESD Board meeting to order at 6:30 p.m., Tuesday, October 25, 1994, in accordance with the agenda and public notice of this meeting. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Miller, Swanson, and Weathers. (Director Miller declared an actual conflict of interest and did not take part in this part of the Board meeting.) Director Mills was absent from this meeting because of critical illness in her family and Director Kimball absent because of out-of-state travel.

Others present included Jim Maxwell, Superintendent; Sallie Rainville, Board Secretary; Joe Richards, legal counsel; Administrative Council members Richard Ellingboe; John DeVouassoux; Marv Wilkerson, Sara Jane Bates, and Linda Macy, and other ESD staff members Mel Boyer, Jim Bruun, Ron Babjar, Randy Trummer, Pat Mahoney, Martha Winter, Lois Beard, and Laura Krenk; and Garry Neil, UniServ Consultant.

A grievance hearing brought by LCEA on behalf of former staff member Jerry Miller had been scheduled to be held in open session at this time. Chairperson Nearing said that the grievant had requested earlier on this date that the Hearing be postponed to the next regular Board meeting. The Board's legal counsel, Joe Richards, recommended that the request be granted with certain stipulations.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD grants the request for postponement of the Jerry Miller grievance hearing to the next regular Board meeting (December 13, 1994) on the condition that no wages would accrue between the meeting and that time, should the grievance be successful.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, NEARING, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #94-31)**

Garry Neil, UniServ consultant, asked to speak from the audience. He said he wanted to state for the record that LCEA did not intend to request any back remedy. (Staff members Babjar, Boyer, Bruun, and Trummer and Garry Neil left the meeting at this time.)

2. Call to Order
2A Attendance

- 2A With consent of the other Board members, Chairperson Nearing altered the agenda in order to consider non-action agenda items at this time. Superintendent Maxwell called attention to the memo included in the Board's packet verifying the date for the March special district election and filing dates for that election. Three Board positions are scheduled to be voted on at that time.

3. Statements
3A Statements from Staff

- 3A A statement was presented by Laura Krenk, who teaches the ESD's special education classroom that is located at Springfield High School. She told the Board that her classroom was among those damaged by the recent arson-caused fire there. There was severe smoke and water damage to her classroom including teaching materials in the room. The school has placed her class in a temporary location. Ms Krenk said she wanted the Board to know that other teachers in the program have been very helpful and she especially thanked Marv Wilkerson for his support which has helped to keep up the staff's morale while coping with this catastrophe.

3B Statement from Board

- 3B Director Duerst-Higgins asked about Director Don Kimball's absence from the past several meetings. Superintendent Maxwell said that Director Kimball is on an extended trip and was not aware when he left after the August meeting that the Board would be scheduling the several special meetings that have been held this month. This meeting is the second regular meeting that he has missed. Director Swanson asked that the policy on Board member absence from meetings be reviewed at a future meeting.

3C Statement from
Superintendent

3C. With consent of the Chairperson and Board members, Superintendent Maxwell asked that two items be added to the printed Board agenda, as follows: 6A) Response to memo, non-represented employees; and 7D) accept administrator's resignation for retirement purposes.

Open Session
Recessed

Chairperson Nearing recessed the regular meeting in order to convene the Board in Executive Session, as advertised on the agenda and in the public notice of this meeting.

4. Executive
Session

4. The Chairperson called the Board meeting to order in Executive Session at approximately 6:45 p.m., Tuesday, October 25, under provisions of ORS 192.660(1)(d) to discuss collective bargaining. Board members Duerst-Higgins, Miller, Nearing, Swanson, and Weathers were present. Also attending were Superintendent Jim Maxwell; Administrative Council members Bates, DeVouassoux, Ellingboe, Wilkerson, Foreman, Macy, and Rainville; and Joe Richards, labor relations counsel.

5. Reconvene in
open session
Attendance

5. Chairperson Nearing reconvened the Board in regular session at 7:30 p.m, with the same five Board members in attendance. No action was taken as a result of Executive Session discussion. Staff members present in addition to those present during the Executive Session included Lois Beard, Gwen Gardner, Laura Krenk, Alan Livingston, Anne Moffitt, Darlene Stichler, and Martha Winter. Joe Richards also attended part of the meeting.

Consent agenda

DIRECTOR MILLER MOVED to adopt the Consent Agenda as presented.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON, and WEATHERS VOTING YES.**

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

5A **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of September 27, 1994, October 4, 1994, October 6, 1994, and October 13, 1994, as presented.

5B **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints the following persons to positions on the ESD Budget Committee: **(ESD Board Resolution #94-32)**

Virginia Thompson: Zones 1 and 2. This term of office will expire June 30, 1997.

Phil Barnhart: Zones 1 and 2. To complete an unexpired term of office which expires June 30, 1996.

Alan Petersen: At-large. This term of office will expire June 30, 1997.

5C **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes a grant application to the Oregon Department of Education in the amount of \$50,000 for federal funds from the Goals 2000 program.

BE IT FURTHER RESOLVED that the Board authorizes establishment of a special fund in the 1994-95 ESD Budget and appropriates expenditures not to exceed the application amount. **(ESD Board Resolution #94-33)**

5D **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes a grant application to the Oregon Department of Education in the amount of \$50,000 for federal funds available under the Carl D Perkins Act for "Severely Disadvantaged Youth Ages 16-21 Inclusive".

BE IT FURTHER RESOLVED that the Board authorizes establishment of a special fund in the 1994-95 ESD Budget and appropriates expenditures not to exceed the application amount. **(ESD Board Resolution #94-34)**

5E **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Personnel Report dated October 18, 1994, as submitted.

6. Business affairs

6A Non Represented Employees

- 6A The Board received a proposal from non-represented employees (administrative and confidential employees who are not part of the employee association). Director Swanson declared a potential conflict of interest in this matter and said that in accordance with statutes related to potential conflict of interest he would take part in discussion and vote on this issue.

On behalf of this group of employees, Richard Ellingboe thanked the Board for the opportunity to present the proposal at this time. He said that the proposal requests that the Board recognize a Non-Represented Employees Association and authorize continuance of the PERS pickup for five years after which an evergreen clause would be in effect. The single-issue proposal includes a hold harmless clause to protect individual Board member's liability. Ellingboe said that the five year proposal would allow for legal clarification in the event Measure 8 passes, without the substantial loss of wages to this group of employees that would otherwise result.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD recognizes the Lane Education Service District Non-Represented Employees Association as a voluntary association of employees formed for the single purpose of contracting with the Board of Directors relating to PERS pickup of employee contributions that affect the members of the association.

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #94-35)

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Agreement between Lane Education Service District and the Lane ESD Non-Represented Employees Association regarding PERS pickup as reviewed at this meeting. A copy of the Agreement is attached to the official copy of these minutes.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #94-36)

(Joe Richards left the meeting at this point.)

6B Accepting Charge Cards

- 6B The Board reviewed a briefing paper about accepting charge cards in payment for services. Superintendent Maxwell said that the ESD Instructional Services Division has become increasingly active in providing professional development workshops on a fee basis. These fees help form the financial base for being able to provide needed services to educators. Some of these workshop participants have asked to pay for these services with a credit card.

The Superintendent said that Gwen Gardner, Accounting Supervisor, has worked with First Interstate (the ESD's designated bank) to develop a recommended set of procedures for accepting credit card payments. It is expected that acceptance of credit cards will increase enrollments in fee-based workshops, thereby increasing revenue. Direct costs associated with using this method of payment are expected to be no greater than for other cost receivable methods. Gwen Gardner said that the machinery to be used by the ESD would include a preapproval code. She said there would be only a small risk of non-recovery, no greater than with acceptance of checks.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to contract with First Interstate Bank for "Merchant Bank Card" services and further authorizes the District to receive credit card payments for services provided through special funds.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #94-37)

6C Special Ed
Regional
Services

6C The Board reviewed background information on provision of regional low-incidence special education services (services for students with disabilities that include vision, hearing, orthopedic, autism, and medical fragility). Currently there are six designated state-funded regional providers of these services. They are provided to Lane County through a regional provider centered at Linn-Benton-Lincoln ESD. The Eugene School District, as a subcontractor, provides some of these services in Lane County.

Superintendent Maxwell told the Board that the Oregon Department of Education is interested in distributing these services through the new ESD regions and has invited Lane ESD to consider administering the program for this area.

He said that the level of fiscal activity for such services would be \$1.2 to \$1.4 million dollars per year, provided by the State Department of Education. Eventually, some of the services could be provided by Lane ESD. The Superintendent said that if the ESD becomes responsible for directly providing these programs it would probably mean a need for additional facilities. He pointed out also that many of the staff members in these programs would be placed within school buildings. He said that the program would be integrated within the existing Special Education Division.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent with assistance from legal counsel to continue to negotiate with the Oregon Department of Education for the purposes of developing terms of a contract or contracts under which Lane ESD would be responsible for providing regional low-incidence special education services in Lane County on behalf of the Oregon Department of Education.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #94-38)

7. Action items
7A Annual Report

7A A copy of the 1993-94 ESD Annual Report was distributed. The new report format, required by the Oregon Department of Education, is different from previous years. It was changed to accommodate state requirements based on new legislation. Unfortunately, Superintendent Maxwell said, the final formatting instructions were not received until mid-September. He apologized that the report was not delivered early enough that the Board could review it prior to this meeting, but commended the staff involved in the report for exerting much extra effort in recent weeks to complete the report by the October 31 state deadline.

The Superintendent told the Board that new State requirements mandate the inclusion of reports on contracted and mandated services as well as on resolution programs. Data has not previously been collected on these programs with the same diligence as it has been for resolution programs. Because of that, data for those programs for 1993-94 will be somewhat limited. The staff has put in place a process so that at this time next year there will be adequate information to report on all programs.

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD has seen and approves the 1993-94 ESD Annual Report as required by OAR 581-24-210. A copy of this resolution, along with a copy of the Annual Report, will be mailed to the Oregon Department of Education by October 31.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #94-39)

7B OSBA
Leadership
Training

7B The Oregon School Boards Association (OSBA) has selected Sherry Duerst-Higgins as a member of "Leadership Oregon '95." This program has been created by OSBA to provide an opportunity for experienced board members to develop advanced leadership skills in relationship to educational issues which impact community and public policy. It is being held on a series of five weekends. OSBA will pay for team members' lodging and meals during the sessions. Participants or their school districts are responsible for the costs of transportation and miscellaneous expenses incurred. Superintendent Maxwell recommended that the Board agree to pay one-half of Director Duerst-Higgins' transportation costs for the five meetings. This is based on the continuing agreement with the South Lane District Board on which she also serves that it will pay the other one-half of expenses incurred in travel to Board conferences.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves payment of one-half of the transportation costs for Director Sherry Duerst-Higgins for the five meetings of Leadership Oregon '95. This resolution is made in accordance with Board Policy BHD and Administrative Regulation BHD-AR. Expenses will be from Account No. 100/2310/340/100/10.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-40)

7C Board Policies

7C Board policy revisions related to Board Member Conflicts of Interest (BBFA) and Board Goals (BA) were reviewed for second readings. Some concerns were expressed with both of the policies. Questions and comments were noted by the Board secretary for additional research and possible revision. Both will be returned to future agendas for further consideration.

7D Administrator
Retirement

7D The Board received a letter from Richard Ellingboe with regard to his resignation for PERS purposes effective November 30, 1994, with contract extension through December 31, 1994. It also stated that he would like to work up to 600 hours in calendar year 1995.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD regretfully accepts the resignation of Richard Ellingboe in accordance with the letter of resignation received.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, NEARING, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #94-41). A copy of the letter of resignation is attached to the official copy of these minutes.

8 Discussion
items

8A Superintendent
Search

8A The Board reviewed a draft copy of the superintendent vacancy brochure. In accordance with the Board's direction, a draft copy had also been circulated to the staff. Suggestions for changes were noted for inclusion in the final version which will be completed by November 1.

The adopted search calendar calls for applications to be received through mid-January. An action item for the Board's December 13 meeting will be selection of the paper screening committee.

9 Reports

9A Teacher
Mentorship

9A The Board reviewed a status report on Teacher/Counselor Internships prepared for the Lane Regional Workforce Quality Committee. Teacher internships provide time for secondary teachers and counselors to work temporarily at selected worksites in order to provide their students current knowledge about the real work world.

9B ESD School Enrollment

9B Start-of-year enrollment reports for the special education division included numbers of students in MSMR urban, rural, and inclusion classrooms, and Lane School and Skipworth enrollment. Superintendent Maxwell called attention to changing patterns within the MSMR programs and said that a corresponding shift of resources is taking place because of that shift. The number of inclusion students (who are MSMR students placed in regular classrooms) is increasing while a gradual decline in the number of students in urban MSMR classrooms is occurring. ESD staff members are being placed on special assignments as needed to work with the inclusion students.

The Board also reviewed the number of students enrolled in home schooling programs at the beginning of the year. Home schooling is a section of the Instructional Services Division. The number of home schooled students remains steady.

9C Resolutions Planning

9C Superintendent Maxwell reported that Division Directors are in the process of annual visits to constituent districts for the purpose of planning ESD programs for 1995-96. A summary of program priorities will be developed and brought to the next Board meeting. Individual Board members who are able to do so are welcome to go along on any of these planning visitations.

9D Other reports

9D Other reports were as follows:

Directors Nearing and Duerst-Higgins said that the recent OSBA Regional Meeting was well attended and well presented, helping to clarify a number of issues.

Director Swanson reported he had attended the recent OTIS Executive Board Meeting and found it to be very informative with excellent issues raised for future planning.

Director Miller reported that he would be attending an L-COG Appreciation Banquet on November 4.

10 Future agenda items

10. Future agenda items include:

- A. Policy review
- B. Review/accept audit report
- C. First reading: Service Resolutions for 1995-96
- D. Budget Committee appointments
- E. Review Board memberships
- F. OSBA Conference report
- G. Energy Audit Update
- H. Educational Design Team report

11 Next meetings

11. A Special Board meeting was tentatively scheduled for Thursday, November 3 at 3:30 p.m.. (NOTE: The date for this special meeting was subsequently changed to Tuesday, November 1, at 7 p.m.)

The next regular Board meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 13, at the ESD Center. Richard Ellingboe said that he would be out of town on this date and unable to attend the meeting.

12 Adjourn

12. The meeting was adjourned at 8:40 p.m.

Minutes approved:
12/13/94
(date)

SR

attachments to official minutes:

Agreement: Non-represented employees
signature:

F. Nearing 1-19-95-

Frank Nearing, Chairperson

J. Maxwell
James G. Maxwell, Superintendent-Clerk

CERTIFICATE OF ASSOCIATION --
LANE EDUCATION SERVICE DISTRICT
NON-REPRESENTED EMPLOYEES

Each of the undersigned agree to be a member of the **Lane Education Service District Non-represented Employee Association** (Association) as shown by the signature of the respective members appended hereto.

W I T N E S S E T H:

Each of the individuals signatory hereto have agreed to form and maintain the **Lane Education Service District Non-represented Employees Association**, a voluntary association of employees of the School District as defined in 3. below.

1. **Name.** The name of the association shall be the **Lane Education Service District Non-represented Employees Association.**
2. **Purpose.** The purpose of the association is to contract with the Board of Directors of the Lane Education Service District relating to PERS pickup of employee contributions that affect the members of the association as permitted by ORS 237.075.
3. **Members.** The members of the association shall be those employees of the District who are confidential and supervisory employees, as defined by ORS Chapter 243, who are employed .5 FTE or more, and voluntarily sign as members of the association, for so long as they are members of the association, unless they terminate membership as hereinafter provided.
4. **Term.** The association shall begin effective November 1, 1994 and shall continue

10/25/94

until dissolved by law or by the agreement of a majority of the members present at a meeting duly called for the purpose to consider dissolving the association.

5. **Withdrawal**. Any member may withdraw from the association by giving 30 days' prior written notice to the association. The Assistant to the Superintendent is designated by this agreement as the person to whom any notice of withdrawal shall be directed.

6. **Annual Meeting**. There shall be an annual meeting of the membership, upon 30 days' prior written notice to the members. The annual meeting shall be for the purpose of conducting business relating to the employment relations of the members. A quorum at the annual meeting shall be 15 or more members of the association.

7. **Legal Entity**. The Association shall be deemed by its members to be a legal entity representing the interests of the members, but limited to the right to contract with the board of directors on the subject of the PERS pickup and other employee contributions provided by ORS 237.075.

8. **Arbitration**. All disputes in questions whatsoever that shall arise either during the term of this association or afterward between or among the association members, or the construction of this association document or any contract made pursuant thereto, shall be referred to a single arbitrator, to be agreed upon by the members, or if there is no ability to reach agreement, an arbitrator assigned by the Oregon Employment Relations Board.

9. **Binding Effect of Agreement**. This agreement shall be binding on the parties hereto and their respective heirs, personal representatives and assigns.

IN WITNESS WHEREOF, the parties have signed this agreement the day set forth after their signature.

LANE EDUCATION SERVICE DISTRICT NON-REPRESENTED
EMPLOYEES ASSOCIATION

DATE: _____

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10/25/94

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AGREEMENT
between
LANE EDUCATION SERVICE DISTRICT, Lane County, Oregon
and
NON-REPRESENTED EMPLOYEES ASSOCIATION

THIS AGREEMENT made this _____ day of October, 1994 by and between LANE EDUCATIONAL SERVICE DISTRICT (Lane ESD), Lane County, Oregon, herein called "District," and the NON-REPRESENTED EMPLOYEES ASSOCIATION, herein called "Association."

RECITAL

The parties have reached the following agreement:

ARTICLE I - EFFECTIVE DATE
DURATION OF THE AGREEMENT

- 1.1 This Agreement is made this date. Articles III, IV and V shall apply from December 1, 1994 through June 30, 1999, after which date either party may terminate this agreement upon 180 days prior written notice to the other.

ARTICLE II - RECOGNITION

- 2.1 The District hereby recognizes the Association as the representative for all supervisory and confidential employees, as defined by ORS chapter 243 who are employed .5 FTE or more.

ARTICLE III - COMPENSATION (PERS PICK-UP ONLY)

- 3.1 PERS Pick-up.

The District shall continue to pay as permitted by ORS 237.075 the employee contribution of six percent (6%) to the Public Employee Retirement System for the employee members participating in the Public Employee Retirement System. Such payment of employee member monthly contributions to the system shall continue for the life of this agreement.

The full amount of required employee contributions paid by the District on behalf of employees shall be considered as "salary" within the meaning of ORS 237.003(8), but shall not be considered as "salary" for the purpose of determining the amount of employee contributions required to be contributed pursuant to ORS 237.071. Such paid employee contributions shall be credited to the employee accounts pursuant to ORS 237.071(2) and shall be considered to be employee contributions for the purposes of ORS 237.003 to 237.320.

- 3.2 Employees who: (1) Do not qualify for PERS membership because they do not work in a position which requires more than a minimum of six hundred (600) hours a calendar year, and (2) either (a) complete their full work year, or (b) are laid off prior to the end of the work year shall receive in their last paycheck an amount equal to six percent (6%) of their actual gross annual earnings for that year. Employees who during the year become members of PERS shall be excluded from this benefit.

- 3.2.1 The terms of Section 3.2 shall not apply to the bargaining unit substitutes.

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ARTICLE IV - GRIEVANCE PROCEDURE

- 4.1 The purpose of this procedure is to solve grievances at the lowest possible level.
- 4.2 The grievance procedure shall be that as established by the policy of the District, and in addition, the Association shall have the right to arbitration on the same terms and conditions set forth in the then current contract with LCEA.

ARTICLE V - HOLD HARMLESS AGREEMENT

- 5.1 If this agreement is held unlawful or unenforceable by a final order of a court or agency of competent jurisdiction and if such order requires reimbursement by the individual ESD Board members of the six percent (6%) PERS pick-up paid on behalf of the employees, or interest on this payment, it is agreed that the individual employees receiving the payment shall be responsible for such reimbursement, including any ordered interest. Immediately upon the issuance of a final order requiring reimbursement, the parties agree to negotiate the terms, timing and method of the individual employee's reimbursement provided the reimbursement shall be completed no later than one year following the issuance of the order requiring reimbursement. If a court or agency of competent jurisdiction makes a final order or enters a final judgment requiring payment of fines or punitive damages by the individual ESD Board members solely as a result of being a party to this agreement, and the payment of the same is not the responsibility of any insurer, the Association will assume the percentage of responsibility for payment equal to the percentage of ESD PERS contributions paid to Association bargaining unit members budgeted during the school year of the order.

LANE EDUCATION SERVICE
DISTRICT

BY: *F. Kearney*
 Chair of the Board
 Date: 1-19-95

ATTEST:

 Superintendent-Clerk
 Date: _____

NON-REPRESENTED EMPLOYEES
ASSOCIATION

BY: _____
 President
 Date: _____

ATTEST:

 Secretary
 Date: _____

October 25, 1994

Board of Directors
Lane Education Service District
PO Box 2680
Eugene OR 97402

Re: Resignation

Dear Members of the Board:

This letter is to inform you I would like to resign effective November 30, 1994, for PERS purposes and extend my employment on a contractual basis through December 31, 1994, to provide the sixty (60) days written notice required by law. Thereafter, I would like to work up to 600 hours in calendar year 1995, either on a transition basis through June or July or on a long term basis through a personal services agreement to handle contract management, employee benefits programs and risk management for the District.

I wish to extend my appreciation to the Board and the Superintendent for the support I have been given during my tenure. This is not an easy decision and I look forward to assisting in the transition.

Sincerely,

RICHARD ELLINGBOE

10/25/94

LANE ESD BOARD OF DIRECTORS MEETING
Thursday October 13, 1994

1 Call to order
1A Attendance

- 1 Chairperson Frank Nearing called a special meeting of the Lane ESD Board to order at 6:30 p.m., Thursday October 13, 1994, in accordance with the agenda and public notice of this meeting. The purpose of this work session was to review prioritized input from staff members and the public with regard to qualifications for the new ESD superintendent and to discuss and decide on information to be included in the brochure announcing the vacancy. Board members attending the meeting were Sherry Duerst-Higgins, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Administrative staff attending were Jim Maxwell, Superintendent; Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Marv Wilkerson, and Sallie Rainville. Others staff members attending were Lois Beard, Laura Krenk, and Martha Winter. Also attending was Gail Perkins, superintendent search consultant.

1B Communications

- 1B The following background material was included in the agenda packet:

- a. Letter from Board Chairperson requesting staff members' input into superintendent search (sent along with lists to be prioritized)
- b. Salary and benefits of current superintendent
- c. Oregon ESD superintendent salary and benefit comparison, as compiled by Linn-Benton ESD
- d. Salary comparison examples provided by OSBA
- e. Contract booklet provided by OSBA
- f. Application requirements suggested by OSBA

2 Work session

2. Gail Perkins led the Board through a process to discuss and decide on information to be included in the superintendent vacancy brochure in the following three areas:
 - a. Salary or salary range: Consensus was that the brochure should not give a salary range, but rather simply state the present position salary and that a benefit package is included.
 - b. Superintendent selection criteria: The prioritized lists of staff and community responses received in response to the Board Chair's request, plus written comments received, were distributed. Ms Perkins asked that each Board member indicate his or her top five priorities from each of the three areas. Working individually, Board members completed this task and gave the written information to Ms Perkins. She said she would compile the Board's prioritized items and provide them to Jeff Foreman for inclusion in the brochure.
 - c. Application requirements: Ms Perkins said that the application requirements will be used by the screening committee. In addition to the requirements suggested by OSBA, the Board asked that candidates be asked to include a statement of educational philosophy.

Ms. Perkins said that a draft of the brochure will be mailed to the Board as soon as possible. Chairperson Nearing requested that a draft copy also be made available to the staff so that they too can provide additional input before the brochure is finalized.

Ms Perkins pointed out that the timeline calls for the brochure to be ready to mail by November 1. Applications would be received through mid-January. She suggested that the Board think about composition of its screening committee and be ready to appoint members prior to the closing date, which is January 13. She also suggested that the Board give some time to looking at the Superintendent's job description, contract, and benefits packages.

3. Executive Session

3. Chairperson Nearing recessed the regular Board meeting at 8:04 p.m. After a 10-minute break, he called the Board to order in Executive Session under provisions of ORS 192.660(1)(d) to discuss collective bargaining. Attending the Executive Session were Board members Duerst-Higgins, Mills, Miller, Nearing, Swanson, and Weathers; Superintendent Maxwell; Administrative staff members Bates, DeVouassoux, Ellingboe, Wilkerson, Macy, and Rainville; and Joe Richards, the Board's consultant for collective bargaining.

4. Return to open session

4. No action was taken as a result of the Executive Session.

4A Statements and communications

Superintendent Maxwell announced that Director Duerst-Higgins has been selected to take part in OSBA's Leadership Oregon project.

The following communication items were distributed:

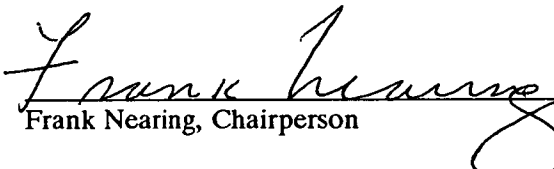
- A. OAESD statewide ESD directory for 1994-95
- B. NSBA convention brochure

5. Next meeting

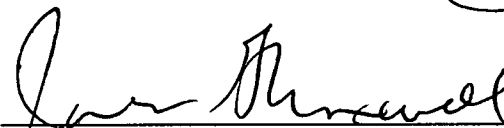
5. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 25, 1994, at the ESD Center.

6. Adjourn

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



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

10/25/94
(date)

LANE ESD BOARD OF DIRECTORS MEETING
Thursday October 6, 1994

1 Call to order
1A Attendance

- 1 Chairperson Nearing called a special meeting of the Lane ESD Board to order at 7:30 p.m., Thursday October 6, 1994, in accordance with the agenda and public notice of this meeting. The purpose of the meeting was to hold a work session to gather information from the public with regard to qualifications for the new ESD superintendent. Board members attending the meeting were Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Also attending were Jim Maxwell, Superintendent; Gail Perkins, superintendent search consultant; and Sallie Rainville, board secretary. Others attending were Jamon Kent, Alan and Joan Petersen, Cathy Rapp, Marv Wilkerson, Al Frickey, Ellen Adler, Martha Winter, and Stella Dadson.

1B Communications

- 1B Copies of the press release and letters announcing this meeting were included in the agenda background materials.

2 Work session

- 2 Chairperson Nearing welcomed those attending and thanked them for being present. He introduced Gail Perkins, the Board's superintendent search consultant.

Ms Perkins facilitated an exercise designed to gather information about qualifications desired in the new superintendent. Participants answered three questions: 1) What important things must this district do in the next five years?; 2) What are the personal qualities you expect in a superintendent?; and 3) What are the educational qualifications and professional experiences you expect the superintendent to have?. The lists were then prioritized by selection of the top items on each list.

The Board will review this priority list along with the list of staff priorities and any additional written comments at the next work session and will then work on finalizing its qualifications.

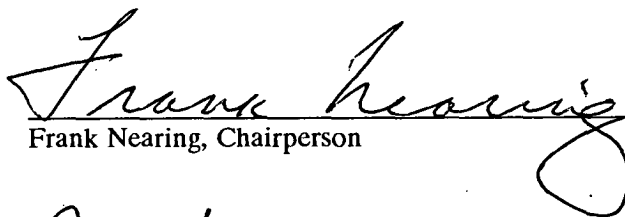
3 Next meeting

- 3 The work session, which is a public meeting, will be held at 6:30 p.m.. The public meeting will be followed by an Executive Session to be held for the purpose of discussing collective bargaining.

The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday October 25.

4 Adjourn

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


Frank Nearing, Chairperson


James G. Maxwell, Superintendent-Clerk

Minutes approved:

10/25/94
(date)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, October 4, 1994

1 Call to order
1A Attendance

1 Chairperson Nearing called a special meeting of the Lane ESD Board to order at approximately 3:15 p.m., Tuesday, October 4, 1994, in accordance with the agenda and public notice of this meeting. The purpose of the meeting was to hold a work session to gather information from ESD staff members with regard to qualifications for the new ESD superintendent. Board members attending the meeting were Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Also attending were Jim Maxwell, Superintendent; Gail Perkins, superintendent search consultant; and Sallie Rainville, board secretary. Other staff members attending all or part of the work session were Sara Jane Bates, Lois Beard, Marv Clemons, Susan Gama, Michael George, Linda Gil, Kathryn Henderson, Laura Krenk, Frank Landrum, Sandi Marsters, Mary Radmore, Darryl Smith, Ron Williams, and Martha Winter.

1B Communications

1B A copy of the letter sent to staff members announcing this meeting was included in the agenda background materials.

2 Work session

2 Chairperson Nearing welcomed staff members and thanked them for being present. He introduced Gail Perkins, the Board's superintendent search consultant.

Ms Perkins facilitated as staff members present worked through an exercise designed to gather information about qualifications desired in the new superintendent. They answered three questions: 1) What important things must this district do in the next five years?; 2) What are the personal qualities you expect in a superintendent?; and 3) What are the educational qualifications and professional experiences you expect the superintendent to have?.

Ms Perkins said that the next step was to prioritize by selecting the top ten items on each list. Staff and Board members present agreed that all staff members should have another opportunity to provide input. The Board asked that the lists be sent to each staff member with an explanatory letter asking for a response.

The Board will meet to receive public input on Thursday, October 6, as previously scheduled, but agreed to postpone finalizing qualifications until a future meeting, in order that the staff input can be included. (Note: This meeting was subsequently set for Thursday, October 13.)

Recess

Chairperson Nearing recessed the public meeting at 5:45 p.m. so that the Board could go into Executive Session as scheduled at 6 p.m.

3 Executive Session

3. Chairperson Frank Nearing called the regular Lane ESD Board meeting to order in Executive Session at 6:00 p.m., under provisions of ORS 192.660(1)(d) to discuss collective bargaining. Board members attending in addition to the Chairperson were Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, Jim Swanson, and Glen Weathers. ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Jeff Foreman, Sallie Rainville, and Linda Macy. Also attending was Joe Richards, labor relations counsel.

4 Return to open session

4. The Board returned to regular open meeting at approximately 7:30 p.m. No action was taken as a result of discussion during Executive Session. Approximately five additional staff members were present in addition to the Board members and administrative staff present for the Executive Session.

5 Business affairs
5A Authorize
contract

5. Federal funds are available through the State of Oregon to help communities to provide students with on-the-job experiences as they transition from school life to vocational life. The Lane Regional Workforce Quality Committee (LRWQC) is applying to the State for a portion of these funds and has asked Lane ESD to serve as fiscal agent if the application is successful. Superintendent Maxwell requested authority to act on behalf of the District to negotiate a contract with LRWQC to act as fiscal agent for the grant.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to negotiate a contract with Lane Regional Workforce Quality Committee to act as fiscal agent for a School-To-Work Transition Grant and to establish a special fund within the budget to account for funds resulting from the contract.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #94-30)

6 Next meetings

- 6 A special meeting of the Lane ESD Board will be held on Thursday, October 6, at 7:30 p.m, for the purpose of receiving public input regarding qualifications for the new superintendent.

The Board scheduled an additional special meeting of the Board for Thursday, October 13, at 6:30 p.m. This public meeting will be held for the purpose of reviewing input and finalizing qualifications for the new superintendent. Gail Perkins will facilitate. The open meeting will be followed immediately by an Executive Session to be held for the purpose of collective bargaining.

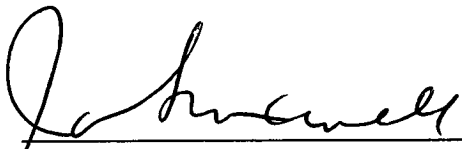
The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 25.

7 Adjourn

- 7 The meeting was adjourned at approximately 7:45 p.m.



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

SR

Minutes approved:

10/25/94
date)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, September 27, 1994

1. Executive Session

1A. Chairperson Frank Nearing called the Lane ESD Board meeting to order in Executive Session at 6:30 p.m., Tuesday, September 27, under provisions of ORS 192.660(1)(d) to discuss collective bargaining. Board members attending in addition to the Chairperson were Sherry Duerst-Higgins (via phone hook-up for Executive Session only), Jerry Miller, Joyce Mills, Jim Swanson, and Glen Weathers. Also present were Superintendent Jim Maxwell; Administrative Council Members Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Jeff Foreman, Sallie Rainville, Marv Wilkerson, and Linda Macy; and Joe Richards, labor relations counsel.

2 Call to Order
2A Attendance

2A The Chairperson called the regular meeting to order at 7:35 p.m., in accordance with the agenda and public notice of this meeting. No action was taken as a result of Executive Session discussion. Board members attending the regular session were Directors Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. ESD Administrative Council members attending were Superintendent Jim Maxwell, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Marv Wilkerson, and Sallie Rainville. Present for parts of the meeting were legal Counsel Joe Richards and superintendent search advisor Gail Perkins. Approximately 30 other staff members also attended, including Martha Winter and Anne Moffitt.

2B Communications

2B Written communications presented included notification that the 4A Athletic League has made available passes that can be used for admission to 4A Competitions. The passes can be obtained on request prior to the games.

3 Statements
3A Statements from staff members

3A. Two members of LCEA spoke to the Board on behalf of the Association. Martha Winter, Case Manager, Special Education, who is also president of the LCEA, expressed the Association's thanks to the Board for opening bargaining and called attention to the impact the passage of Ballot Measure 8 would have on the employees who are working hard for the ESD. Anne Moffitt, a school psychologist, called attention to the group of association members who were at the meeting to show support and interest in negotiations. She said she hoped the Board would show its support for its employees.

Chairperson Nearing and other Board members thanked both speakers for their comments and contributions.

3B. Jeff Foreman reminded Board members of the LCSBA-OSBA fall regional meeting on October 11 at the Coburg Road Red Lion. Chairperson Nearing suggested that there be a press release about this meeting.

4 Consent agenda

4 Director Miller asked that the Personnel Report be pulled from the Consent Agenda as presented.

DIRECTOR WEATHERS MOVED to adopt the Consent Agenda as revised.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, MILLS, NEARING, SWANSON, and WEATHERS VOTING YES.**

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

4A **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of August 30, 1994, as presented.

4. Consent agenda
(continued)

4 (Continued)

4B **BE IT RESOLVED** that the Board of Directors of Lane ESD revises the following Board Policies submitted:

- BBB: Board Elections
- BCF: Advisory Committees to the Board
- BDD: Board Meeting Procedures
- BHD: Board Member Compensation and Expense Reimbursement
- DB/DBA: District Budgeting
- JHC: Student Health Services and Requirements
- KH: Gifts, Grants, Donations
- GCBDD/GDBDD: Family Illness Leave

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD adopts the following new Board policies:

- GBHA: Parental/Family Relationships
 - KNA: Cooperation with Private Entities
- (ESD Board Resolution #94-21)**

(Board policy BA: Board Goals was reviewed for a first reading at the August meeting and is on hold pending additional research as a result of Board questions generated during the discussion. It will be returned to a future meeting.)

4C **BE IT RESOLVED** that the Board of Directors of Lane ESD ratifies the following new and revised Administrative Regulations related to policies adopted above:

- BBB-AR(1): Advisory Board Members (Employment Training)
 - BBB-AR(2): Advisory Board Members (Social Services)
 - BHD-AR: Board Member Compensation and Expense Reimbursement
- (ESD Board Resolution #94-22)**

4D **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Financial Statements for the period ending August 30, 1994, as presented.

4E Action:
removed item

4E Chairperson Nearing placed the withdrawn consent agenda item on the agenda at this point. Director Miller questioned the terminations of two education assistants for reasons of reduction in force. He asked if the employees had been offered comparable positions that are open. Richard Ellingboe said that both reductions were of rural education assistant positions. He said that both the employee contract and board policy include different provisions for rural EAs. These positions are tied to MSMR students enrolled in the particular rural district. The positions are eligible for reinstatement if another student enrolls in the district.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the personnel report dated September 21, 1994, as presented and approves the following personnel action (licensed staff): Linda Reeves, lateral advance from BA to MA. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, MILLS, NEARING, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #94-23)

5 Work session
5A Legal Counsel

5A Joe Richards counseled Board members and answered questions following their review of the Oregon Government Standards and Practices Laws. He pointed out that the Government Standards and Practices Commission will provide advice and answer questions over the telephone. Mr Richards left the meeting following this discussion. A related proposed revision of Board Policy BBFA: Board Member Conflicts of Interest was reviewed as a first reading.

5B Superintendent Search

5B Superintendent Maxwell introduced and welcomed Gail Perkins from the Oregon School Boards Association. The Board had previously received detailed background information on superintendent search services provided by OSBA, answers to questions board members asked at last month's meeting, a suggested search process, and suggested search calendar. Ms Perkins offered a slide presentation explaining the suggested process in more detail. A question and answer session followed. Ms Perkins stressed that OSBA tries very hard to have the entire Board involved in the entire process.

The Board discussed the suggested search timeline. Public meetings were suggested for October 4 and October 4 to get input into qualifications for the new superintendent. The Board agreed that the meeting scheduled for October 6 could be held in the late afternoon to accommodate staff members' input. Martha Winter spoke to the Board about how difficult it is for staff members who work and live in outlying areas away from the ESD Center to come in for meetings. Board consensus was that this meeting would be informal in nature, with staff members able to come and go as they wished. The Board also agreed that written input would be welcomed. The October 6 meeting would be an evening meeting for the purpose of public input. Staff members also would be welcome to attend this meeting.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Superintendent Search Process as recommended by OSBA. The process includes the timeline as suggested.

Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-24)
(A copy of the adopted process is attached to the official copy of these minutes.)

The Board then reviewed qualifications of the two consultants available to facilitate the search process. **DIRECTOR SWANSON MOVED** to select Gail Perkins as the search facilitator. Director Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.** (ESD Board Resolution #94-25)

The Board next reviewed OSBA's suggested contract for the superintendent search process and discussed services that are part of the OSBA package. Ms Perkins agreed with the suggestion that the brochure announcing the vacancy be produced by ESD staff members. She said that the \$6000 fee would be reduced accordingly.

DIRECTOR MILLER MOVED to authorize the Chairperson to enter into the agreement with OSBA as revised.

Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-26)

Gail Perkins said she would send information to the staff to be used in getting information out to the staff and communities. She said she would facilitate both of the public meetings to be held next week. The Board and Superintendent agreed that Sallie Rainville would be the ESD liaison person for the search process. Superintendent Maxwell said that his secretary, Linda Macy, would serve as backup for Ms Rainville.

Meeting Extended

(The meeting had exceeded the two-hour limit set for regular meetings. Director Swanson moved to extend the meeting 15 minutes. Director Miller seconded and the motion carried unanimously.)

6. Business affairs

6. No business affairs items were included on the agenda.

7. Action items

7A Board goals

7A The Board had reviewed a draft copy of the annual management plan goals and objectives at the August meeting. Superintendent Maxwell pointed out changes made in response to additional direction provided by the Board at that meeting, particularly in the areas of strengthening the ESD's efforts in publicizing its work and in strengthening consortium efforts to influence state and federal government issues. He said that the 1994-95 goals also respond to the changing role of ESDs in Oregon as stated in SB26.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1994-95 organizational goals as presented.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #94-27).

7B OSBA
Convention

7B Several members indicated interest in attending the annual OSBA Convention November 11-13 in Portland.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the OSBA Annual Convention for Directors Nearing, Duerst, Mills, and Kimball. This resolution authorizes payment of registration, lodging, meal, and travel expenses, in accordance with Board Policy BHD and Administrative Regulation BHD-AR from Account Number 100/2310/340/100/10.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-28)**

8 Discussion items

8A Ballot Measures

8A Chairperson Nearing had requested that the Superintendent include a summary review of ballot measures most closely associated with public education on the agenda. He has been invited to represent the ESD at a forum of school districts, the ESD, and LCC to develop a strategy to influence decision makers as to the needs and risks facing public education. The Board reviewed a working paper summarizing the six measures most affecting public education with a summary of the discussion and recommendations provided by OSBA and COSA. The Board discussed the summary.

Director Miller moved to authorize the Superintendent and Chairperson to draft resolutions indicating that the ESD Board's position on the six Ballot Measures was in accordance with recommendations provided by OSBA. In discussion, some Board members indicated that while they supported OSBA/COSA recommendations on some ballot measures, they differed on others. The motion died for lack of a second. Chairperson Nearing said he would attend the forum but provide no ESD Board position.

8B Board members reviewed a working paper providing background on an OTIS Executive Committee (OEC) request to consider enlarging the Committee's focus. The impetus for the discussion came from the mutual efforts of OTIS and Linn-Benton ESD to meet the relatively common needs of their customer bases. Both agencies are using basic technology that is eight to ten years old. The rapid rate of change in the field of technology means that both agencies must plan on significant changes in order to keep products and delivery systems relatively current.

Linn-Benton ESD has requested that the scope of the Executive Committee be enlarged in order that the Committee can advise both agencies with particular focus on development and delivery of application software. The Superintendent requested permission to continue discussion with Linn-Benton ESD. He said he would report regularly to the Board regarding progress of the planning process and particularly would involve Director Kimball who is the Board's representative to the OEC.

8B OTIS Executive Committee (continued)

8B (Continued)

As an interim step, the Superintendent suggested that a Linn-Benton ESD Board member and two Superintendents from the Linn-Benton user base be invited to participate in OEC meetings as non-voting members until a written plan is drafted, reviewed by the OEC, and approved by the Lane ESD Board and, subsequently, the Linn-Benton ESD Board.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to continue discussions with the Linn-Benton ESD Superintendent and the OTIS Executive Committee (OEC) to develop a written plan for the OEC to act in an advisory role to both agencies.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #94-29)

9 Reports

9. Written reports included in the agenda background were deferred until the next regular meeting.

10 Future agenda items

- 10. Future agenda items include:
 - A. Continuation of policy review
 - B. Resolutions planning visits
 - C. Approve annual report
 - D. Statutes/recommendations re. Board chair rotation
 - E. Update report: Educational Design Team


11 Next meetings

11. Special Board meetings were scheduled at this meeting for Tuesday, October 4, and Thursday, October 6, at the ESD Center.


The next regular Board meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 25, at the ESD Center.

12 Adjourn

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



 Frank Nearing, Chairperson



 James G. Maxwell, Superintendent-Clerk

Minutes approved:
10/25/94
(date)

SR

attachments to official minutes:
Superintendent Search process

Superintendent Search Process Overview

Following is an overview of the questions, issues and actions that a board needs to consider and plan for in the search for a new superintendent. Carefully review the list before starting your search.

-
- Decide who will coordinate the search process
 - A consultant hired by the board
 - A district employee
 - *Develop a schedule for implementing the search process
 - Settle on the cost of the search
 - *Establish the new superintendent's personal and professional qualifications
 - Request input from:
 - School Board
 - Community
 - Staff
 - *Establish process for in-district candidates
 - *Prepare a superintendent search brochure that includes information about the position, the school district and the community
 - *Announce the search process to the community, staff and placement agencies
 - *Accept applications
Coordinator's Duty
 - Select a paper screening committee
 - Decide on the makeup of the committee and how it will work with the board

**Consultant Involved or Responsible*

Attachment: 9/27/94

Superintendent Search Process Overview

(Continued)

-
- *Screen applications
 - Select the most promising candidates
 - *Plan interviews
 - Conduct interviews
 - *Check references
 - Visit communities where finalists are presently employed and have worked in the past
 - Conduct candidate follow-up interviews
 - Select a new superintendent all board members support
 - Involve the district's attorney in drawing up the new superintendent's contract
 - *Keep applicants informed of their status during the search process
 - Announce the selection of your new superintendent
 - To Staff
 - To Community

**Consultant involved or responsible*

Superintendent Search Budget

Cost of Consultant

Expenses of Consultant:

Travel \$ _____

Meals \$ _____

Lodging \$ _____

Expenses for Search:

Brochure \$ _____

Phone \$ _____

Postage \$ _____

Expenses for Candidate:

Travel \$ _____

Meals \$ _____

Lodging \$ _____

Expenses for Board:

Travel \$ _____

Meals \$ _____

Lodging \$ _____

Phone \$ _____

Postage \$ _____

Paper Screening Committee

The paper screening process starts after the search closing date.

At this point candidates have provided the board with all materials requested. Now it's time to select the most promising candidates for interviews.

The board can choose to do the paper screening with or without help from the staff or community.

Whatever the paper screening committee makeup, make sure it is clearly stated that the committee is only advisory to the board. The committee must understand that it is the board's responsibility, as elected officials of the district, to make the final decision as to who is hired.

The paper screening committee does not interview candidates and does not check candidate references.

This committee should include all board members. If others are included, OSBA suggests considering the following guidelines:

- ✓ Try to keep the committee to 10-to-12 members
- ✓ Think about including a classified staff member, a teacher, an administrator and one or more community members on the committee. The board may want a student representative on the committee.
- ✓ Four requirements for screening committee members are:
 - ✓ Commitment to finding the best candidate for the job
 - ✓ Respect for the confidential nature of the screening committee's task
 - ✓ Willingness to impartially review each candidate's application
 - ✓ Commitment to spending the time necessary to do a quality job

When appointing committee members think about the requirements listed above. Try to select committee members who will fit the criteria. The board can invite people to apply. Remember to identify those who meet the above criteria and are willing to commit the time needed.

If the board decides to appoint committee members that represent specific groups, make it clear to those represented that the criteria and process is established by the board, not the group that person represents.

Emphasize this committee will require members to spend quality time reviewing applications. It's no easy job and committee members need to be committed to the process.

Pick committee members three-to-four weeks prior to the screening so they have time to clear their schedules for the required meetings.

Send the names of committee members to your consultant so that the necessary instructions can be mailed out.

Always Comply With The Open Meetings Law

Open Meeting Law	Steps for Selection of Superintendent — Adopt and Record in Minutes
Post Notice, Open Session	<ul style="list-style-type: none"> • Discuss and decide process
Post Notice, Open Session	<ul style="list-style-type: none"> • Develop criteria • Establish salary range
Post Notice, Open Session	<ul style="list-style-type: none"> • Appoint screening committee
Post Notice, Executive Session	<ul style="list-style-type: none"> • Screening committee meetings and report to the board
Post Notice, Executive Session	<ul style="list-style-type: none"> • Select final number of candidates to be interviewed • Establish dates for interviews • Discuss salary, benefits and contract length
Post Notice, Executive Session	<ul style="list-style-type: none"> • All interviews
Post Notice, Executive Session	<ul style="list-style-type: none"> • Establish date to review all interviews and develop next steps
If more than quorum of board meeting together, Post Notice, Executive Session	<ul style="list-style-type: none"> • Develop teams to check references—two or more board members per candidate • Visit final candidates' current districts
Post Notice, Executive Session	<ul style="list-style-type: none"> • Board meets to review finalists, review contracts and authorize negotiation with candidates
Post Notice, Open Meeting	<ul style="list-style-type: none"> • Board vote to hire superintendent

Err on the side of giving too much notice, than not enough.

NOTICE

The (name of school district) School Board will meet in Executive Session on (date) for the purpose of selecting a chief executive officer (superintendent) under the authority of ORS 192.660(D). The meeting will be recessed and reconvened from time to time to conduct interviews, check references and other details pertaining to the selection of the chief executive officer.

Interested parties may call _____ for further information.

Post each session and notify press if they have requested.

192.660 Executive sessions permitted on certain matters; procedures; news media representatives' attendance; limits.

(1.) Nothing contained in ORS 192.610 to 192.690 shall be construed to prevent the governing body of a public body from holding an executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for the holding of such executive session. Executive session may be held:

- (a) To consider the employment of a public officer, employee, staff member or individual agent. The exception contained in this paragraph does not apply to:
 - (A) The filling of a vacancy in an elective office.
 - (B) The filling of a vacancy on any public committee, commission or other advisory group.
 - (C) The consideration of general employment policies.
 - (D) The employment of the chief executive officer, other public officers, employees and staff members of any public body unless the vacancy in that office has been advertised, regularized procedures for hiring have been adopted by the public body and there has been opportunity for public input into the employment of such an officer. However, the standards, criteria and policy directives to be used in hiring a chief executive officer shall be adopted by the governing body in meetings open to the public in which there has been opportunity for public comment.

Lane Education Service District Suggested Superintendent Search Calendar

Date	Event
Sept. 27	Board decides on process
Oct. 4	Board, staff, community discuss new superintendent qualifications
Oct. 6	Board finalizes qualifications
October	Develop brochure and application materials
Nov. 1	Notice of Vacancy
(10 1/2 weeks) Nov. - Jan.	Receive Applications
December	Select screening committee
Jan. 13	Closing Date
(13 days) Jan. 19-31	Screening
Feb. 2	Finalists to the Board
(19 days) Feb. 3-21	Interviews and Reference Checks
(15 days) Feb. 22 to Mar. 8	Visits to Selected Applicants' Home Districts
Mar. 14	Hiring
July 1	New Superintendent

1994/95 CALENDAR

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

9/27/94

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, August 30, 1994

1 Executive Session

1. Chairperson Frank Nearing called the regular Lane ESD Board meeting to order in Executive Session at 6:30 p.m., Tuesday, August 30, 1994, under provisions of ORS 192.660(1)(d) to discuss collective bargaining, 192.660(1)(h) to consult with legal counsel regarding potential litigation; and 192.660(1)(f) to consider records exempt from public disclosure. Board members attending in addition to the Chairperson were Sherry Duerst, Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, and Glen Weathers. ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates, John DeVouassoux, Jeff Foreman, Sallie Rainville, Marv Wilkerson and Linda Macy. Also attending was Joe Richards, Board legal and labor relations counsel.

2 Call to order
2A Attendance

- 2A The Chairperson called the regular meeting to order at 7:45 p.m. in accordance with the agenda and public notice of this meeting. Board members attending the regular meeting were Directors Sherry Duerst, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. ESD Administrative Council members present were Superintendent Jim Maxwell, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Marv Wilkerson, and Sallie Rainville. Legal Counsel Joe Richards was present for part of the meeting. Other staff members attending included Lois Beard, Laura Krenk, Martha Winter, and a delegation of approximately 40 other members of LCEA, the employee bargaining association for the District.

2B Action Items following discussion in Exec Session

- 2B The following two action items resulted from discussion during the previous Executive Session:

DIRECTOR WEATHERS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD agrees to be represented by legal counsel named by the Oregon School Boards Association (OSBA) in the class action suit filed by retired individuals who have paid taxes on PERS benefits received since 1991.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-9).

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the recommendation for settlement of the Miller grievance as follows:

1. Grievant will be provided all recall rights as allowed by Board Policy GBM (formerly Policy 424).
2. Grievant will be offered any position for which he is qualified.

Director Miller declared a conflict of interest. He abstained from the vote and had abstained as well from the prior discussion.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-10)

2C Communications

- 2C The following written communications were presented:

1. OSBA Announcement: Collective Bargaining Workshop September 23-24
2. COSA Briefing Paper: Review of November ballot measures with indication of the potential each measure has for influencing schools
3. OSBA Announcement: Leadership Oregon '95.

3 Statements

3 Three members of LCEA spoke to the Board as follows:

Martha Winter, Case Manager, Lane ESD

On behalf of the membership of the LCEA which as you can see is well represented here tonight, I'd like to express our appreciation for your willingness to open bargaining on the PERS issue. As you can see, there is a great deal of interest in that and we thank you for your interest in it. We hope that we can proceed in bargaining to reach a positive resolution for everyone. Thank you.

Lois Beard, Field Representative, OTIS

For the record, I would like to refer to Frank's comment at the July Board meeting regarding PERS. To quote "...see this run its course in a kind of democratic process." I feel that is fine if all the voters really remember and understand the issue. I believe most people have forgotten the double-digit inflation years between 1978 and 1980 and the 1979 legislative resolution allowing the 6% to be picked up in lieu of bargaining 14% salary increases. Bargaining then was done in good faith. We want you to know that we oppose Ballot Measure 8. Thank you.

Laura Krenk, MSMR Teacher, Special Ed

I have the MSMR classroom at Springfield High School. I have worked in this field for about 25 years, much of that time I've worked along with the ESD, but it's been the last four years that I've actually been an ESD employee. We believe that we are really fine employees, that we are committed employees. We have some real concerns about the politics in the State of Oregon right now and the direction that the State seems to be going for public education. We all came here tonight to show you our interest in working with you to reach a mutual, agreeable solution to some of the issues before us today.

Chairperson Nearing thanked the speakers for coming to visit with the Board.

Jeff Foreman announced that Board members would soon be receiving information about the Fall OSBA regional meeting to be held at the ESD on October 11.

4. **DIRECTOR MILLER MOVED** to adopt the Consent Agenda as submitted.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLER, MILLS, NEARING, SWANSON, and WEATHERS VOTING YES.** The following Action Items were included in the Consent Agenda approval:

4. Consent agenda

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of July 12, 1994, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: JFCH/JFCI: Possession or use of Alcohol or other illegal drugs (students); KGB/KGC: Public Conduct on District Property; KN: Relations with Law Enforcement Agencies. (ESD Board Resolution #94-11)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints **Willee Brown** to the Lane ESD Budget Committee representing ESD Board Zone 5. The term of office is July 1, 1994 through June 30, 1997. (ESD Board Resolution #94-12)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby ratifies the Chairperson's subcommittee and liaison appointments as presented. (ESD Board Resolution #94-13)
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Personnel Report dated August 23, 1994, as submitted and approves the following personnel actions (licensed staff): Resignation: Sherry Clark, Susan Green; Retirement: Kermit Horn; Lateral Advancement to MA-5: Cheryl Faulkner; Return from Leave: Margaret Myska; Employ: Christopher Hull, Robin Hartshorne, Deborah Laimon (.50 FTE), and Rick O'Shea (Temporary for 1994-95) and John Peaks (Temporary for 1994-95). (ESD Board Resolution #94-14)

5. Grievance Hearing

5. A Grievance Hearing which was listed on the agenda to be held in public session was settled prior to the Board meeting.

6. Work Session

6. At a Board Work Session held in July, questions had arisen regarding conflict of interest. At the request of legal counsel Joe Richards, copies of a booklet "Oregon Government Standards and Practices Laws, A Guide for Public Officials" were distributed. Richards said that the booklet, provided by the Government Standards and Practices Commission (formerly the Ethics Commission), is the best guideline he has seen on the subject. He pointed out several relevant passages in the book and suggested that the Board let him know if additional questions remain after members have read the guideline. (Joe Richards left the meeting at this time.)

7. Business affairs
7A Expense reimbursement

7A The Board reviewed its policy and administrative regulation on reimbursement of authorized Board expenses. Board members are reimbursed for regular meeting mileage and may submit receipts for reimbursement following authorized meetings or conferences. Transportation and lodging costs can be paid in advance. Members may also request authorization to use credit cards for reimbursement of authorized board expenses. The annual fee paid by the ESD for each card is \$20. In this case, cards are held by the Board secretary and issued to the Board member prior to attendance at Board-authorized conferences or meetings. Receipts must also be submitted following the conference. One Board member, Director Nearing, requested authorization to use an ESD Credit Card.

Director Swanson asked the Administrative staff to look into the possibility of obtaining credit cards that carry no annual fee.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes payment of the annual fee and issuance of an ESD Credit Card (VISA) to Director Frank Nearing.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-15)

7B Service Provider: Auditor

7B As reported at the July meeting, the three-year contract with Jones & Roth to provide audit services expires with completion of the 1994 audit. The Board discussed three options for securing services for subsequent audits, as follows: (1) request competitive proposals from all interested auditing firms for a new three-year agreement; (2) negotiate with Jones & Roth to extend the current agreement for another two years in order to allow the new Superintendent to participate in the process; and (3) negotiate to extend the agreement with Jones & Roth through the 1995 audit and meanwhile join with other Lane County School Districts which are in the planning process for seeking competitive proposals on a multi-district consortium basis.

Superintendent Maxwell reported that Jones & Roth continues to provide high quality service. Because of the potential cost discounts that might come with the economies of scale represented by a multi-district contract, he recommended the third listed option above. He also requested that the Board authorize the ESD Administrative staff to participate and provide leadership in county-wide planning to acquire audit services on a consortium basis. He said that current consortium plans call for the proposal and selection processes to take place during the 1994-95 year with the contract to be effective for audits to be completed during the summer of 1996. This delay will allow the successful bidder to recruit adequate staff to take on extended responsibilities.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to extend the Jones & Roth agreement for audit services for one year and to participate and provide leadership in planning to acquire subsequent audit services through a multi-district consortium.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-16)

7C Passenger
vehicle

7C Superintendent Maxwell requested authority to use Equipment Reserve Funds to purchase an additional mid-size passenger vehicle to be used by OTIS Director John DeVouassoux, who is expected to travel extensively in assisting OTIS members with technology planning. State bid prices would be used as a benchmark in seeking competitive quotations from Lane County dealers. The estimated cost for the vehicle is \$14,000. In response to a Board question about replacing funds into the Equipment Reserve Fund, Superintendent Maxwell explained that program budgets are charged based on miles traveled and that money is transferred to the vehicle purchase reserve fund.

Director Miller said he would vote to authorize the purchase, but would like to see the District make the vehicle available to other directors when it is not being used by the OTIS director.

DIRECTOR WEATHERS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to use Equipment Reserve Fund 400 to purchase a mid-size passenger vehicle, using State Purchasing Division specifications.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-17)

8 Action items
8A Board policies

8A Chairperson Nearing asked Board members to review additional policies submitted for a second reading. These policies had generated questions during the first review at the July meeting. Background explanatory material was included in the Board packet. All changes made since the first review were highlighted.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies: GCDA/GDDA: Criminal History Records Checks/Fingerprinting; JFCEA: Gang Activity; JFCG: Student Use of Tobacco; JFG: Investigations and Searches. **BE IT FURTHER RESOLVED** that the following ESD Board Policy shall be repealed because it has been superseded by adoption of new policy: 508

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-18).

8B OSBA
Nomination

8B Superintendent Maxwell told the Board that Director Duerst, who is also a member of the South Lane School Board, has been nominated by the South Lane Board for the vacant position as OSBA Director, 4th Congressional District. Board members asked Director Duerst about her "campaign plans". Superintendent Maxwell commended her for her interest in the Association.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD endorses the candidacy of Sherry Duerst for the OSBA Board position representing the 4th Congressional District.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-19)

9 Discussion items
9A Superintendent
Search

9A Superintendent Maxwell said that he and Chairperson Nearing had met to discuss recruitment and selection of a new Superintendent. They agree that the Board will be best served if it devotes some planning time early in the year to the process. Three approaches for obtaining assistance were reviewed, including use of a professional recruitment firm, use of OSBA staff, and managing the search with the assistance of existing staff. A letter from OSBA outlining the services it can provide was also reviewed by the Board.

9A Superintendent Search (continued)

9A (Continued)

After discussing pros and cons of each option, Board members generally agreed that use of OSBA staff to facilitate the search seemed to be the most viable option. Several Lane County School Districts, including South Lane and Springfield, used OSBA in the last year. Director Duerst said that on the basis of her experience at South Lane she would highly recommend the service provided by OSBA. Director Nearing said the LCC Board had also used OSBA and is satisfied with the results.

OSBA's fee for providing the service is \$6,000 plus expenses (which include such things as postage, phone, printing, meals, mileage, and lodging). Board members asked that OSBA provide a more detailed estimate of expense costs. OSBA has several consultants available to staff the searches. Director Nearing said that he wanted the Board to participate in the process of choosing the OSBA consultant. He also wanted to make sure that ample public input be a part of the process. Director Weathers felt that ESD administrators should also get to provide input into the process. Director Swanson said that use of OSBA would be an advantage because it would not actively involve administrative staff in hiring the person who would be their direct supervisor.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD agrees to enter into a contract with Oregon School Boards Association (OSBA) to facilitate the Board's search for a new superintendent, with the understanding that the Board is to participate in choosing the OSBA consultant with whom it will work.

Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST; KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #94-20)

Superintendent Maxwell said he would contact Gail Perkins, who is the OSBA Director of Executive Searches, prior to the next Board meeting. He said he would ask that OSBA provide additional information about items included as expenses.

9B Goals and Management Plan Review

9B The Board reviewed a summary of the 1994-95 ESD Management Plan, which is based on the 12 previously adopted Board goals. Superintendent Maxwell requested Board input. Director Nearing asked that the staff continue to explore obtaining publicity for the ESD in the Register-Guard and weekly newspapers. He also asked that the ESD explore joining a consortium effort with regard to involvement in the legislative processes of state and federal government (goal #11). Director Duerst said that the ESD needs to do more to educate local district boards about what the ESD does.

9C Board Process

9C The Board reviewed its meeting processes as informally agreed upon in the past and currently being followed. No changes were suggested at this time, but Director Nearing requested that a discussion of rotation of Chairpersons be placed on a future agenda. A copy of the memo listing these procedures is attached to these minutes.

9D Professional Journals

9D Board members have traditionally been provided an annual subscription to an appropriate professional journal upon request. At the present time, only one Board member is subscribing to a journal. Superintendent Maxwell asked Board members to let Sallie know if they wished to continue or reinstate a subscription.

9E Policy Review

9E Draft copies of new and revised policies were presented for a first review. Chairperson Nearing led the Board through discussion of each policy. Comments and concerns were noted by the Board secretary for further review by administrative staff, legal counsel, and OSBA, as needed. Policies reviewed were as follows: BA: Board Goals; BBB: Board Elections (Administrative Rules also reviewed); BCF: Advisory Committees; BDD: Board Meeting Procedures; BHD: Board member compensation and reimbursement (Administrative rule also reviewed); DB: District Budgeting; JHC: Student Health Services; KH: Gifts, Grants, Donations; KNA: Cooperation with Private Entities. (All of the above revisions to Board Policy were suggested because of implementation of provisions of Senate Bill 26, the ESD reorganization bill. Also reviewed were: GCBDD: Family Illness Leave; and GBHA: Parental/Family Relationship.

10 Reports

10 Director Duerst and Superintendent Maxwell each briefly reported on sessions they had attended at the OSBA new board conference held last month in Portland. They said the conference was well planned and useful.

11 Future agenda items

11. Future agenda items include:

A Policy review

B Update report: Educational Design Team

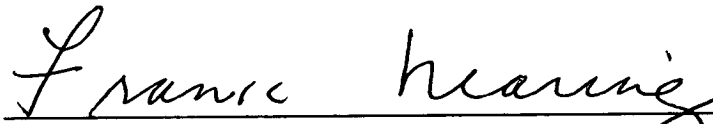
C Superintendent Search

12 Next meeting

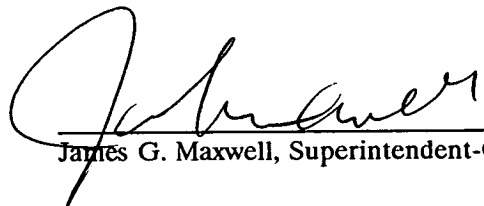
12 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 27, 1994, at the ESD Center, 1200 Highway 99 North, Eugene.

13 Adjournment

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



Frank Nearing, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

9/27/94
(date)

SR

attachments to official minutes:
Board Procedures

DATE: July 27, 1994
TO: Board members
FROM: Jim Maxwell
SUBJECT: Board Process review

Following are the Board processes informally agreed upon in the past and currently being followed. Board members may wish to review and discuss at this time.

1. Executive Sessions, when needed, are scheduled to begin at 6:30 p.m. Dinner is not included.
2. Regular meetings are scheduled to start at 7:00 p.m. or whenever the Executive Session is completed, whichever is later.
3. Regular Meetings have a two-hour time limit from the time that the "Call to Order" is provided by the Chairperson and a quorum is in place, ready to act.
4. Regular meetings may be extended for a specific amount of time past the two-hour limit by consensus of the members present or by a quorum of the Board (four votes).
5. The Superintendent will include all apparently routine items on the Consent Agenda. Adequate explanatory material for each consent agenda item is to be included in the Agenda background packet.
6. Any Board member may remove an item from the Consent Agenda. A motion and majority vote are not required to do so. The Chairperson will place any item removed from the Consent Agenda in the appropriate section of the agenda for further explanation and action or deferral to a future agenda.
7. A special location is provided near the Board Secretary for persons who are addressing the Board. A sign indicating the purpose for this spot at the table has been developed.
8. Upon review of background materials prior the meeting, Board members are encouraged to give advance notice by telephone to the Board Secretary (Sallie Rainville) of questions or concerns which the staff may research in advance. This is in the spirit of promoting efficiency through our on-going tradition of "surprise-free" meetings.

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, July 12, 1994

1. Call to Order
1A Attendance

1. Chairperson Glen Weathers called the regular Lane ESD Board meeting to order, in accordance with the agenda and public notice of this meeting at 4:30 p.m., Tuesday, July 12, 1994. Board members attending were Sherry Duerst (4:45 p.m.), Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers.

ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates, Richard Ellingboe, Jeff Foreman, Ted Murray, Sallie Rainville, Marv Wilkerson, and Linda Macy. Other ESD staff members attending were Laura Krenk and Lois Beard. Gwen Gardner and several other staff members attended the first portion of the meeting during presentation of the Certificate of Excellence.

1B Certificate of Excellence

- 1B The ESD was successful in its application for the Certificate of Excellence in Financial Reporting, awarded by the Association of School Business Officials (ASBO). Gwen Gardner, Fiscal Department Supervisor, thanked the Board for supporting her department in its application for the award. She presented the plaque awarded by ASBO to Chairperson Weathers for permanent display in the Board Room. She also gave special credit to those staff members who had a part in preparation of the financial report and documentation that was submitted in applying for the award.

Chairperson Weathers accepted the award on behalf of the Board and congratulated the staff on their outstanding achievement.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD commend all of the staff members involved in raising the Lane ESD financial reporting system to a standard of excellence as recognized by the National Association of School Business Officials.

BE IT FURTHER RESOLVED that the Board directs the Superintendent to convey in writing commendations to each staff member who contributed his/her special efforts and talents.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #94-1)

2. Statements

Richard Ellingboe also thanked Gwen and other division staff members and expressed his pride in this achievement.

Jeff Foreman gave a brief health update on former Board member Jeff Lewis, who is still in Portland awaiting a heart transplant.

Ted Murray said this would be his last time to represent the OTIS Division at a Board meeting. He expressed his appreciation to Board members and to Superintendent Maxwell for their support and interest in the OTIS division and for affording him the opportunity to serve as its Director.

3. Consent Agenda

DIRECTOR MILLER MOVED to adopt the Consent Agenda as submitted.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON, and WEATHERS VOTING YES.** The following Action Items were included in the Consent Agenda approval:

3. Consent agenda
(continued)

3. (continued)

A BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of June 28, 1994, as presented.

B BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies: CBAA: Superintendent's Duty to Report; EBCB: Emergency Drills; GCQB/: Research (Personnel); IFA: Instructional Research; JHCCB: HIV and AIDS/Special Education Students (ESD Board Resolution #94-2)

C. BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget calendar for preparation of the 1995-96 Lane ESD Budget as presented. A copy of the budget calendar will be attached to the official minutes of this meeting.
(ESD Board Resolution #94-3)

D. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Personnel Report of July 6, 1994, as submitted and approves the following personnel actions (licensed staff): Change of status: Stella Dadson, Linda Mauricio, Martha Winter (All one-year temporary assignments); Ann Warberg (change of FTE); Kenneth Sprague (Temporary to regular status); Anne Peterson (Temporary to regular status and change of FTE).
(ESD Board Resolution #94-4)

4 Business affairs

4. No business affairs were included on the agenda.

5 Action items

5A Organization of the Board

5A Board members reviewed policy and history related to organization of the Board.

DIRECTOR KIMBALL nominated Frank Nearing as Chairperson. DIRECTOR MILLER MOVED that nominations cease and a unanimous ballot be cast to elect Frank Nearing as Chairperson of the ESD Board for 1994-95. Director Swanson seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. (ESD Board Resolution #94-5)

DIRECTOR MILLER nominated Jim Swanson and moved that nominations cease and a unanimous ballot be cast to elect Jim Swanson as Vice-Chair. Director Weathers seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. (ESD Board Resolution #94-6)

5B Board calendar

5B The proposed Board meeting calendar for 1994-95 was before the Board for a second reading.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of lane ESD adopts the regular Board meeting calendar for 1994-95 as follows: July 12, August 30, September 27, October 25, December 13, January 24, February 28, March 28, April 25, May 23, June 27.

Director Kimball seconded and the MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #94-7)

6 Reports

6. There were no reports on the agenda.

7 Discussion items

7A Committee assignments

7A The Board reviewed 1993-94 committee and liaison assignments. Chairperson Weathers suggested that members may want to indicate their areas of interest to newly-elected Chair Nearing, who will make the appointments for the current year.

Director Sherry Duerst entered the meeting at 4:45. On behalf of the Board and staff, Superintendent Maxwell welcomed Sherry to her first meeting as a voting member of the Board.

7B Resolutions planning

7B The Board reviewed the planning calendar which will be used by the Administration in reviewing and planning ESD Resolution services for the 1995-96 year.

7C Contracted
service
providers

7C The Superintendent reviewed services provided during the past year by contracted service providers who are as follows:

Legal Counsel: Joe Richards
Auditor: Jones & Roth
Agent of Record, employee benefits insurance: Johnson Benefits Planning
Agent of Record, property/casualty insurance: Willis-Corroon
Provider of banking services: First-Interstate Bank
Labor Relations Consultant: Joe Richards

Board policy specifies that vendors due for formal review during the fiscal year will be identified at the July meeting. The firm of Jones & Roth is completing a three-year appointment with the 1994 audit. The technical staff assigned by the firm have provided good service both in the auditing and consultative functions of the position. Superintendent Maxwell said the Board may want to consider seeking competitive bids for the position. Several school districts in Lane County have indicated an interest in bidding audit services on a consortium basis. If that occurs, cost savings might result. On the other hand, the Superintendent said, the Board may want to delay any potential change in this position until after a new Superintendent is hired.

The other position due for formal review this year is that of labor relations consultant. The current labor contract expires on June 30, 1995. Superintendent Maxwell said that negotiations with the employee association (LCEA) for a successor agreement will likely begin during the coming school year. He recommended that the Board devote a portion of a meeting early in the 1994-95 year to determine how it wishes to be represented in labor negotiations.

After brief discussion, the Board asked the Superintendent to bring recommendations to a future meeting.

7D Budget
Committee

7D The Board reviewed a briefing paper regarding the ESD Budget Committee. Terms of four members expired on June 30. These are Zone 1/2 (Virginia Thompson); Zone 5 (Sherry Duerst); and the two at-large positions held by Francisca Johnson and Sanford Rice. In addition, Judy Moseley, who held the other Zone 1/2 position did not seek re-election to her local board position and therefore is no longer eligible to serve. The unexpired part of her position will need to be filled with a member of the 4J Board. Also the Board next month will be considering a new policy to implement provisions of the ESD reorganization bill which call for one additional at-large Budget Committee member.

Superintendent Maxwell said he will contact the three members whose terms expired to see if they are willing to be re-appointed to another term. He will then contact appropriate district superintendents and board chairpersons to request nominees as needed.

7E Senate Bill 26

7E Policies responding to changes in statute as a result of SB 26 are currently being drafted by OSBA and should be reading for a first reading at the August meeting.

(Joe Richards entered the meeting during the following discussion item)

8 Work Session
8A Board policies

8A Draft copies of new and revised policies were presented for review. Although four of the policies were reviewed several months ago, the wording had been substantially changed after further review by legal counsel and OSBA. They were considered again as a first reading along with two new policies.

Policies reviewed were as follows: JFCEA: Gang Activity; JFCG: Use of Tobacco by Students; JFCH: Possession or Use of Alcohol and other drugs (students); JFG: Investigations and Searches; KGB: Public Conduct on District Property; and KN: Relations with Law Enforcement Agencies.

All six will be returned to subsequent meetings until action has been completed.

8B Board rights and responsibilities

8B Throughout the year, Board members had expressed an interest in holding a Board development work session with District legal counsel to discuss several points. Joe Richards was present to expand on background information provided to the Board and to answer questions.

Most of the discussion centered on general legal responsibilities, rights, authority, and exposure of Board members; review of the public meetings law, specifically with respect to topics appropriate for Executive Session; and attendance of members of the press at Executive Sessions.

A taped recording of the work session is on file in the office of the Superintendent.

9 Future agenda items

- 9. Future agenda items include:
 - A Policy review
 - B Review 1994-95 ESD Goals
 - C Update report: Educational Design Team

10 Next meeting

10 The next regular meeting of the Lane ESD Board of Directors will be Tuesday, August 30, 1994, at the ESD Center, 1200 Highway 99 North, Eugene.

11 Executive Session

11. Chairperson Weathers recessed the meeting at 6:10 p.m. for 10 minutes. Following the recess, he declared the regular session to be recessed and called the Board to Executive Session under provisions of ORS 192.660(1)(d) to discuss collective bargaining. All members of the Board were present for the Executive Session in addition to Labor Relations Consultant Joe Richards, Superintendent Jim Maxwell, and Administrative staff Sara Jane Bates, Richard Ellingboe, Ted Murray, Marv Wilkerson, Jeff Foreman, and Sallie Rainville.

12 Action following Executive Session

12. Chairperson Weathers returned the Board to public session at approximately 6:45 p.m. Present in addition to those attending the Executive Session were Lois Beard and Laura Krenk.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby directs the Superintendent to respond to the LCEA letter of June 14, 1994, regarding reopening of labor negotiations related to the single issue of payment of the PERS pickup by indicating that the Board is agreeable.

Director Swanson seconded. **DIRECTORS DUERST, MILLER, MILLS, and SWANSON VOTED YES.**

DIRECTORS KIMBALL, NEARING, and WEATHERS VOTED NO.

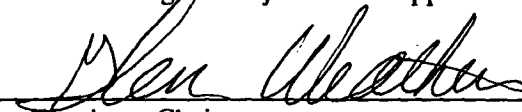
THE MOTION CARRIED. (ESD Board Resolution #94-8)

Director Nearing asked to state for the record his reason for opposing the motion. He said: "Through negotiations the people are excluded from the table. I see us having a larger problem of how to finance education which would be the agenda of the upcoming legislature. I would like to see this run its course in a kind of democratic process. If it makes the ballot let the people decide how they want to vote on it and if they vote favorably then our legislature will have another tool with which to deal. And for that reason I am saying let it run its normal course through the democratic and through the election process. I am voting no."

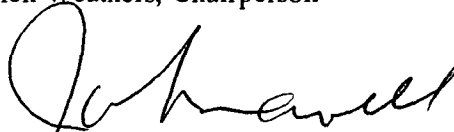
13 Adjourn

13 Chairman Weathers thanked the Board and administration for helping him during his two years as Chairman. The meeting was adjourned at approximately 7 p.m.

Minutes approved:
8/30/94
(date)
SR



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

attachments to official minutes:
Budget Calendar

DATE: June 23, 1994
TO: Board members
FROM: Jim Maxwell
SUBJECT: Budget Committee Calendar

Proposed dates for this year's Budget Committee meetings were reviewed along with the proposed board meeting calendar at two earlier meetings. I recommend that the organizational meeting for preparation of the 1995-96 ESD Budget be held on Tuesday, May 9, 1995, at 7 p.m. This meeting will be for the purposes of organizing the Committee, orientation to the ESD budget review procedures, distributing the proposed budget document, and beginning the review process.

I recommend that additional budget review sessions be scheduled on Tuesday, May 16, and Tuesday June 6. These sessions are scheduled later than they were last year because the 1995 Legislature may be closer to deciding appropriations for the 1995-96 biennium and because cash carryover from the prior year may be more accurately defined.

I recommend that the public hearing on the budget be scheduled for 7 p.m. on Tuesday, June 27. Action to adopt the budget, appropriate funds, and levy taxes will be scheduled on the regular Board meeting agenda for that date.

Legal notice of the first Budget Committee meeting, the first review session, and notice of the budget hearing (including Budget Summary) will be published according to statute.

ST

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, June 28, 1994

1. Oath of Office

1A

The Oath of Office was administered to Joyce Mills by Chairperson Glen Weathers. Ms. Mills took office upon her oath to represent Zone 1. A signed copy of the oath of office is attached to the minutes located in the Superintendent's Office.

2. Executive Session

Chairperson Glen Weathers called the Lane ESD Board of directors to order in Executive Session at 6:30 p.m., Tuesday, June 28, 1994 under provisions of 192.660 (1)(h) to consult with legal counsel; and 192.660(1)(f) to consider records exempt by law for public disclosure. Board members present in addition to the Chairperson were Directors Joyce Mills, Jerry Miller, Lois Schibler, Don Kimball, Frank Nearing and Jim Swanson. Others present were Board member elect Sherry Duerst, Superintendent Jim Maxwell, Legal Counsel Joe Richards, Jeff Foreman, Richard Ellingboe, Marv Wilkerson, Sara Jane Bates, Ted Murray and Linda Macy.

3. Budget Hearing

Chairperson Weathers opened the hearing on the 1994-95 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 Register-Guard. Copies of the Budget were distributed and are available for public inspection. The Chairperson invited public comments on the budget. There were none. Chairperson Weathers declared the Budget Hearing closed.

NOTE:

The Executive Session was not completed prior to the Budget Hearing and was reconvened under the provisions cited above.

4. Call to Order

4A.

The Chairperson called the regular meeting to order at 7:15 p.m., in accordance with the agenda and public notice of the meeting. Board members attending the regular meeting were Don Kimball, Frank Nearing, Jim Swanson, Lois Schibler, Jerry Miller, Glen Weathers and Joyce Mills.

ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates, Richard Ellingboe, Ted Murray, Marv Wilkerson, Jeff Foreman, and Linda Macy. Other staff members attending were Lois Beard.

Others attending were LCC Student Kurt Gailey and Legal Counsel Joe Richards.

4B. Communications

4B The following written communications were noted.

A. Letters sent to applicants for Board Zone 1 vacancy.

B. Information from Carol Turner, OSBA President, regarding Kids First Initiative.

5. Statements

5C Statements from
Superintendent and
Staff

5C Superintendent Maxwell explained that three additional items had been added to the printed agenda.

Jeff Foreman gave an update on former Board member Jeff Lewis. Jeff had visited with Karen Lewis who indicated that Jeff is doing well and living Portland awaiting a heart transplant. She said that Jeff would enjoy receiving cards. His address is 11 SW Curry #15, Portland, OR 97201

8F Consult with Legal
Counsel re: OTIS
Transition

This action item was moved to an earlier point on the agenda so that ESD legal counsel Joe Richards could be present to provide counsel and advice to the Board.

The Board was advised that John DeVouassoux, the new OTIS Director, would not be taking over the management of OTIS until July 18. During the interim, Ted Murray is willing to advise on OTIS business matters. As compensation for the 18 days period it was proposed that the Board of Directors approve a stipend of \$150.00 per month for one year to be used to purchase medical/vision insurance.

DIRECTOR SCHIBLER MOVED: BE IT RESOLVED that the Lane ESD Board authorizes the payment of up to \$150.00 per month for 12 months for partial payment of medical/vision insurance premiums for Ted Murray effective July 1, 1994.

Director Nearing seconded. Discussion was held and a show of hands vote was taken. **MOTION WAS DEFEATED** with Directors Swanson, Mills and Schibler voting yes and Directors Weathers, Nearing, Kimball, and Miller voting no.

6 Consent Agenda

6. Director Nearing requested that the Superintendent's post-retirement contracts be pulled from the Consent Agenda for clarification.

DIRECTOR SCHIBLER MOVED to place the post-retirement contracts back into the Consent Agenda and to adopt the consent agenda. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLS, NEARING, KIMBALL, SWANSON, MILLER SCHIBLER and WEATHERS VOTING YES.**

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approve the minutes of the May 24, 1994, Board of Directors meetings as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approve the minutes of the June 9, 1994, Board of Directors meetings as presented.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: DFH: Media PRODUCTION SERVICES; GBEB/GBEBB: HIV+ AND AIDS - EMPLOYEES; GBEBAA/JHCCBA/EBBAB: BLOODBORNE PATHOGENS; GBEBD/JHCCC/EBBAA: INFECTION CONTROL - HIV+, AIDS, HEPATITIS B; GBEBD/JHCCD: HIV+ AND AIDS RUMOR CONTROL - EMPLOYEES/STUDENTS; GBEBE/JHCCE/KBCAA: NEWS/MEDIA - HIV+ OR AIDS; JHCCA: HIV+ - STUDENTS. (ESD Board Resolution #93-95)
- D. **BE IT RESOLVED** that the Board of Directors adopts the School-year calendar for 1994-95. (ESD Board Resolution #93-96)
- E. **BE IT RESOLVED** that the Board of Directors accepts the following Financial Statements for May 1994 as presented: Statement of Revenue and Expenditure Summary for Lane ESD General Fund and Investment Reports for Lane ESD and OTIS.
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated June 15, 1994. (ESD Board Resolution #93-97)
- G. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the post-retirement contracts dated December 1, 1994 to December 31, 1994 and January 1, 1995 to June 30, 1995 of Superintendent James G. Maxwell. (ESD Board Resolution #93-98)
- H. **BE IT RESOLVED** that the Board of Directors approves the application of a Gender/Ethnic Equity Grant in the amount of \$20,000. A Gender Equity in Professional Technical Education Projects for \$15,000. A Statewide Staff Development Training in Gender Equity Grant for \$20,000. (ESD Board Resolution #93-99)

Consent Agenda cont'd.

I. **BE IT RESOLVED** that the Board of Directors approves a contract for Hearing Screening services from the University of Oregon (Communication Disorders & Sciences Division of Special Education and Rehabilitation) **(ESD Board Resolution #93-100)**

J. **BE IT RESOLVED** that the Board of Directors hereby designates James G. Maxwell as Clerk of the District and Custodian of Funds for Fiscal Year 1994-95, in accordance with ORS 334.225. **(ESD Board Resolution #93-101)**

BE IT RESOLVED that the Board of Directors hereby appoints James G. Maxwell as Budget Officer for the District for Fiscal Year 1994-95 in accordance with ORS 294.331. **(ESD Board Resolution #93-102)**

BE IT RESOLVED that the Board of Directors hereby 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 #93-103)**

BE IT RESOLVED that the Board of Directors hereby designates James G. Maxwell and Richard Ellingboe as signatories for all district financial accounts for Fiscal Year 1994-95. **(ESD Board Resolution #93-104)**

BE IT RESOLVED that the Board of Directors hereby authorizes a Clerk's Bond for James G. Maxwell for the face amount of \$1000,000 for Fiscal Year 1994-95. **(ESD Board Resolution #93-105)**

BE IT RESOLVED that the Board of Directors hereby designates the following financial institutions as official depositories for District funds during the 1994-95 Fiscal Year:

- First Interstate Bank of Oregon
- United States National Bank of Oregon
- Local Government Investment Pool

In accordance with requirements of Oregon Revised Statute 294.810, the Board authorizes the Superintendent to invest up to \$10 million (primary account) in the Local Government Investment Pool. **(ESD Board Resolution #93-106)**

BE IT RESOLVED that the Board of Directors hereby 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 #93-107)**

BE IT RESOLVED that the Board of Directors hereby authorizes the following individuals to transfer funds to the Local Government Investment Pool; Richard Ellingboe, James G. Maxwell, Gwen Gardner, and Pam Bonebright. **(ESD Board Resolution #93-108)**

7. Business Affairs

7A Ergonomic Furniture

7A The Board of Directors reviewed an administrative recommendation to purchase ergonomically design furniture to complete the conversion of higher stress work areas. The new furniture is designed to meet OSHA and ADA standards.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes an expenditure of up to \$13,000 from Equipment Replacement Fund 430 for the purpose of purchasing ergonomically designed workplace furniture for selected workplace sites in the ESD.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, NEARING, SWANSON, SCHIBLER, MILLER MILLS and WEATHERS VOTING YES.** **(ESD Board Resolution #93-109)**

7B Unemployment
Advisor/Representative

7B The Board reviewed an administrative recommendation to enter into a three year contract with the Lawrence Company to provide unemployment benefits consultation and cost control management services.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a contract with the Lawrence Company to provide unemployment benefits consultation and unemployment insurance cost control management services for the three-year period beginning July 1, 1994 at a cost of \$1700 for the first year and \$1600 for each of the two following years.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLS, MILLER, SCHIBLER, SWANSON, NEARING KIMBALL and WEATHERS VOTING YES.** (ESD Board Resolution #93-110)

8.Action Items
8A Budget Resolutions

8A **DIRECTOR NEARING MOVED:**

8A(1) **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the Budget for 1994-95 as approved by the Budget Committee in the total sum of \$18,017,900. The Budget is on file in the Office of the Superintendent. (ESD Board Resolution #93-111)

8A(2) **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1994, the amounts shown for the purposes indicated within the funds listed (The list of Budget Appropriations is attached to the official copy of these minutes). (ESD Board Resolution #93-112)

8A(3) **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby levies the taxes provided for in the adopted budget in the aggregate amount of \$8,697,806; and that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., July 1, 1994. The following allocation and categorization subject to the limits of Section 11B, Article XI of the Oregon Constitution make up the above aggregate levy:

Subject to the Education
Limitation

General Fund: \$8,697,806

Excluded from the
Limitation

- 0 -

Total Levy: \$8,697,806

The District Clerk is hereby directed to certify the levy to the County Assessors of Lane, Linn, and Douglas Counties. (ESD Board Resolution #93-113)

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS MILLS, MILLER, SCHIBLER, SWANSON, NEARING, KIMBALL and WEATHERS VOTING YES.**

8B OSBA Conference

8B DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OSBA New Board Member Conference for the following Board members:

Joyce Mills, Sherry Duerst

This resolution authorizes payment of registration,, lodging, meal and travel expenses, in accordance with Board Policy BHD and Administrative Regulation BHD-AR, from Account No. 100/2310/340/100/010. (ESD Board Resolution #93-114)

Director Miller seconded and the MOTION CARRIED WITH DIRECTORS MILLS, MILLER, SCHIBLER, KIMBALL, NEARING SWANSON and WEATHERS VOTING YES.

8C Management Reorganization

8C DIRECTOR MILLER MOVE:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to combine the positions of Data Processing Communications Consultant with the Information/Operations Assistant into a position of Manager I, Information and Communications Manager, and to reassign Jeff Foreman to this position. (ESD Board Resolution #93-115)

Director Schibler seconded and the MOTIN CARRIED WITH DIRECTORS SWANSON, NEARING, KIMBALL, MILLS, WEATHERS, MILLER, SCHIBLER and WEATHERS VOTING YES.

8D Board Policies

8D Chairperson Weathers led the Board through a second reading of the policies presented at the May 24 Board meeting. Board policy GCDA/GDDA was pulled for a rewrite of language. A spelling correction was noted and corrected for Policy EBBC.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies: EEAE: Student Transportation in Private Vehicles; EBBC: Life-Sustaining Emergency Care; GCA: License Requirements; GCBD/: Sick Leave; GBEB:Communicable Disease (Employees); JHCC: Communicable Disease (Students).

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy:
309/411.....G CBD/GDBD

BE IT FURTHER RESOLVED that Policy ECBA as reviewed at the March meeting is dropped as a policy. It is recommended that the language be assumed under Administrative Regulation EB-AR(3). (ESD Board Resolution #93-116)

Director Schibler seconded and the MOTION CARRIED WITH DIRECTORS SWANSON, NEARING, KIMBALL, MILLS, MILLER, SCHIBLER and WEATHERS VOTING YES.

8E Personnel Action

8E DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the following personnel recommendations: Employ: Ricky O'Shea, MSMR Teacher; Robin Hartshorne, Lane School Teacher; Christopher Hull, Lane School Teacher. Resignation: Dr. Susan Green, Psychologist; Holly Honeck, Lane School Teacher Consultant. (ESD Board Resolution #93-117)

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS NEARING, KIMBALL, SCHIBLER, MILLS, MILLER, and SWANSON.

8. Action Items cont'd

8F This item was moved in order to allow for legal counsel to be present.

9. Discussion Items

9A Board Calendar

9A The Board discussed the proposed dates for the meeting schedule for 1994-95. The Board calendar will be brought back for adoption at the July 12, 1994 meeting.

9B Draft copies of new and revised policies were presented for a first reading and will be returned to subsequent meeting until action has been completed. They are as follow: CBAA: Superintendent's Duty to Report; EBCB: Emergency Drills; GCQB: Reasearch (Personnel); IFA: Instructional Research; JHCCB: HIV and AIDS/Special Education Students.

The draft policies have been reviewed by appropriate administrative staff, legal counsel and Mike Wittmayer, OSBA policy advisor.

10. Reports

10A Home Schooling
Enrollment

10A Sara Jane Bates presented the 1993-94 year end report for home schooling in Lane County. It was noted that the increase in the number of students currently being home schooled has almost doubled since the 1988-89 school year. It was noted that Lane County has one of the highest enrollments for home schooling in the State.

10B Superintendent Maxwell reported that staff use of accrued vacation continues to minimize the financial liability that the District has for vacation carried forward from one year to the next. A total of 433 hours of unused vacation was carried forward into 1994-95. Twelve employees requested vacation carryover due to year-end responsibilities. No employee carried more than six days forward.

10C A brief report from Superintendent Maxwell regarding the OAESD Summer Conference was reviewed by the Directors. The conference focused on ESD reform legislation and Senate Bill 26. In addition to the report from Superintendent Maxwell, the OAESD 1994 Conference Reporter was included as part of the reporting process. The Reporter went into greater detail and covered all aspects of the Conference.

11. Future agenda items

11 Future agenda items include the following:

- A. Approve Board meeting calendar for 1994-95
- B. Work Sessions with Legal Counsel
- C. Energy Audit Update
- D. Elect Board Officers
- E. Review resolutions plan and calendar
- F. Review contracted service providers

12 Next Meeting(s)

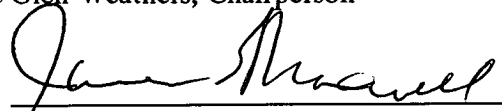
12 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, July 12, 1994, at the ESD Center, 1200 Highway 99 North, Eugene.

15 Adjourn

15 The meeting was adjourned at approximately 8:20 p.m.

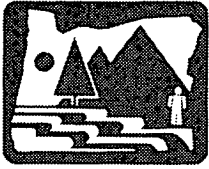


Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Approved: _____
7/12/94 (Date)
SR



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, JUNE 28, 1994

OATH OF OFFICE

I, JOYCE MILLS, 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, POSITION 1, to the best of my ability throughout the appointive term of office which expires June 30, 1995.

Joyce Mills

Attest: This oath of office was administered by
Chairperson Glen Weathers on June 28, 1994.

Linda Macy
Recording Secretary
Lane ESD Board of Directors

6/28/94

Board of Education

Jeff Lewis
Eugene

Frank Nearing
Eugene

Jerry Miller
Springfield

Donovan Kimball
Springfield

Glen Weathers
Florence

Lois Schibler
Creswell

James Swanson
Eugene

**CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET**

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal fiscal year beginning July 1, 1994, the amounts shown below for the purposes indicated within the funds listed:

	1994-95
GENERAL FUND	
INSTRUCTION	3,606,628
SUPPORT SERVICES	5,616,922
FUND TRANSFERS	98,360
DEBT SERVICE	10
CONTINGENCY	250,000
TOTAL GENERAL FUND	<u>9,571,920</u>
CHAPTER 1 - SKIPWORTH	
INSTRUCTION	25,000
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	210,000
PROFESSIONAL DEVELOPMENT CNTR	
SUPPORT SERVICES	383,036
SERVE OREGON GRANT	
SUPPORT SERVICES	12,600
OREGON SCHOOL RESTRNG CONSORT GRNT	
SUPPORT SERVICES	55,000
SCIENCE/MATH 1994-95	
SUPPORT SERVICES	188,230
SCIENCE/MATH 1992-93	
SUPPORT SERVICES	8,505
SCIENCE/MATH 1993-94	
SUPPORT SERVICES	67,894
SUBSTANCE ABUSE-PART A 1994-95	
INSTRUCTION	132,662
SUBSTANCE ABUSE-PART A 1993-94	
SUPPORT SERVICES	54,484
SUBSTANCE ABUSE PART B 1993-94	
SUPPORT SERVICES	73,234
CSD LEVEL 7	
SUPPORT SERVICES	230,000

6/28/94

**CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET (continued)**

CSPD INSERVICE TRAINING GRANT		
SUPPORT SERVICES		4,000
SPECIAL EDUCATION RURAL TMR		
INSTRUCTION		52,000
WORK FORCE 2000		
SUPPORT SERVICES		80,000
PROF. TECH CONSORTIUM/YR. 5		
INSTRUCTION		500
SUPPORT SERVICES		20,000
TOTAL PROF. TECH. CONSORTIUM		20,500
PROF. TECH. CARL PERKINS II		
INSTRUCTION		93,530
SUPPORT SERVICES		210,015
TOTAL CARL PERKINS		303,545
SPECIAL EDUCATION RESERVE		
INSTRUCTION		150,000
TRANSFER		6,000
TOTAL SPECIAL ED. RESERVE		156,000
EQUIPMENT RESERVE		
SUPPORT SERVICES		272,000
TRANSFER		8,160
TOTAL EQUIPMENT RESERVE		280,160
OTIS EQUIPMENT RESERVE		
SUPPORT SERVICES		347,000
BUILDING MAINTENANCE		
SUPPORT SERVICES		412,500
DEBT SERVICE		72,500
TRANSFER		14,550
TOTAL BUILDING MAINTENANCE		499,550
BOOKING AND SCHEDULING		
SUPPORT SERVICES		53,000
TRANSFER		1,590
TOTAL BOOKING/SCHEDULING		54,590
LANE COUNTY TELE. LANENET		
SUPPORT SERVICES		90,000
TRANSFER		2,700
TOTAL LANE COUNTY TELE. (LANENET)		92,700
GRANT ASSISTANCE FUND		
SUPPORT SERVICES		30,000

8A(1)

6/28/04

**CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET (continued)**

OTIS FUND	
SUPPORT SERVICES	2,946,115
DEBT SERVICE	162,854
TRANSFERS	100,000
CONTINGENCY	76,504
TOTAL OTIS FUND	<u>3,285,473</u>
CONTINUING EDUCATION LIBRARY	
SUPPORT SERVICES	76,116
PLANETARIUM FUND	
SUPPORT SERVICES	147,178
COOPERATIVE PURCHASING	
SUPPORT SERVICES	821,523
TRANSFERS	5,000
TOTAL COOPERATIVE PURCHASE	<u>826,523</u>
WORKING CAPITAL	
OTHER REQUIREMENTS	100,000
TOTAL APPROPRIATIONS	<u><u>17,367,900</u></u>

(There are unappropriated ending fund balances of \$400,000+\$250,000 = \$18,017,900)

6/28/94

LANE ESD BOARD OF DIRECTORS MEETING
Thursday, June 9, 1994

1 Call to order
1A Attendance

1A Chairperson Glen Weathers called the ESD Board to order in a specially called meeting on Thursday, June 9, 1994. This meeting was called for the purpose of interviewing applicants for the vacant Zone 1 Board Position. The meeting date was set during a regular public meeting of the Board held on May 24 and the date and time were posted and published. Board members attending were Chairperson Glen Weathers, Don Kimball, Jerry Miller, Frank Nearing, Lois Schibler, and Jim Swanson. Board member-elect Sherry Duerst also attended. Staff members present were Superintendent Jim Maxwell, Board Secretary Sallie Rainville, and Sara Jane Bates, Ted Murray, Marv Wilkerson, Richard Ellingboe, Jeff Foreman, Linda Macy, Laura Krenk, Darlene Stichler, and Martha Winter.

1B Organize for interviews

1B The Board reviewed the evening's agenda. Chair Weathers assigned questions to be asked and the Board reviewed pertinent policies. Five persons applied for the vacant Board position. Copies of each of the application forms had been sent to Board members in advance of this meeting as well as copies of letters sent to the candidates thanking them for applying and setting their interview time for tonight's meeting.

2 Interviews

2. The five applicants were interviewed separately at assigned times. The candidates were David Fredrickson, Joyce Mills, Barbara Christian, Tom Fagan, and Cindy Benton. Chairperson Weathers welcomed each applicant at their appointed interview time.

NOTE: A taped recording of this meeting is available from the Superintendent's office.

Board members asked each candidate the same questions, as follows:

1. How did you happen to apply for this Board vacancy? What motivated you to do so? (asked by Director Nearing)
2. Briefly tell us about your involvement with public schools and your school system (asked by Director Schibler)
3. What is your perception of the ESD's relationship to children and their education in Lane County? (Director Miller)
4. What is your perception of the role of a Board member? (Director Kimball)
5. What special background or skills do you believe you would bring to the ESD Board? (Director Swanson)
6. What other information would you like the Board to have to fairly evaluate your candidacy? (Director Weathers).

Following the interviews, Board members cast written ballots. According to the adopted procedure (Board policy BBE), when there are three or more candidates, Board members each vote for two candidates until two candidates have a greater number of votes than any other.

3 Vote on candidates

3 On the first ballot, applicant Joyce Mills received four votes, applicant Tom Fagan received three votes, applicant David Fredrickson received three votes, and applicant Cindy Benton received two votes.

Board members' votes were counted as follows:

Director Kimball voted for Joyce Mills and Thomas Fagan
Director Miller voted for David Fredrickson and Cindy Benton
Director Nearing voted for Joyce Mills and Thomas Fagan
Director Schibler voted for David Fredrickson and Thomas Fagan
Director Swanson voted for David Fredrickson and Joyce Mills
Director Weathers voted for Joyce Mills and Cindy Benton

3 Vote on candidates
(continued)

3 After brief discussion, board members cast a second ballot. Mills received five votes, Fagan received four votes, and Fredrickson received three votes.

The votes were counted as follows:

- Director Kimball voted for Joyce Mills and Tom Fagan
- Director Miller voted for David Fredrickson and Joyce Mills
- Director Nearing voted for Joyce Mills and Tom Fagan
- Director Schibler voted for David Fredrickson and Tom Fagan
- Director Swanson voted for David Fredrickson and Joyce Mills
- Director Weathers voted for Joyce Mills and Tom Fagan

The Board then selected the new member by majority vote of each Board member, again in accordance with its adopted policy.

In the final ballot, Directors Kimball, Miller, Nearing, Swanson, and Weathers voted for Joyce Mills. Director Schibler voted for Tom Fagan.

4 Action declaring
vote

4 **DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD has canvassed the Board's votes to fill the vacant Board position #1 and declares **JOYCE J MILLS** as duly appointed to that position. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #93-94)

Board members requested that letters of appreciation be sent to each applicant on the Board's behalf.

Superintendent Maxwell said that Ms. Mills will be notified of her appointment and the date of the next regular Board meeting, at which time the oath of office will be administered to her.

5 Consent agenda
(withdrawn)

5 The item on the consent agenda (May 24 minutes) was withdrawn for consideration at the regular June Board meeting.

6 Statements and
Communications

6 The following written communications were presented for Board review:

- A. Letters of appreciation from the Fern Ridge School District for the services provided by ESD educational consultants Ann Warberg and Ron Williams
- B. Briefing memo regarding the potential for the ESD's participation in managing grant programs to enhance workforce training opportunities for school-age youth and community college students. (Networking for Youth and the Lane Regional Workforce Quality Committee).

7 Statements


7 Superintendent Maxwell announced that the District has just yesterday been notified it has been awarded the ASBO Certificate of Excellence in Financial Reporting. Superintendent Maxwell congratulated the staff members involved and said a ceremony would be in order at a future meeting.

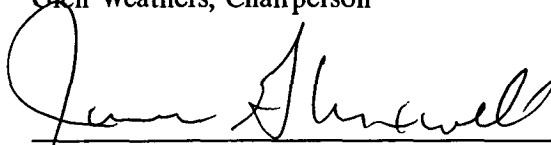
8 Adjourn

8 Chairperson Weathers adjourned the meeting at 8:55 p.m.

Minutes approved:

6/28/94
(Date)


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, May 24, 1994

1. Executive Session

1. The Lane ESD Board of Directors met in Executive Session at 6 p.m. on Tuesday, May 24, 1994, under provisions of ORS 192.660(1)(i) for the purpose of evaluation of the Superintendent. Board members in attendance were Lois Schibler, Vice-Chairperson; Don Kimball, Jerry Miller, Frank Nearing, and Jim Swanson. Others present were Board-member elect Sherry Duerst, Superintendent Jim Maxwell, and Sallie Rainville.

2. Call to Order
2A Attendance

2A Vice-Chairperson Schibler adjourned the Executive Session at 7:30 p.m. and immediately called the regular Lane ESD Board meeting to order, in accordance with the agenda and public notice of this meeting. Board members attending the regular meeting were Don Kimball, Jerry Miller, Frank Nearing, Lois Schibler, and Jim Swanson.

ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates, Richard Ellingboe, Jeff Foreman, Ted Murray, Sallie Rainville, Linda Macy, and Marv Wilkerson. Other ESD staff members attending were Laura Krenk, Darlene Stichler, and Martha Winter.

Others attending were Board member-elect Sherry Duerst, John DeVouassoux, Tom Fagan.

2B Action following Executive Session Retirement

2B **DIRECTOR SWANSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts, with regret, the resignation, for purposes of retirement, of Superintendent James G. Maxwell effective November 30, 1994.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #93-84)

Evaluation

Chairperson Schibler announced that the annual evaluation of the Superintendent had been held during the preceding Executive Session. She said he received very high marks in all six areas of the evaluation.

DIRECTOR SWANSON 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 using a process and instrument adopted in open session at the April 24 Board meeting. Composite ratings in the six areas of evaluation are as follows:

(1 = Excellent; 2 = Good; 3 = Average; 4 = Poor)

Personnel Management: 1.50

Fiscal Management: 1.17

Board Operations: 1.0

Service Programs: 1.0

State Government Relations: 1.33

Professional Development: 1.50

BE IT FURTHER RESOLVED that the Board agrees to extend its contract with the Superintendent through November 30, 1994, with the option to negotiate post-retirement contracts from December 1, 1994, through June 30, 1995.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #93-85)

Superintendent Maxwell commented that he appreciated the positive evaluation. He said that the Board's positive and helpful comments would help him and other administrative staff members as they plan the ESD's program of work for next year and prepare to move forward as an agency. He assured the Board that the administration and staff will continue to work as hard and diligently as in the past to advance the ESD's goals.

2C Communications

2C The following written communications were noted:

- A. Letter from Journal of Emotional and Behavioral Disorders inviting Michael George to serve as a Consulting Editor.
- B. Letter from Michael George thanking Alan Livingston for allowing a Lane School student to be placed in an exploratory work experience position in the production department and complimenting staff member Rita Fiedler for her help in supervising the student.
- C. Copy of letter sent to Jeff Lewis accepting his resignation and wishing him well.
- D. Letter from Preston Wills, Lowell School District, expressing appreciation for services provided by the ESD Special Education Division, particularly the school psychologist's services.
- E. Letter from Scott Mutchie, Bend-LaPine Superintendent, expressing appreciation for workshops presented by the Oregon Professional Development Center staff.

3. Statements

A. From LCEA members

B. From Board members

3. Martha Winter, president of the employee Association, LCEA, said she was sorry to hear of the Superintendent's resignation and she wished him well.

Director Schibler commented that she was very pleased to read the memo regarding the work experience placement of a Lane School student at the ESD. Superintendent Maxwell said that the staff has been active for some time in providing work experiences for students with disabilities. He said staff members are to be commended for their extra efforts in this area.

Director Miller urged LCEA members attending to share information with other staff members about effects of the proposed PERS initiative.

C. Introductions

Chairperson Schibler welcomed Board member-elect Sherry Duerst, who will take office on July 1.

Superintendent Maxwell introduced John DeVouassoux who is being recommended as the new director of OTIS.

Jeff Foreman introduced Tom Fagan who is an applicant for the vacant Zone 1 Board position.

Superintendent Maxwell welcomed Linda Macy and explained that one of her roles is as backup recording secretary to the Board in the event of Sallie Rainville's absence.

4. Consent Agenda

4. Director Miller requested that Consent Agenda item 4F(3): OTIS financial report be pulled from the consent agenda. The item was placed as Business Affairs item 5B.

DIRECTOR NEARING MOVED to adopt the remainder of the Consent Agenda as submitted. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, and SWANSON 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 the April 26, 1994, Board of Directors meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of the April 19, 1994, Lane ESD Budget Committee meeting as presented.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: GA: Personnel Policy Goals; DBC: Budget Preparation Calendar; DBK: Budget Transfer Authority. **BE IT FURTHER RESOLVED** that the following ESD Board Policy shall be repealed because it has been superseded by adoption of new policy: 603 (ESD Board Resolution #93-86)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Affirmative Action Report for 1993-94 as attached. A copy of the report is attached to the official minutes of this meeting. (ESD Board Resolution #93-87)

4. Consent Agenda
(Continued)

(Continued)

- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary is attached to the official copy of the minutes of this meeting. (ESD Board Resolution #93-88)
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the following Financial Statements for April 1994 as presented: Statement of Revenue and Expenditure Summary for Lane ESD General Fund, Investment Reports for Lane ESD and OTIS.
- G. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated May 18, 1994 and approves the following personnel recommendation:
Employ: John DeVouassoux, Director of OTIS (ESD Board Resolution #93-89)

5. Business Affairs

5A Banking
Services

- 5A Board members reviewed an administrative recommendation to select First Interstate Bank as the provider of ESD banking services for the three-year period beginning July 1. Richard Ellingboe reported that three banks responded to the ESD's request for proposals. He said that a summary comparing costs and services offered by the three banks was available if Board members wished to review it. Ellingboe said the screening committee (consisting of himself, Gwen Gardner, and Forrest Arnold of Jones & Roth) had spent quite a bit of time analyzing the three responses. He said that the committee recommended First Interstate because its fee schedule is guaranteed for a three-year period and because it included a special consideration to Lane ESD as long as the ESD continues to use an interest checking account.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD designates FIRST INTERSTATE BANK as the District's banking services provider for the period from July 1, 1994, through June 30, 1997.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #93-90)

5B OTIS Financial
Report

- 5B Director Miller pointed out an error in carrying over figures into the final column of the OTIS financial statement. Ted Murray said a corrected spread sheet would be provided next month.

6. Action items

6A OAESD
Legislative
Platform

- 6A Board members had received review drafts of the proposed 1994-95 OAESD legislative platform. The organization's legislative committee will request approval of the proposal at the June OAESD Conference.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD supports the legislative platform proposed by the OAESD Legislative Committee.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #93-91)

6B Summer
Calendar

- 6B Board members reviewed a proposed meeting calendar for 1994-95.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the following dates for its summer meeting calendar: Tuesday, July 12 and Tuesday, August 30.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #93-92)

The calendar for the remainder of the year will be discussed on June 28 and proposed for adoption on July 12.

6C Board Policies

6C Chairperson Schibler led the Board through a second reading of those policies that had generated questions during earlier review. Changes made during that time were highlighted.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies: DBEA: Budget Committee; DJB: Petty Cash Accounts; DJ/DJA/DJF: Purchasing; DID: Property Records and Inventory; DLC: Expense Reimbursement.

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 608, 604, 705, 307/410.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #93-93)

Director Nearing requested that policy advisors be asked to look at existing Board Policy BHD: Board Member Compensation in light of a recent Attorney General's Opinion issued at the request of Lane Community College.

7. Discussion items

7A Board vacancy

7A Six persons have applied for the vacant Zone 1 Board position. In order to devote adequate time to the selection process, Board Chair Weathers and Vice Chair Schibler determined earlier that a special meeting should be held. Board members and the six applicants were polled prior to this meeting and the date of Thursday, June 9 was selected as the best date for this special meeting.

The Board discussed the process and requested that a time limit of 20 minutes be set for each interview. A set of questions to be asked each applicant is being put together; the questions will be allocated so that each Board member will ask the same question of each candidate. The timeline and process will be communicated in advance to the applicants and to Board members.

7B Special Education

7B Marv Wilkerson, Director of Special Education, reported on the Division's planned program of work for 1994-95 and reorganization of supervisory responsibilities within the division. Planned changes result from local district input through the resolution process and include expanded services for disabled students in near urban districts who attend school in their regular district classrooms (the "inclusion" model). In addition, supervisory duties have been re-allocated as a result of the resignation of one supervisor, who will not be replaced.

7C Board policy review

7C Draft copies of proposed new and revised Board policies from several chapters were included in the agenda background material for a first reading. (* Policies considered are listed at the end of these minutes.) Chairperson Schibler led the Board through a discussion of each policy. Comments and concerns were noted by the Board secretary for further review by administrative staff, legal counsel, and OSBA. The policies will be returned to subsequent meetings until action has been completed.

8. Reports
8A Senate Bill 26

8A Superintendent Maxwell provided an update on work of the statewide committee that is developing administrative regulations to implement ESD Reorganization legislation. Draft rules have now been developed on standardizing formats for Annual Reports; on assessment and evaluation of services; clarification of ESD responsibilities to provide services in curriculum improvement and special education; and process for provision of resolution services. Rules considered earlier by the Committee have been forwarded to the Oregon Board of Education for public hearings and approval.

8B Telephone update

8B Jeff Foreman reported that the Direct Inward Dialing system is in operation. Callers are now able to access ESD staff members directly at their extensions without first going through the central switchboard. New software and voice mail components will be installed during the summer and staff training will be provided. Post cards announcing phone number changes will be sent to organizations and agencies that frequently do business with the ESD. Board members requested that they be sent a list of the new numbers.

8C Gang Conference

8C Director Kimball reported that he had enjoyed taking part in the 4J Gang Conference "The Young Edge of Violence." He recommended that the ESD stay in contact with the metropolitan school districts with regard to issues related to youth gangs.

8D Educational Design team

8D Sara Jane Bates told the Board about planning for the new Educational Design Team which will replace the Lane County Education Committee (curriculum coordinators), the Lane County Professional/Technical Education Consortium and other existing curriculum leadership structures. The first step in implementation of the process involves recruitment of interested individuals to apply for membership on the team. Members are being sought who will not advocate for special interest groups, but rather have broad perspectives on the unique challenges facing education.

9 Future agenda items

- 9 Future agenda items include the following:
 - A. Review and approve Board meeting calendar for 1994-95
 - B. Official designations and authorizations for 1994-95
 - C. Budget Hearing (adopt budget, appropriate funds, and levy taxes)
 - D. School-year calendar for 1994-95

10 Next meeting(s)

10. A special meeting of the Lane ESD Board of Directors will be held on Thursday, June 9, 1994, at 7 p.m. This meeting is being held for the purpose of interview and selection of a candidate for the vacant Board position.


The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 28, 1994, at the ESD Center, 1200 Highway 99 North, Eugene.

11 Adjourn

11. The meeting was adjourned at approximately 9:20 p.m.



 Lois Schibler, Vice-Chairperson



 James G. Maxwell, Superintendent-Clerk

* Policies considered for first reading were: DFH, EEAE, GCA, EBBC, GCBD, GCDA, GBEB, GBEB, GBEBAA, GBEB, GBEBD, GBEBE, JHCC, JHCCA. (Policy JHCCB which was included in the packet was withdrawn for further review prior to a first reading.)

Minutes approved:

6/28/94
(date)

SR

attachments to official minutes:

- Affirmative Action Report
- Co-op Purchasing Bids

MEMORANDUM

DATE: May 11, 1994
TO: Jim Maxwell
FROM: Richard Ellingboe *Richard Ellingboe*
RE: Affirmative Action Report

The Affirmative Action Committee met on Thursday, April 28, 1994, to review the activities and efforts that were made during 1993-94 and to recommend goals for 1994-95.

Media services has added materials that address the Americans with Disabilities Act (ADA), has purchased closed-caption decoders that can be checked out by Lane County Schools and has purchased several films with closed caption features. They have also purchased materials on sexual harassment that are appropriate for upper elementary and middle school students.

Teleconferences have been held during the past year on the following topics that are related to affirmative action education:

- Mental Health
- Bloodborne Pathogens
- Vocational Rehabilitation
- HIV/AIDS/STDS
- Disabilities Transition Issues

The ESD regularly schedules training sessions on bloodborne pathogens for new employees as well as an annual training session for all employees. Additionally, the ESD has conducted workshops on sexual harassment for its employees. Board members also attended a conference that focused on what constitutes a "harassment environment."

Other proactive efforts that have occurred during the year include:

- The employment of handicapped youth for summer work in media services. This will occur again the summer of 1994.
- The parking lot was re-stripped and curb cuts were made to accommodate the handicapped.

4P

5/24/1994

- The architectural study was reviewed to identify long and short term modifications to the facility.
- Automatic door openers are scheduled to be installed by July.
- The disabled participate in community programs through the ESD.
- The ESD is represented on the Advisory Council for the disabled.

Actions and recommendations:

It was agreed the ESD needed to update its census of minority employees and compare our statistics to those for Lane County. The County census had not been received at the time of the meeting.

The personnel office will distribute a list of the agencies that are notified when vacancies occur. Special efforts are made to identify minority publications and to advertise in them.

Continue both the short and long term efforts to recruit qualified minority applications. Specific goals will be established after the census study is completed.

c: Committee Members



EUGENE
EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: May 19, 1994
TO: Richard Ellingboe
FROM: Sandy Higinbotham
RE: COOPERATIVE PURCHASING BID AWARD RECAP

Attached is the tabulation of bid awards recommended to be awarded. The process for developing these recommendations has been the same as that used in the past. Committees representing the participants who ultimately use the products have met and reviewed the bids received. The recommended products and vendor is, in most cases, the lowest bid for a product which meets our specifications, taking into account item group bids or minimum dollar orders.

The Board is requested to award contracts as indicated.

5/24/94

COOPERATIVE PURCHASING
BID AWARD RECAP
1994-95

<u>SECTION #10</u>	-	AUDIO VISUAL SUPPLIES	\$ 10,661.47
<u>SECTION #20</u>	-	LIBRARY SUPPLIES	4,175.83
<u>SECTION #30</u>	-	OFFICE/INSTRUCTIONAL SUPPLIES	189,392.60
<u>SECTION #35</u>	-	FILING CABINETS/FURNITURE	6,486.96
<u>SECTION #40</u>	-	CUT PAPER	88,388.15
<u>SECTION #50</u>	-	ART SUPPLIES	92,514.23
<u>SECTION #60</u>	-	CUSTODIAL SUPPLIES	54,052.37
<u>SECTION #70</u>	-	FIRST AID SUPPLIES	16,454.05
<u>SECTION #78</u>	-	AUDIO VISUAL EQUIPMENT	10,558.65
<u>SECTION #80</u>	-	PLAYGROUND/ATHLETIC SUPPLIES	<u>25,691.88</u>
		TOTAL	\$ 498,376.19

Total does not include a late order
for Junction City.

COOPERATIVE PURCHASING
BID AWARD SUMMARY
OF 1994-95 SUPPLIES

AUDIO VISUAL SUPPLIES:

#10	
Snyder-Crecelius	\$ 2,855.64
Boise Cascade Office Products	445.75
Proline Industries	72.00
Force 4	2,433.70
Learning Services	316.80
Prairie Carbon & Ribbon	3,071.80
Taylor Electric	925.02
Tersch Products	41.65
Knight's Library	74.25
J. Thayer Company	260.58
Educational Supply	<u>164.28</u>
TOTAL	\$ 10,661.47

LIBRARY SUPPLIES:

#20	
Brodart	\$ 2,478.90
Demco	1,238.69
Gaylord Bros.	167.18
Highsmith	<u>291.06</u>
TOTAL	\$ 4,175.83

5/24/99

INSTRUCTIONAL/OFFICE SUPPLIES:

#30	
American Envelope	\$ 4,758.70
Snyder-Crecelius	41,672.93
Boise Cascade Office Products	32,828.15
Rose City Awning	283.12
American Janitorial	451.72
Automated Office Systems	21,693.50
Capital Business	75.90
Elan Publishing	1,270.72
Elgin School Supply	28,925.55
Everett Pad & Paper	378.00
Hammond & Stephens	277.94
Myron Manufacturing	514.35
Prairie Carbon & Ribbon	1,519.20
Standard Stationery Supply	12,590.42
Tersch Products	8,982.56
West Coast Paper Company	5,077.73
West Coast Wholesale	2,094.31
Western Paper Company	549.91
Willamette Industries	2,810.52
Beckley-Cardy	1,691.69
TDI, Inc.	3,427.41
Teacher's All-In-One Book	270.00
J. Thayer Company	1,948.19
Educational Supply	13,607.69
Tag Products	<u>1,692.39</u>
TOTAL	\$ 189,392.60

FILING CABINETS/FURNITURE:

#35	
Virco Manufacturing	3,022.96
J. Thayer Company	<u>3,464.00</u>
TOTAL	\$ 6,486.96

CUSTODIAL SUPPLIES:

#60

American Janitorial Supply	\$	9,459.77
Bidall		192.00
Chown, Inc.		2,500.72
Forrest Paint		936.15
Galifco Oregon		259.80
McDonald Wholesale		5,736.62
Mednik Wiping Materials		672.00
Moore Medical		145.39
Mt. Hood Chemical		1,542.35
National Builders Hardware		1,582.27
National Sanitary Supply		2,305.02
Paulsen & Roles		327.75
Spintex Company		92.20
Taylor Electric Supply		1,570.31
Unisource Corp.		14,086.65
Western Paper		1,086.92
Merchant's Paper		6,723.16
American Linen		322.36
J. Thayer Company		86.42
Educational Supply		290.46
North Coast Electric		356.62
Pacific International Trading		<u>3,777.43</u>
TOTAL	\$	54,052.37

5/24/94

CUT PAPER:

#40

West Coast Paper Company	\$	8,019.60
Western Paper Company		125.28
Zellerbach Paper		71,710.29
Unisource Corp.		<u>8,532.98</u>
TOTAL	\$	88,388.15

ART SUPPLIES:

#50

Snyder-Crecelius	\$	34,547.50
Boise Cascade Office Products		608.76
Paperulers, Inc.		10,731.53
Chaselle, Inc.		150.87
Chromark, Inc.		398.00
Dick Blick		3,025.35
Elgin School Supply		376.66
Everett Pad & Paper		4,581.19
Oregon Clay Company		3,514.61
Standard Stationery Supply		1,013.39
Western Paper Company		2,047.68
Western School Supply		7,441.65
J. Thayer Company		22,239.76
Educational Supply		1,434.78
Ashland School District		<u>402.50</u>
TOTAL	\$	92,514.23

FIRST AID SUPPLIES:

#70

Athletic Supply	\$	226.24
McDonald Wholesale		648.31
Micro Bio-Medics, Inc.		9,153.10
Moore Medical Corp.		1,666.05
National Health Supply		1,797.10
National Builders Hardware		260.40
Normed		133.12
Unisource, Inc.		221.46
Pacific International Trading		2,265.46
Ready Made		82.81
TOTAL	\$	16,454.05

AUDIO VISUAL EQUIPMENT:

#78

Aatronics, Inc.	\$	3,418.92
General Binding Corp.		3,324.82
Proline Industries		2,545.40
Learning Services		14.87
Columbia Audio Specialties		238.70
Northwestern, Inc.		36.44
Moore Company		395.50
Bryce Corp.		313.00
Troxell Communications		271.00
TOTAL	\$	10,558.65

PLAYGROUND/ATHLETIC SUPPLIES:

#80

Mohinder Sports	\$	319.13
Athletic Supply		8,029.24
Put On Athletics		1,585.45
BSN Corporation		4,846.61
McKenzie Outfitters		6,495.85
Pacific Rim Supply		2,055.00
Spintex Company		72.00
Sportmaster		117.60
Rhino-Dakota		2,171.00
TOTAL	\$	25,691.88

GRAND TOTAL ALL SECTIONS \$ **498,376.19**

5/24/84

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, April 26, 1994

1. Executive Session

1. The Lane ESD Board of Directors met in Executive Session at 6 p.m. on Tuesday, April 26, 1994, under provisions of ORS 192.660(1)(d). Board members in attendance were Glen Weathers, Chairperson; and Don Kimball, Jerry Miller, Frank Nearing, Lois Schibler, and Jim Swanson. Also present were Superintendent Jim Maxwell; Sara Jane Bates, Richard Ellingboe, Jeff Foreman, and Sallie Rainville; and labor negotiations advisor Joe Richards.

2. Call to Order
2A Attendance

- 2A Chairperson Weathers adjourned the Executive Session at 6:50 p.m. and immediately called the regular Lane ESD Board meeting to order, in accordance with the agenda and public notice of this meeting. No action was taken as a result of the Executive Session. Board members attending the regular meeting were Glen Weathers, Don Kimball, Jerry Miller, Frank Nearing, Lois Schibler, and Jim Swanson. Board member-elect Sherry Duerst was also present. ESD legal counsel Joe Richards was present for part of the meeting.

ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates, Richard Ellingboe, Jeff Foreman, Ted Murray, Sallie Rainville, and Marv Wilkerson.

Other ESD Staff Members attending were Lois Beard, Laura Krenk, Darlene Stichler, and Martha Winter.

2B Communications

- 2B The following written communications were noted:

- a. Copy of Memorandum of Agreement regarding access to SELCO via LaneNet
- b. Announcement of Conference: "The Young Edge of Violence" on May 3, 1994.
- c. Announcement of officer vacancy in Oregon Association of Education Service Districts (OAESD)
- d. Copy of thank you letters sent to Budget Committee members

3. Work Session
3A Legal Counsel

- 3A ESD legal counsel Joe Richards was present for a work session called to review his proposal to serve as general legal counsel. The discussion was for the purposes of clarifying the ongoing working relationship between him and the Board and setting the stage for a continued good working environment. A tape and transcript of the work session is on file in the Superintendent's office.

3B Board Policy

- 3B A revised copy of Board policy CCGA: Discipline, Suspension and Dismissal, Administrative/Confidential Staff was before the Board for a second reading. Joe Richards provided advice regarding recommended revisions to this policy. (The revised policy was adopted later in the meeting.) Joe Richards left the meeting following this agenda item.

4. Statements

4. There were no statements.

5. Consent Agenda

5. **DIRECTOR NEARING MOVED** to adopt the Consent Agenda as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, 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 the March 29, 1994, Board of Directors meeting as presented.

B) **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: FFA: Memorials; GCBC/GDBD: Continuation Coverage Health Benefits; KG: Use of ESD Facilities; KGF/EDC: Authorized Use of District Equipment and Materials; GCBCA/GDBCA: Medical Insurance Coverage for Retiring Employees and Their Dependents; KH: Gifts, Grants, Donations; LE: Relations to Community Agencies.

5. Consent Agenda
(continued)

5. (continued)

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 701; 702; 319/423; 706. (ESD Board Resolution #93-75)

C) **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby affirms the Superintendent's canvass of votes cast in the March 22, 1994, Director election and the certification of **GLEN WEATHERS** as elected to Board Position #4 and **SHERRY DUERST** as elected to Board Position #5, each for the four-year term commencing on July 1, 1994, and ending June 30, 1998. (ESD Board Resolution #93-76)

D) **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated April 19, 1994.

6. Business Affairs
6A Financial
Statements

6A Richard Ellingboe reviewed ESD and OTIS financial statements for March, 1994. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS; and Investment Reports for the General Fund and OTIS.

Financial statements are included monthly in Consent Agenda materials and are reviewed in greater detail each quarter.

6B Energy
Management
Study

6B Board members reviewed an administrative recommendation to enter into contracts with EWEB and the State Department of Energy to complete a detailed study of energy savings measures identified in a recently completed energy audit. The Board reviewed a list of items identified during the audit which have potential for improving energy efficiency.

The study would be conducted at a cost not to exceed \$6,000. EWEB and the ODE will reimburse that amount, contingent upon the ESD agreeing to implement any recommendations that have a five-year or less buyback period. Superintendent Maxwell said that up-front costs of the study would come from Special Reserve Fund 420 (Building and Maintenance).

Board members asked several questions about the timeline for implementing recommendations and whether or not all recommendations meeting the above criteria would have to be implemented, regardless of cost. Richard Ellingboe said he would clarify these questions with EWEB and the DOE prior to signing the agreement.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to enter into contracts with EWEB and the Department of Energy to complete the energy study as described above and to pay the up-front costs of the audit from Fund 420.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #93-77)

6C Banking RFP

6C Board members reviewed a draft copy of the Request For Proposals for Banking Services. The Board also reviewed a timeline for the RFP. A recommendation will be brought to the May Board meeting.

7. Action items
7A Administer
Oaths of Office

7A Vice-Chairperson Lois Schibler administered the Oath of Office to Glen Weathers and Sherry Duerst who were elected to four-year terms of office which begin July 1. Director Weathers was re-elected to his position representing ESD Board Zone 4. Sherry Duerst was elected to the Zone 5 Board position. She will replace Director Schibler who did not seek re-election. A signed copy of each oath of office is attached to these minutes.

7B Superintendent's
Evaluation

7B The Board's employment contract with the Superintendent provides that the Board's goals for the year and an evaluation instrument adopted by the Board are to be included as the standard for the evaluation. A summary progress report for the 1993-94 Management Plan (annual goals) was distributed.

The Board also reviewed a recommended process and instrument to be used in the evaluation.

DIRECTOR SWANSON MOVED:

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

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #93-78)**

The blank evaluation form will be mailed to board members after this meeting. Chairperson Weathers asked that the completed form be returned to him by May 16. The evaluation will be held in Executive Session on May 24, in conjunction with the regular Board meeting scheduled on that date.

7C Designate Legal
Counsel

7C Joe Richards' proposal to provide legal services for the next three-year period was reviewed during the Work Session held at the beginning of this meeting.

DIRECTOR MILLER 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, in accordance with the proposal submitted, for the three-year period July 1, 1994 through June 30, 1997, subject to annual review.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #93-79)**

7D OAESD
Conference

7D The annual OAESD Conference is scheduled for June 5 through 7 in Bend. Several Board members and board member-elect Duerst indicated interest in attending this conference.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the OAESD Annual Conference, in Bend, for the following Board members: Glen Weathers, Don Kimball, Lois Schibler, and Board-member elect Sherry Duerst.

This resolution authorizes payment of registration, lodging, and meal and travel expenses in accordance with Board Policy/Administrative Regulation BHD/BHD-AR. Payments will be from Account No. 100/2310/340/100/10: Board member expense.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #93-80)**

7E Policy Adoption

7E Chairperson Weathers led the Board through a second reading of those policies that had generated questions during earlier review. Changes made since that time were highlighted.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies: EBBA: First Aid; EBBB: Accident Reports; EC: Management of Buildings and Grounds; EEBA: District Vehicles/Seat Belts; EI: Risk Management; FA: Facilities Development Goals; EGAAA: Reproduction of All Copyrighted Materials; GCQBA: Copyrights and Patents; GBL: Personnel Records; GCL: Staff Development; KC: Community Involvement in Decision Making and CCGA: Discipline, Suspension and Dismissal (Administrative/Confidential Staff).

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 703, 803, 708, 203, 313/420, 312/419, and 308.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #93-81)

The Board also reviewed the updated list of policies which have been discussed previously but not yet returned for a second reading.

7F Board member resignation

7F Board members received copies of a letter from Director Jeff Lewis. The letter stated that recent health problems which have kept him from attending Board meetings are related to a deteriorating heart condition. Lewis wrote that he did not foresee an improvement within the next several months and therefore had decided to step down. He said he had enjoyed his short term as a Board member and had great respect for the board members and staff at Lane ESD.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors regrettfully accepts the resignation of Director Jeff Lewis from ESD Board Position 1 (Zone 1), effective immediately.

BE IT FURTHER RESOLVED that the Board expresses its gratitude to Director Lewis for volunteering his service to education in Lane County by his service on the Board and

BE IT FURTHER RESOLVED that Board members extend best wishes to Jeff for his improved health.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #93-82)

Process for filling vacancy

The Board reviewed policy related to Board vacancies (BBC and BBE) and a recommended process and timeline for filling the vacant position.

A press release announcing the vacancy will be sent to the Register-Guard. Director Nearing asked whether the vacancy would also be announced in a paid advertisement.

Director Schibler asked that the Superintendent verify several points regarding the vacancy process prior to the next meeting.

7F Board vacancy (continued)

7F (Continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD announces a vacancy in Position No. 1 (Zone 1) of the Board. The Board requests applications from eligible electors and declares its intention to fill the vacant seat by appointment at the next regular ESD Board meeting, May 24, 1994.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #93-83)**

8. Discussion items

8A Board policy review

8A Draft copies of proposed new Board policies and revisions to existing policy were included in the agenda background material for a first reading. Chairperson Weathers led the Board through a discussion of each policy. Comments and concerns were noted by the Board secretary for further review by administrative staff, legal counsel, and OSBA. The policies will be returned to subsequent meetings until action has been completed.

9. Reports

9A Senate Bill 26

9A Superintendent Maxwell provided an update on the work of the statewide committee that is developing administrative regulations to implement Senate Bill 26, the ESD Reorganization legislation. The Committee has recently completed drafts of state administrative rules for provision of ESD services to entities other than public schools; for meeting the new responsibilities for reviewing certain local school district operations; and for development of standards by which ESDs will be evaluated. Several rules that had been considered earlier by the committee have now been forwarded to the Oregon Board of Education for a first reading.

9B NSBA

Convention

9B Director Swanson and Superintendent Maxwell provided brief summaries of sessions which they attended at the National School Boards Association Convention April 9 through 12 in New Orleans.

10. Future agenda items

10 Future agenda items include the following:

- A. Evaluation of Superintendent/Discuss Annual Goals for 1994-95
- B. Cooperative Purchasing Bids
- C. Accept proposal for Banking services
- D. Continue Review of Board policies
- E. Telephone update
- F. Reorganization of Special Education Division for 1994-95
- G. Affirmative Action Report

11. Next meeting

11. The next regular meeting of the Lane ESD Board of Directors will be Tuesday, May 24, 1994, at the ESD Center, 1200 Highway 99 North, Eugene.

12. Adjourn

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


Minutes approved:

5/24/94
(date)


Glen Weathers, Chairperson

SR

attachments to official minutes:


James G. Maxwell, Superintendent-Clerk

Oaths of office:
Duerst and Weathers
Superintendent's
evaluation instrument

PLEASE NOTE: This draft instrument is being submitted for Board consideration on April 26. Copies of the adopted instrument (with additional space for writing comments) will be distributed to Board members following approval. SR

D R A F T

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.

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:

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.

Comments:

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.

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

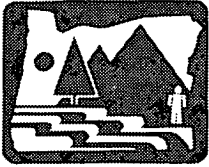
Evaluation, in order to be helpful, should include suggestions for improvement. If possible, criticism should be of a constructive nature and will be accepted as such.

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 Board Chairperson Glen Weathers by May 16



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, APRIL 26, 1994

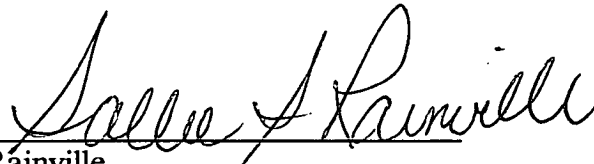
OATH OF OFFICE

I, GLEN WEATHERS, 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 4, POSITION 4, to the best of my ability throughout the four-year term, July 1, 1994, through June 30, 1998.



Glen Weathers

Attest: This oath of office was administered by
Vice-Chairperson Lois Schibler on April 26, 1994.



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

Board of Education

Jeff Lewis
Eugene

Frank Nearing
Eugene

Jerry Miller
Springfield

Donovan Kimball
Springfield

Glen Weathers
Florence

Lois Schibler
Creswell

James Swanson
Eugene



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
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Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, APRIL 26, 1994

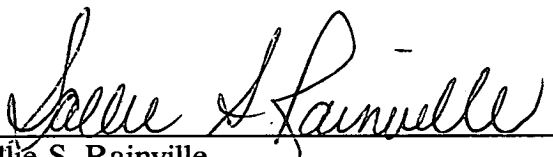
OATH OF OFFICE

I, SHERRY DUERST, 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, 1994, through June 30, 1998.



Sherry Duerst

Attest: This oath of office was administered by
Vice-Chairperson Lois Schibler on April 26, 1994.



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

Board of Education

Jeff Lewis
Eugene

Frank Nearing
Eugene

Jerry Miller
Springfield

Donovan Kimball
Springfield

Glen Weathers
Florence

Lois Schibler
Creswell

James Swanson
Eugene

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, March 29, 1994

1. Call to Order
1A Attendance

1. Chairperson Weathers called the regular meeting of the Lane ESD Board to order at 7:00 p.m., Tuesday, March 29, 1994, in accordance with the agenda and public notice of the meeting. Board members attending were Glen Weathers, Jerry Miller; Frank Nearing; Lois Schibler; and Jim Swanson.

ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates; Richard Ellingboe; Jeff Foreman; Ted Murray; Sallie Rainville; and Marv Wilkerson.

Other ESD Staff Members attending were Kathy Allison; Lois Beard; Pam Bonebright; Laura Krenk; Darlene Stichler; and Martha Winter.

1B Communications

- 1B The following written communications were noted:

- a. Letter announcing acceptance of the ESD publication "Vision: Professional Technical Education Reform" for inclusion in ERIC, a national data base clearinghouse.
- b. Memo from Superintendent Maxwell telling the Board that the Eugene District 4J administration has determined to suspend further consideration of program mergers with ESD for the 1994-95 year.

2A Statements from Superintendent:
OTIS Director

- 2A Superintendent Maxwell said that the process for employing a new OTIS director is proceeding on schedule. About 75 applications are currently being screened. The top five candidates will be interviewed toward the end of April. It is expected that a candidate will be recommended to the Board at the May meeting.

2B Statements from Staff Members:
WalkAmerica

- 2B Chairperson Weathers welcomed staff members attending the meeting.

Lois Beard told the Board that the staff will be participating in the March of Dimes fund raiser "WalkAmerica" during April.

2C Statements from Board Members:
McKenzie Candidate
Fair

- 2C Director Schibler said that she had appreciated the opportunity to moderate a candidate fair for McKenzie School District last month. She said it was a good opportunity for district voters and it was interesting to her to get the different perspective of a smaller district and its concerns. Superintendent Maxwell thanked her for representing the ESD at this event.

Staff Resignation

Director Swanson noted the upcoming resignation of Special Ed Supervisor Marty Sheehan (on the personnel report) and asked what this resignation would mean in terms of organization of the Division. Superintendent Maxwell said that Dr Sheehan had resigned in order to devote more time to his private business. He said that the staff was sorry to see him leave. Discussion about organization of the division for next year has just begun and this resignation will be considered in the planning process. The organizational plan will be brought to the Board at a future meeting.

2D Statements from staff: OSBA

- 2D Jeff Foreman announced that the OSBA Spring Training session will be held here at the ESD on April 28. Information will be mailed shortly.

Director Lewis' health

Superintendent Maxwell said that Director Jeff Lewis has sent word that his health problems have not improved as much as he would like. He is scheduled for additional tests and will keep the Board and Administration informed.

3. Consent Agenda

3. **DIRECTOR NEARING MOVED** to adopt the Consent Agenda as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, 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 the February 22, 1994, Board of Directors meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: ECE: Buildings and Grounds Records and Reports; EGAB: Courier Service; EIA: Insurance Programs; FECBA: Energy-Conserving Construction; FEB: Selection of Architect; FEF/FEFB: Construction Contracts - Bidding and Awards

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 807; 804 (ESD Board Resolution 93-65)

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints FRANCISCA JOHNSON to an at-large position on the Lane ESD Budget Committee to fill a vacant position. The term of office expires June 30, 1994. (ESD Board Resolution 93-66)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the ESD and OTIS financial statements for February, 1994, as follows: Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for the General Fund and OTIS.
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated March 23, 1994, and approves the following personnel recommendations: (ESD Board Resolution #93-67)
Resignation: Martin Sheehan (6/30/94)
Change of Status: Robert Coiner (.75 to 1.0 FTE)
Change of Status: Sherry Clark (.50 to .75 FTE)
Change of Status: Carol Knobbe (return from maternity leave)

4. Business Affairs
4A OTIS Rates

4A The Board reviewed an administrative recommendation from OTIS Administration regarding OTIS Rates for 1994-95. The proposed rate structure would include no increase in fees for those districts which extend their current contracts through June 30, 1996. For districts which elect to make only a one-year commitment, there would be a 4% increase for 1994-95. The recommendation has been approved and forward by the OTIS Executive Board.

Director Miller asked what percentage of member districts had gone with the two-year commitment when a similar plan was offered in the past. Ted Murray said that the last time this offer was presented all districts but one went with the two-year commitment. The year before that, three districts opted for the one-year only. Two of those later left the OTIS system.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts an OTIS rate schedule that includes no increase in fees for districts which extend their contracts through June 30, 1996, and a 4 % increase for districts which elect to contract for services only through June 30, 1995.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-68)

4B Grant Writing Fund

4B Board members reviewed an administrative recommendation to establish a grant writing support fund.

Superintendent Maxwell told the Board that staff members have been successful in identifying and developing proposals for grants and other alternative sources of funding. However much of this work is being done over and above the staff members' regular assignments.

Most grants and contracts have provisions for the ESD to claim a portion, typically between five percent and ten percent, for indirect costs to cover expenses of writing and administering the work. During 1992-93, the total amount of revenue from this source was \$48,393. Approximately the same amount is expected this year. To date, the ESD has budgeted \$10,000 each year as anticipated revenue.

The purpose of the recommended special fund would be to provide a source of revenue for short-term contracts with grant writers and temporary clerical works to assist with writing renewal grants or contract applications and to develop new proposals in appropriate areas of service. Fifty percent of indirect revenues from grants and contracts would be deposited into the special fund.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes establishment of a special fund within the 1993-94 budget to provide for short-term contracts with grant writers and temporary clerical help. The source of revenue for this fund will be one-half of that portion of each ESD grant which is authorized to be claimed as indirect costs.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-68)

4C. SELCO access

4C The Board reviewed a recommendation to authorize the Superintendent to offer access to SELCO Credit Union's Personal Branch program to employees via LaneNet. The request has been reviewed and approved by legal counsel Joe Richards. LCEA officers have indicated support for the project.

The program will provide on-line access to employees who are SELCO members to complete account transactions. It also offers an on-line personal finance instructional program for children.

Director Weathers requested that the agreements with LCEA and SELCO include language directing that Lane ESD has no responsibility to continue to provide this program in the event SELCO should ever decide to discontinue it. Richard Ellingboe stated that the agreements would be modified to include this provision.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to allow SELCO to offer access to SELCO's "Personal Branch" program via LaneNet.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-70)

5. Action items
5A Legal Counsel

5A A request for proposals for legal counsel was mailed on February 22 to the five practicing local attorneys who are listed as members of OSBA's council of School Attorneys. In addition, an advertisement was placed in the Register-Guard on Friday, February 25. As a result of that ad, three additional attorneys phoned to request copies of the RFP. The deadline for receiving the completed proposals was March 23. By that time, only one proposal was received. It is from the Board's current legal counsel, Joe Richards.

The Board agreed by consensus to hold an informal work session with Mr Richards prior to the regular April Board meeting, in order to exchange information about mutual expectations. An action item on the regular meeting agenda will be to designate legal counsel and approve terms of the agreement between the District and its legal counsel.

5B Probationary
Employees

5B The Board reviewed the administrative recommendations for renewal and non-renewal of the probationary licensed staff.

Those employees included on the non-renewal list were hired this year on a temporary basis and were aware of their temporary status at the time of hiring. All other probationary employees were recommended for renewal.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the administrative recommendations for probationary licensed employees. For those employees approved for re-election, it is understood that the effective date of change is the first working day of the 1994-95 school year.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-71)

The list of employees included in this recommendation is attached to the official copy of the minutes of this meeting.

5C ESD Service
Resolutions

5C The resolutions package for 1994-95 has been approved as required by ORS 334.175. (At least two-thirds of the school districts with a majority of the County's pupils have approved each resolution.)

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to implement the 1994-95 ESD Service Resolutions, as approved by action of local district boards, in the Lane ESD Budget for 1994-95.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-72)

5D Accept Gifts

5D The Board reviewed a list of camera-related equipment and supplies offered to the ESD by Sacred Heart Hospital, which has closed its printshop and no longer needs the items. The equipment will significantly increase the capability of the Production Department to develop and process exposed camera film in a timely manner and will, in part, reduce reliance on an existing large copy camera for which parts and service are no longer available.

5D Accept Gifts
(Continued)

5D (Continued)

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to accept, with appreciation, equipment and supplies donated by Sacred Heart Hospital as follows:
AGFA Repomaster 2200 II Camera; Rapidline 43 filmprocessor; AGFA Cart; Supplies, including inks and masking sheets; Blueprint machine; waxer; and exhaust vents.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-73)

A letter of thanks will be sent to Sacred Heart Hospital personnel on behalf of the Board. In addition, a letter of commendation will be sent to Production Supervisor Alan Livingston, who was instrumental in obtaining this equipment for the agency.

5E Second reading
of policies

5E Chairperson Weathers led the Board through a second reading of those policies that had generated Board questions during their earlier review. Changes made since that time were highlighted.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies: EA: Support Services Goals; EB: Safety Program; ECD: Traffic and Parking Controls; JOB: Personally Identifiable Information; DC: Borrowing Funds

BE IT FURTHER RESOLVED that the following ESD Board Policy shall be repealed because it has been superseded by adoption of new policy: 704

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-74)

Superintendent Maxwell called attention to the updated list of policies which have been reviewed once by the Board, but not yet returned for a second reading. These policies are being held for further work or review by OSBA, legal counsel, or administrative staff in light of recent related legislation and/or board or staff concerns. In accordance with Board procedures for amending policy, they will continue to be noted at each meeting until action has been completed regarding acceptance, modification, or rejection.

6. Discussion items
6A Policy Revisions

6A Draft copies of proposed revisions to Board policy from several chapters were included for a first reading. Chairperson Weathers led the Board through a discussion of each policy. Comments and concerns were noted by the Board secretary for further review by legal counsel, administrative staff, and OSBA. The policies will be returned to subsequent meetings until action has been completed.

7. Reports
7A SB 26

7A Following issuance of the Attorney General's opinion regarding various provisions of Senate Bill 26, activities have been reinstated for implementing the efforts to reorganize ESDs in Oregon. Nine annexations have been ordered by the Oregon Board of Education.

7A SB 26
(Continued)

7A (continued)

The State Board has also appointed a committee to write administrative rules to implement various other sections of the law. Superintendent Maxwell reported that he is serving on that committee. A rule has been drafted to clarify the eligibility and function of the two appointees who are to serve as advisors to ESD Boards in the areas of work-force training and social services. This draft will go to the Oregon Board of Education at its April meeting; there will then be a 60 to 90-day period for the public to submit questions prior to State Board adoption.

Other rules being developed include one that will define eligibility for the additional budget committee members required by the new statute. Another rule will define "public entities" and "private entities" eligible for ESD services (on a fully reimbursable basis) under the statute. Twenty to twenty-five separate administrative rules will be required to implement all provisions of the statute.

7B Cooperative
Program Report

7B The Board reviewed a written report summarizing the work of the joint Lane County School District committees which are studying the feasibility of conserving resources through cooperative efforts. Director Nearing suggested that there would be public interest in these efforts to share and save resources. He suggested that a press release be generated.

7C Update on
Telephone System

7C The telephone system upgrade authorized by the ESD Board is continuing with a target completion date of no later than June 30. Direct dialing will allow all staff members to have their own assigned telephone numbers. Specifications for a voice mail package that meets the specific needs of the ESD are being developed.

7D LCOG

7D Director Miller announced that L-COG will be sponsoring a session on ethics in government in the near future.

8. Future agenda items

8. Future agenda items include the following:

- A. Review format and process for Superintendent's annual evaluation
- B. Affirm canvass of election results
- C. Affirmative Action Report
- D. Continue Review of Board policies

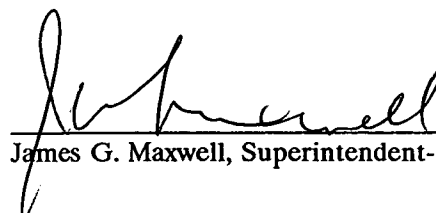
9. Next meeting

9. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 26, 1994, at the ESD Center. Meetings of the ESD Budget Committee are scheduled for Tuesday, April 5, at 7 p.m. and Tuesday, April 19.

10. Adjourn

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


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments to official
minutes:
Probationary Employee List

Minutes approved:

4/26/94

RECOMMENDED FOR RE-ELECTION

NAME	POSITION	HIRE DATE
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SECOND YEAR PROBATIONARY STATUS:

CLARK, SHERRY	TECHNOLOGY SPECIALIST	08/01/92
POINTER, SHANNON	MSMR TEACHER	09/02/93
THOMPSON, ANNETTE	SPEECH THERAPIST	09/02/93

THIRD YEAR PROBATIONARY STATUS:

DIMINO, JOE	TEACHER/CONSULTANT	09/02/92
WHITE, KATHY	TRAINING SUPERVISOR	08/01/92

RECOMMENDED FOR PERMANENT STATUS:

BAILEY, MICHAEL	SCHOOL PSYCHOLOGIST	08/29/91
MAURICO, LINDA	TEACHER, SED	10/16/91
BATES, SARA JANE	DIRECTOR, INSTRUCTIONAL SERVICES DIVISION	08/14/91

LICENSED TEMPORARY STAFF FOR 1993-94

NON-RENEWAL

SMITH, IRENE	TECHNOLOGY SPECIALIST
PETERSON, ANNE	SED TEACHER/CONSULTANT
SPRAGUE, KEN	SED TEACHER
ARMSTRONG, MICHAEL	SCHOOL PSYCHOLOGIST

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, February 22, 1994

1. Call to Order
1A Attendance

1. Chairperson Weathers called the regular meeting of the Lane ESD Board to order at 7:00 p.m., Tuesday, February 22, 1994, in accordance with the agenda and public notice of the meeting. Board members attending were Glen Weathers, Don Kimball; Jerry Miller; Frank Nearing; Lois Schibler; and Jim Swanson.

ESD Administrative Council members present were Jim Maxwell, Superintendent; Sara Jane Bates; Jeff Foreman; Ted Murray; Sallie Rainville; and Marv Wilkerson. Other ESD Staff Members were Lois Beard; Darlene Stichler; and Martha Winter.

1B Communications

- 1B The following written communications were noted:

- a. Letter to local board members of the ESD Budget Committee Members noting budget review calendar. The first meeting is Tuesday, April 5.
- b. Letter to Michael George extending appreciation for Lane School's hosting of the January Board meeting

2. Statements

- 2 Superintendent Maxwell noted that Paul O'Driscoll, Technology Consultant, has resigned to take a position as Data Processing Manager for Salem Public Schools. He welcomed Board members to attend a good-bye party being held on Thursday.

3. Consent Agenda

3. **DIRECTOR NEARING MOVED** to adopt the Consent Agenda as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, 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 the January 25, 1994, Board of Directors meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: (**ESD Board Resolution #93-58**)

DA: Fiscal Management Objectives; DB/: District Budgeting; DBD: Budget Priorities; DBG/: Budget Hearing & Adoption Procedures; DBJ: Budget Implementation; DD: Funding Proposals and Applications; DE/: Revenues from State and Federal Sources; DFC: Grants from Private Sources DFD: Rental and Service Charges; DIA: Uncollectible Debts; DH: Bonded Employees & Officers DIC: Financial Reports and Statements DIE: Audits DJBA: Revolving Cash Accounts; DJC: Bidding Requirements; DL: Payroll; DN: Disposal of Surplus District Equipment and Properties; DI: Fiscal Accounting and Reporting; DFA: Investment of Funds; DG: Depository of Funds; DGA/: Authorized Signatures

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 601; 602; 611; 805; 609; 610; 707.

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial statements for January, 1994, as follows: Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for the General Fund and OTIS.
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated February 22, 1994, and approves the following personnel recommendations: Resignation: Paul O'Driscoll; Change of status

4 Business Affairs
4A Telephone System
Upgrade

4A The Board reviewed a report and recommendations of the Telephone Study Committee. Superintendent Maxwell told the Board that the recommendation was a conservative approach to upgrading the ESD telephone system. To the extent possible, it uses existing centralized hardware by installing contemporary technology within the existing system. He said that the L-COG telecommunications specialist who worked with the committee indicates that this technology will provide adequate service for another five to seven-year period.

Superintendent Maxwell said that the present telephone system was installed in 1986; since then equipment replacement transfers have been budgeted annually in order to have adequate revenue to upgrade the system as it became necessary. He said that if the project is approved the Administration would continue to work with L-COG to seek competitive quotations for the recommended upgrades. The project may be divided into several components in order to participate whenever possible in joint purchases with other L-COG consortium members.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to seek competitive quotations through L-COG for the telephone system upgrades described in the memo dated January 31, 1994, from the ESD Telephone Committee. (A copy is attached to the official copy of these minutes.)

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-60)

Superintendent Maxwell noted Board members questions, which centered primarily on voice mail and direct inward dialing. He said that the Board will be kept informed as these and other changes are implemented.

4B Audit Report -
Management Letter

4B The Audit Report for 1992-93 was presented and approved at the December 7 meeting. The Auditor's Report to Management was presented at the January 25, 1994, meeting. Action recommended by the Administration as a result of the report and Board discussion at that meeting is as follows:

1) Designate First Interstate Bank as the repository for all ESD funds.

Develop an RFP for banking services with a timeline for implementation no later than July 1, 1994.

2) Richard Ellingboe and Gwen Gardner will share the responsibility of reviewing the records to validate the current building value of \$2,667,453.

DIRECTOR NEARING MOVED:

WHEREAS Oregon statutes require the Lane Education Service District to note audit recommendations, and

WHEREAS the ESD Board of Directors has received and accepted the financial audit report for 1992-93,

BE IT RESOLVED that the Board of Directors accepts the Letter to Management and authorizes the action recommended by the administration.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-61)

5. Action items
 5A Board Zones

5A Proposed reconfigurations of Board Zones 1 and 2 were before the Board as a second reading. The changes were made necessary because of a voting precinct revision by the Lane County Elections Division.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following voting precincts as comprising Lane ESD **Board Zone 1**:

Coburg, Eugene 333, 335, 435, 437, 439, 441, 443, 503, 507, 509, 511, 513, 515, 523, 525, 703, 705, 707, 709, 711, 713, 813, Grovedale (portion in 4J), Irving (portion in 4J), Mohawk (portion in 4J), Norkenzie, River Road 1, 6, 8, Santa Clara 12, 2, 3, 4, 5, 6, 7, 8, 9, Springfield 102 (portion in 4J); and Wilkins.

BE IT FURTHER RESOLVED that the Board of Directors designates the following voting precincts as comprising Lane ESD **Board Zone 2**:

Alvadore (portion in 4J), Bailey, Blanton, College Crest, Eugene 111, 113, 115, 119, 125, 127, 129, 215, 217, 223, 225, 227, 229, 231, 311, 325, 327, 329, 331, 403, 407, 429, 701, 801, 803, 805, 807, 809, Glenwood (part in 4J), Goshen (part in 4J), Lorane (portion in 4J).

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-62)

It was noted that Director Lewis, who represents Zone 1, resides in the Eugene 511 precinct, which is within the new Zone 1 configuration and that Director Nearing, who represents Zone 2, resides in Eugene 119, within the new Zone 2.

5B Budget Committee Resignation

5B Superintendent Maxwell said that Budget Committee member Jeri Nelson (Oakridge District Board) had sent a letter resigning from the Committee, citing the difficulties of traveling to and from Oakridge for night meetings.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Jeri Nelson from the ESD Budget Committee.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-63)

By informal agreement, Board members authorized the Superintendent to seek a replacement member for Ms Nelson from eligible school districts.

5C Policies

5C Two Policies dealing with student records were included on the agenda for a second reading. These policies -- JO: Education Records and JOA: Directory Information -- had been reviewed at a previous meeting but were held out prior to the second reading so that they could be rewritten to include recent statutory changes. A related policy (JOB: Personally Identifiable Information) was reviewed for the first time. Policy GCBDE: Jury Duty was also before the Board for a second reading. The administrative rule related to this policy was distributed to Board members for informational purposes. There were additional questions about the rule; further discussion will be scheduled at a future meeting.

5C Policies
(continued)

5C (continued)

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies: **(ESD Board Resolution #93-64)**

JO: Education Records; JOA: Directory Information; GCBDE: Jury Duty

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 505, 507, 316/414, 404.

In addition, Board Policies 304/406 are deleted because the language is in conflict with requirements of the new Americans With Disabilities (ADA) Act.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-64)

6. Discussion Items

6A Additional cooperative programs

6A Superintendent Maxwell expanded on a briefing paper regarding development of additional cooperative programs. He said that the Lane County Superintendents' group has been discussing the potential for financial efficiencies that could result from initiating such additional program either on a multi-district or county-wide basis. The Superintendents, along with business managers and others, held a planning session on February 9 to identify and prioritize service areas. The meeting was planned and facilitated with the assistance of L-COG Administrative staff. Ten programs were selected for immediate in-depth study and reporting to the monthly meeting of county superintendents. Three topics were given urgent priority -- these are personnel services, technology support, and auditing services. Other areas being studied are insurance pooling, grant writing, alternative education services, transportation services, facilities and maintenance support and management, and staff development.

6B Eugene School District Data Processing Services

6B The Board reviewed a briefing paper on Eugene School District Data Processing Services. The Superintendent reported that the Eugene School District had in mid-January initiated discussions regarding contracting with the ESD to provide some data processing services during 1994-95. A goal of the discussions is to determine if some or all of the services currently being provided by the Eugene District can be integrated into OTIS or other ESD service areas. The Eugene District is interested in decreasing unit costs through economies of scale that might occur when one service provider is functioning for both agencies. For 1994-95, discussions have focused on services which would be offered by the Lane ESD to Eugene on a contractual basis. These include electronic maintenance and repair, instructional computing, electronic network management and development, and network training.

Discussions will continue on the feasibility of ESD/OTIS providing its basic service package to Eugene in future years. This would be supported by the existing ESD service resolution.

Superintendent Maxwell said that the most significant implications are the potential saving of resources through collaboration; the opportunity for ESD/OTIS to provide a richer array of services to all users; the potential need for increased staff at the ESD to provide the higher volume of services; the potential for laid-off ESD employees to be recalled if their skills and training match the needs of the services to be provided; and the potential for the ESD to hire Eugene employees to perform expanded contractual services and/or to fill vacant OTIS positions.

6B Eugene Data
Processing
(continued)

6C Policy Project

7. Reports

7A Board access to
LaneNet

7B Service Resolutions

7C Fall enrollment
reports

7D Board
subcommittee and
liaison reports

8. Future agenda
items

6B (Continued)

All services being discussed for next year would be provided to 4J on a direct contract basis. If it is determined that these services are to be implemented, this would require approval for inclusion in budget appropriations for next year (income and expenditures). Superintendent Maxwell also said that he has asked ESD legal counsel Joe Richards to be present at the March meeting to interpret statutes related to personnel transfer and other issues.

6C Draft copies of proposed revisions to Board policy dealing with support services and facilities (Chapters E/F) were included for a first reading. Chairperson Weathers led the Board through a review of each policy. Comments and concerns were noted by the Board secretary for further review by legal counsel, administrative staff, and OSBA.

In accordance with Board procedures for adopting and amending policy, the suggested policies will be returned to subsequent meetings until action has been completed regarding acceptance, modification, or rejection of each policy.

7A Ted Murray reported that Board members who desire access to LaneNet need to have a p.c., a modem (at least 2400 bps), and communications software. A guest account can be set up by calling the Superintendent's office. Jeff Foreman or Linda Macy will take the necessary steps to acquire a mail box and password. Phone numbers and user guides will be sent when the password is assigned.

7B According to ORS 334.175, ESD service resolutions must be agreed upon before March 1 by resolution of at least two-thirds of the school districts which have a majority of the county's pupils. At the date of this meeting, twelve of the sixteen districts have voted to approve the resolutions, but the student population in those districts is less than 50%. Three of the remaining four district boards (Bethel, Fern Ridge, and Junction City) are scheduled to vote on February 28.

7C The Board received information copies of local district enrollment summaries developed by staff for planning purposes. Data are based on information provided by school districts to the State Department of Education for each of the three reported years.

7D Board members received copies of the agenda for the Special Education Division Advisory Council meeting held earlier on this date as well as minutes of the previous meeting. Marv Wilkerson reported that a quorum was present for today's meeting where discussion centered on restructuring and planning for future services.

Director Miller reported briefly on agenda items covered at the most recent L-COG Board meeting.

Vice-Chairperson Schibler said she had been privileged to represent the Board at the recent dinner meeting for Association presidents and Board officers hosted by the Lane County Unified Bargaining Council (LCUC). She thanked Martha Winter, LCEA President, for extending the invitation.

8 Future agenda items include the following:

- A. Recommendation re. process for selecting Legal counsel
- B. Renew or non-renew Probationary Certificated Staff
- C. Continue Review of Board policies

9. Next meeting

9. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, March 29, 1994, at the ESD Center.

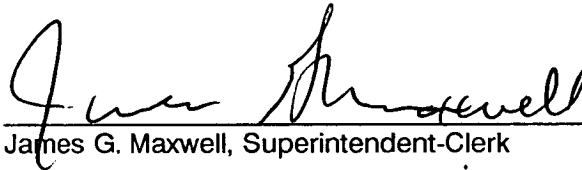
The first meeting of the Lane ESD Budget Committee is Tuesday, April 5, 1994, at 7 p.m.

10. Adjourn

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



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:
Telephone Committee Recommendations

Minutes approved:

SR



LANE
EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

January 31, 1994

TO: Jim Maxwell

FROM: Lane ESD Telephone Study Committee

Thelma Clemons
Richard Ellingboe
Jeff Foreman
Frank Landrum
Linda Macy

Michelle Martin
Ted Murray
Cheryl Swanson
Jennie Thompson
Marv Wilkerson

SUBJECT: Telephone System Upgrade Recommendation

Background

The ESD's telephone system is eight years old and lacks features available on modern systems. Most of the larger public agencies involved in that original cooperative buy of telephone systems through L-COG have upgraded those systems. The remaining agencies are -- like the ESD -- studying upgrades.

Staff members have expressed concerns about existing telephones that do not allow for telephone back-up coverage of multiple workstations when colleagues are away from their desks.

The Office Automation Committee assigned the Telephone Study Committee the task of studying the existing ESD phone system and potential system upgrades. The Committee has sought to:

- 1) Determine whether upgrades are necessary to help employees be more effective; and
- 2) Identify and recommend specific upgrades to the system.

The Committee worked with L-COG's Dan Mulholland, a specialist in the field of telecommunications. He used interviews with key ESD phone users to determine the need for upgrades. Based on the survey results, he recommended several upgrades.

Recommendations

The Committee used Mulholland's survey results and recommendations to develop the following recommendations. The Committee attempted to meet the most immediate needs of ESD staff to improve productivity and to plan for longer term needs of the ESD.

4A(1)

Recommendations:

1. Install new NEC telephone system software. This will allow the ESD to use the latest technology in improved multi-line phones and to be prepared for adding voice mail. Cost: \$25,000.
2. Equip eight workstations with improved multi-line phones. This is viewed as an immediate and vital need. Staff members are currently scrambling to answer multiple lines on phones designed for one line. In order to make these eight phones operational, a new circuit card also is required. Cost: \$4,100.
3. Implement direct inward dialing (DID). This is seen as the next most critical and cost-effective upgrade. The Committee sees this as way to improve client access. Callers could call staff members or programs directly without going through the switchboard. The screening of calls -- a concern for some administrators -- is still possible with DID. It is believed that DID would over time reduce the number of calls handled at the switchboard, freeing up that workstation for other duties. Cost: \$1,000 to install (\$125 monthly charge expected to be offset by elimination of dedicated lines for FAX and modems.)
4. Equip up to 45 workstations with improved telephones that have hold, redial and individual speed dial buttons. This is judged very important in the staff survey. These phones also are better equipped to connect with headsets. Cost: \$2,000.
5. Install a voice mail system. Surveyed staff members see this feature as very important. Callers would be able to leave voice-recorded messages rather than having secretaries write messages for staff members unavailable to answer their phones. Detailed and specific recorded messages would reduce "telephone tag," and secretaries' productivity would increase with fewer interruptions. Cost: \$12,000.
6. Equip eight additional workstations with multi-line phones. Circuit cards for multi-line phones come in increments of eight. In addition to the eight workstation equipped in Recommendation 2, the Committee believes eight additional workstations are a high need. Although this upgrade is not considered as essential as the first eight, the Committee believes it should be given consideration in the near future. Cost \$4,100.

It is further recommended that the ESD coordinate the purchase of telephone software and hardware with other agencies through L-COG to benefit from price breaks accorded larger purchases. The total cost of the recommended telephone system upgrade is \$48,200.

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, January 25, 1994

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, January 25, 1994, under provisions of ORS 192.660(1)(d) to discuss matters with persons designated to carry on labor negotiations. Those attending in addition to the Chairperson were Directors Kimball, Lewis, Miller, Schibler, and Swanson; ESD labor consultant Joe Richards; Superintendent Jim Maxwell; Board secretary Sallie Rainville; Richard Ellingboe; Sara Jane Bates; and Jeff Foreman.

2. Call to Order
2A Attendance

1. Following the Executive Session, Chairperson Weathers called the regular meeting of the Lane ESD Board to order at 7:05 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:

Glen Weathers, Chairperson	Don Kimball
Jeff Lewis	Jerry Miller
Lois Schibler	Jim Swanson

ESD Administrative Council:

Jim Maxwell, Superintendent	Sara Jane Bates
Richard Ellingboe	Ted Murray
Marv Wilkerson	Sallie Rainville
Jeff Foreman	

Other ESD Staff Members:

Michael George	Lois Beard
Darlene Stichler	Martha Winter

Others: Joe Richards, ESD Legal Counsel

2B Lane School
Program Report

- 2B This meeting was held at Lane School. Michael George, Lane School Supervisor, conducted a tour of the facility and told the Board about the school's program and philosophy. He pointed out several curriculum projects in the various classrooms. The meeting was held in the transition classroom.

1C Communications

- 1C The following written communications were noted:
 - a. Letter to Gwen Gardner expressing congratulations and appreciation for leadership in writing and publishing 1993 Comprehensive Annual Financial Report
 - b. Letter to Edith Jones expressing condolences on death of Dr Bill Jones on behalf of Board and Staff
 - c. Letter to Robert Coiner expressing appreciation for donation of software
 - d. Letter to Myron Pilon, Eugene Life Underwriter's Association, expressing appreciation for donation of books to professional library.
 - e. Memo to Lane County School Boards Association officers cancelling Winter Meeting. The next meeting will be an OSBA regional meeting on April 28.

3. Consent Agenda

3. **DIRECTOR SCHIBLER MOVED** to adopt the Consent Agenda as submitted. Director Lewis seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, SCHIBLER, 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 the December 7, 1993, Board of Directors meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes application to the U. S. Department of Education for a grant in the amount of \$91,239 to fund the School Restructuring Consortium project. (**ESD Board Resolution #93-52**)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: (**ESD Board Resolution #93-53**)

GAB: Position Descriptions; GBEA: Workers' Compensation Insurance; GBA: Equal Employment Opportunity; GBAA: Fair Labor Standards Act; GBEE: Wellness; GBK: Tobacco Use; GCBAB: Education Advancement; GCBAC: Experience Advancement; GCBAA: Salary Placement; GCBDC: Bereavement Leave; GCBE: Vacation; GCI: Assignments and Transfers; GCN: Evaluation of Staff; GCPA: Reduction in Force (RIF); GCQB: Research; GCQF: Sabbaticals; GD: Classified Staff Positions; GDO: Promotion of Classified Staff; GDPB: Resignation of Classified Employees; GBM: Grievance Procedure; GCQA: Outside Activities of Staff; GCQE: Student Teachers

BE IT FURTHER RESOLVED that the following ESD Board Policies and Administrative Rules shall be repealed because they have been superseded by adoption of new policy: 301/401; 409; 322/426; 1302-2; 1302-3; 1302-4; 314/412; 317/418; 403; 303/405; 422/318; 310; 402; 1403-2; 320/424; 305/407.

- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated January 25, 1994, and approves the following personnel recommendations: Resignation (for retirement) and post-retirement contract: Judy Steele (**ESD Board Resolution #93-54**)

4A Policies from Chapter G (Personnel) were included on the agenda for a second reading. Those policies about which there had been no questions during the previous review were included on the Consent Group approval earlier on the agenda. A second group of proposed policies from this Chapter included those that had generated Board discussion and questions at the first review. The Board reviewed the policies and noted changes made in some of them since the first reading, all of which had been reviewed with Joe Richards and Mike Wittmayer.

4. Action items
4A Policy Review,
Chapter G

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies:

GBEC: Drug-Free Workplace; GC: Licensed/Certified Staff Positions; GDBCC: Working Periods; GCBDA: Uncompensated Leave; GCPB: Resignation of Licensed/Certified Employees; GBN: Sexual Harassment

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policies: 323/427; 302; 408; 311/415; 324/428

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, SCHIBLER, SWANSON and WEATHERS VOTING YES.** (**ESD Board Resolution #93-55**)

5. Statements5A Statements from
Board members
LaneNet

Thanks

5B Statements from
Superintendent
Lane School

March Election

Introductions

6. Business affairs6A Financial
statements6B Audit Management
Letter

Attorney Richards left the meeting at this point.

- 5A Director Swanson commented that he has been using LaneNet with his own computer and modem. He suggested that documentation be provided to all interested Board members.

Director Weathers thanked Board and staff members for the cards and flowers during his recent illness.

Superintendent Maxwell thanked Michael George and the Lane School staff for providing the location for tonight's meeting as well as for the interesting tour and program report. Board members also expressed their appreciation.

The Superintendent called attention to copies of letters that were sent to Glen Weathers, who has filed for re-election to the Zone 4 Board position, and to Sherry Duerst who filed for the Zone 5 position. Both candidates will be running unopposed. Director Lois Schibler has decided not to seek re-election to the Zone 5 position. The candidates' names will appear on the March 22 election ballots in their respective zones. The election will be by mail.

Superintendent Maxwell introduced Martha Winter, who teaches the ESD classroom at Willamette High School; Lois Beard, OTIS field representative; and Darlene Stichler, accounts receivable clerk. He told the Board that Martha is the newly-elected president of the employee association, LCEA. Lois and Darlene are division representatives to the Association. Chairperson Weathers welcomed the staff members on behalf of the Board.

- 6A Richard Ellingboe reviewed ESD financial statements for December, 1993. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; and Investment Reports for the General Fund and OTIS. Ellingboe said the interest rates are being monitored very carefully to ensure that the Government Pool remains the best place to invest.

Ted Murray reviewed the Revenue/Expenditure Summary for OTIS funds and OTIS Equipment Contract Obligations. He said the U S Bank Flex Fund obligation should be paid in full by next December.

- 6B Richard Ellingboe reviewed the auditors' Report to Management for the year ending June 30, 1993. A copy had been mailed previously to Board members. Only two recommendations were included in the Management Letter. The first recommended complete integration of OTIS accounting records with the ESD's records. Ellingboe said integration is in progress with payroll and financial reporting records consolidated effective January 1. To complete the process, he said, it will be necessary to select one financial institution rather than the two that were utilized when ESD and OTIS maintained separate records. The ESD is currently using First Interstate; OTIS is using U S Bank. Ellingboe said both institutions have generally provided quality service and either would be acceptable as the financial institution for all ESD accounts. He provided a comparison of factors to consider in making a decision.

In discussion, Board members raised the point that this might be a good time to seek competitive bids from financial institutions through a request for proposals. Ellingboe said he would bring a draft request for proposals to a future meeting.

The auditor's second recommendation was that the staff provide detail records to support building and improvements of \$2,667,453 in General Fixed Assets Account group. Historical records specifying date, description, and amounts for items included in the building and improvements classification of the General Fixed Assets Account Group have not been maintained.

6B Audit Management
Letter (continued)

7. Action items

7A Board conference
attendance

7B Service Resolutions

6B (Continued)

Ellingboe recommended that Gwen Gardner be given the responsibility to review past financial records and audited financial statements. He said he would take responsibility to oversee the physical inventory of all building and significant improvements.

7A Director Swanson had expressed interest in attending the National School Boards Association (NSBA) annual conference in April.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Director Jim Swanson at the NSBA Annual Conference in New Orleans April 9 through April 12, 1994.

In accordance with provisions of Board Policy and Administrative Regulation BHD/BHD-AR, this resolution authorizes payment of registration, lodging, meal and travel expenses, from Account No. 100/2310/340/100/10.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, SCHIBLER, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #93-56A)

Director Kimball expressed interest in attending the OSBA "How To Do It" Workshop on Budget Reduction and Layoff and Recall being held in Cottage Grove on February 16.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Director Don Kimball at the OSBA "How To Do It" Workshop at the Village Green, Cottage Grove, February 16.

In accordance with provisions of Board Policy and Administrative Regulation BHD/BHD-AR, this resolution authorizes payment of registration, meal and travel expenses, from Account No. 100/2310/340/100/10.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, SCHIBLER, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #93-56B)

7B Service Resolutions for 1994-95 were presented for a second reading. Superintendent Maxwell said that the resolutions as presented had been reviewed by the County Superintendents. He pointed out changes in the package from the current year's services.

DIRECTOR KIMBALL MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1994-95 Lane ESD service resolutions as written and authorizes them to be submitted to the local Lane County school boards for review and action.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, SCHIBLER, SWANSON and WEATHERS VOTING YES.**

(ESD Board Resolution #93-57)

8. Discussion items

8A Review RFP for legal counsel

8A At the July meeting, the Board determined to provide opportunities for legal firms to submit competitive proposals to serve as general legal counsel for the District beginning July 1, 1994. This decision was made not because of dissatisfaction with the service being provided by the current counsel but to assure that all interested providers are given periodic opportunities. It also provides an important opportunity for the District to compare costs and quality of legal services.

Board members reviewed a draft proposal to be released to legal professionals interested in providing this service.

Following the deadline for submitting proposals, Superintendent Maxwell said he will bring a recommendation for a screening/interview/ reference-checking process. The Board will then decide on the process for selecting the provider.

8B First Review, Board Policies Chapter D

8B A draft copy of proposed revisions to Board Policy dealing with Finance (Chapter D) was included in the agenda packet for a first review. Chairperson Weathers led the Board through a review of each policy. Comments and concerns were noted by the Board secretary for further review by legal counsel, administrative staff and OSBA. In accordance with Board procedures for adopting and amending policy, the suggested policies will be returned to subsequent meetings until action has been completed regarding acceptance, modification or rejection of each policy.

8C ESD Election Zones

8C Board members reviewed Oregon law related to adjustment of ESD Zone boundaries. The law states: "ESDs shall be divided into not more than five zones as nearly equal in census population as may be practicable, measured along common school district boundary lines except that zones may be established using voting precinct boundaries in order to achieve greater equality of population."

A Board briefing paper provided the 1990 census count by school district. The census data listed in this manner has only recently become available and was obtained from the Oregon State Service Center for Geographic Information Systems. By current ESD Board Zone, the population is as follows:

Zone 1:	Eugene (North half)	64,585	(est)
Zone 2:	Eugene (South half)	64,585	(est)
Zone 3:	Springfield	62,214	
Zone 4:	Fern Ridge	10,938	
	Mapleton	2,350	
	Bethel	24,446	
	Junction City	12,794	
	Blachly	1,366	
	<u>Siuslaw</u>	<u>10,940</u>	
	Zone 4 Total		62,834
Zone 5:	Pl. Hill	8,067	
	Creswell	8,505	
	So. Lane	17,292	
	Crow-A-L	3,632	
	McKenzie	2,642	
	Lowell	3,402	
	Oakridge	4,928	
	<u>Marcola</u>	<u>2,552</u>	
	Zone 5 Total		51,020

Although the population for Zone 5 remains quite a bit lower than other zones, Superintendent Maxwell said the distribution of population has not changed significantly since ESD Board Zones were reconfigured following the 1980 census. Because of school district boundaries and other geographical considerations, no practical method seems available to add to the Zone. The Superintendent recommended that ESD Board zones not be changed as a result of the 1990 census figures.

8C Board Zones
(continued)

8C (Continued)

In a related matter, the Superintendent told the Board that the Lane County Elections Division had recently revised and renumbered all precincts within the Eugene City limits. As a result, ESD Board action is needed to revise precincts within ESD Board Zones 1 and 2 (which comprise Eugene School District 4J). Many of the precincts which are currently listed as making up those two zones no longer exist. The Board reviewed a proposed configuration dividing School District 4J into two zones (north and south) using Lane County's new zone designations. A map showing ESD zones by precinct, including the newly proposed Zones 1 and 2, was also available. The proposal will be returned to a future meeting for a second reading.

8D Probationary
Teachers

8D The Board is required to take action to renew or non-renew probationary certified staff prior to April 1 each year. A list of employees who will be considered by the Board at the March meeting was provided to allow notification if any Board member wishes to request an executive session to discuss the evaluation of any of the probationary staff.

9. Reports

9A Senate Bill 26
Implementation

9A Superintendent Maxwell reported that Senate Bill 26 (the ESD reorganization bill) was referred to the Attorney General for interpretation. The Attorney General's Opinion, which has just been issued, states that all provisions of the bill are legal except for the merger portion, which he declared is in conflict with state laws related to tax bases. Annexations, as well as all other provisions of the bill, are legal. The State Department of Education will now begin to write and issue state administrative regulations for implementation of the new law. Superintendent Maxwell said he will keep the Board informed about provisions that affect Lane ESD.

The Superintendent reported that a joint committee will work on the provision for mergers so that it can be re-submitted to the 1995 Legislative Session. (This provision of the law does not affect Lane ESD, which remains a stand-alone ESD.)

9B Seismic Analysis

9B The Superintendent reported on results of the analysis of the ESD Center Building for risks associated with potential seismic activity. The study was authorized at the June Board meeting. He said that the report was generally favorable with respect to the ability of the building to withstand stresses anticipated during an earthquake. However, several points of weakness were identified, particularly where wall and roof elevations change abruptly. The study recommended immediate attention to strengthening these areas.

Cost for these modifications was estimated at \$2,460 and the expenditure has been authorized out of the regular building maintenance budget. A firm recommended by the building architect is completing the work.

The engineering study also recommended some additional modifications that do not need immediate attention. These require uncovering the roofing; the engineer and architect recommend that this work be delayed until the next time that re-roofing is required.

Cost estimates for seismic insurance will be brought to the Board for a decision next time that building insurance is reviewed.

9C OTIS Management
(Director
Recruitment and
Reorganization)

9C Superintendent Maxwell expanded on a written report that provided historical background on OTIS management in light of the retirement of three OTIS administrators within the period from January to October 1994. The Superintendent said that while their leadership will be a serious loss, that loss can partially be offset by taking the opportunity to review the needs of the OTIS Consortium and to recruit leadership that can best serve its needs.

The Superintendent said he had met personally with many OTIS employees, leaders from our data processing partners at Linn-Benton ESD, and with data processing leadership at the Department of Education.

The Board reviewed draft guidelines for the Superintendent to use in recruiting an OTIS Director and re-organizing the OTIS staff prior to bringing a recommendation to the ESD Board. Guidelines listed were as follows:

1. It is my intent to reduce the OTIS administrative staff by one position by combining the positions of Director and the vacant Manager III position and to reassign some of the existing duties of the two positions to other staff members.
2. The administrative structure of OTIS will be somewhat "flattened" so that the supervision of all managers will be the direct responsibility of the division director.
3. I will encourage the continued development of a division management system that recognizes the potential contributions of all employees in solving problems, determining work to be done and assuming responsibility for meeting goals established by the organization.
4. I will continue to work closely with the Superintendent of Linn-Benton ESD, leaders at the Oregon Department of Education and any others who are interested in promoting cost effective services through inter-organizational collaboration.
5. One or more work teams will be established in each or a combination of the following areas. Because of the division of responsibilities in which Linn-Benton assumes primary responsibility for student services development and OTIS assumes responsibility for fiscal services development some of these teams will include representation from both the OTIS and the Linn-Benton staffs: Programming/Development; Joint Enhancement Team (JET); Consortium member services; Operations; Networking/Communications; Marketing; Management/Internal Communications/Planning

The OTIS Director will be a participating member of each team. The Linn-Benton Director will continue to participate in the JET activities and other teams as appropriate.

Some other employees may serve on more than one team.

The Superintendent will be a participating member of the management team and the Joint Enhancement Team. The Superintendent of Linn-Benton ESD has also agreed to serve on the Joint Enhancement Team.

The Board also reviewed listed qualities for an OTIS Director for leading the organization in the next five to ten years. (Copy attached to these minutes.)

The Superintendent said he would appreciate input from the Board or individual Board members about further areas to be considered or de-emphasized.

In discussion that followed, Directors Swanson and Miller emphasized that they wanted to be sure that, as a part of this process, adequate thought be given to organization and staffing of the entire OTIS division. They stated particular concern that the ratio of administrators to staff be examined. Director Swanson also asked whether a division director was, in fact, needed, in light of several factors such as combining ESD and OTIS financial functions, staff downsizing, and projected financial cutbacks by ESD and user districts.

9C OTIS Re-organization and Director Recruitment (continued)

9C (continued)

Superintendent Maxwell responded that he believes that the structure of OTIS will be different after this process is completed. He said that downsizing of the OTIS staff has been an ongoing process over the past several years, including downsizing of the administrative staff.

Director Lewis commended the attempt to "flatten out" the organization by using hands-on supervisors. He said he believed emphatically that a technical organization such as OTIS requires a director. Director Kimball commented the working paper provided an opportunity for additional input by interested persons; he also said that the mission statement of OTIS as well as this working paper will be examined by the OTIS Executive Board at its next meeting.

Director Swanson suggested that another question to be examined is whether a Director needs educational administration and/or data processing background.

9D L-COG

9D Copies of Lane Council of Governments (L-COG) Annual Report for 1992-93 were distributed for the Board's information.

10 Future agenda items

10 Future agenda items include the following:

- A. Renewal of probationary certificated staff
- B. Action on Audit Management Letter
- C. Action on Board Zone re-configuration
- D. Selection of Legal Counsel
- E. Continue Review and adoption of Board policies

11 Next meeting

11 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, February 22, 1994, at the ESD Center, 1200 Highway 99 North, Eugene.

12 Adjourn

12 The meeting was adjourned at approximately 9:35 p.m.


Glen Weathers, Chairperson
James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Proposed Qualifications, OTIS Director

Minutes approved:

2/22/94

Portion of January 24, 1994, memo from Jim Maxwell to ESD Board.
Subject: OTIS Management

Qualifications for OTIS Director

The qualities of an OTIS Director for leading the organization in the next five to ten years include:

- 1) Demonstrated ability to build work groups of highly skilled technical employees into cohesive problem solving teams.
- 2) Five years of successful experience in leading high performance service organizations.
- 3) Demonstrated ability to build two-way communication systems among employees, between management and employees, and between staff and consortium members.
- 4) Demonstrated ability to involve all employees in identifying, addressing, and solving organizational problems.
- 5) Ability to operate in a public sector enterprise fund environment in which revenues (and expenditures) depend upon the ability of the organization to attract fees for services.
- 6) Ability to act as the primary communicator between data processing professionals and professional educators.
- 7) Commitment to a personal, professional growth and development plan which provides the knowledge and skills to help maintain OTIS in a leadership role in meeting the needs of public education. Ability to motivate employees to continuously upgrade their knowledge and skills.
- 8) Knowledge of Oregon Education Reform legislation and the implications that education reform has for services to be provided by OTIS.
- 9) Demonstrated ability to build and maintain collaborative relationships with similar entities in order to foster joint efforts and to reduce redundant costs. Willingness to apply this skill in elevating the existing working relationship with Linn-Benton ESD to a higher plane.
- 10) Ability to lead a marketing program to retain and attract new participants for consortium membership.
- 11) Ability to work closely with the Oregon Department of Education, Oregon Public Utilities Commission, Oregon Public Employees Retirement System, Oregon Teacher Standards and Practices Commission and other state and federal agencies.
- 12) Ability to relate the needs of education with technological developments and to articulate a continuously evolving three to five year plan for OTIS.
- 13) Knowledge of Oregon school law, Public Employees Collective Bargaining Act, Oregon local budget law and related state and federal statutes and administrative rules.
- 14) Ability to foster an attitude within OTIS users so that they consider themselves members of a mutually supportive consortium rather than service bureau customers.
- 15) Ability and willingness to regularly travel throughout the state to work with consortium members.

Attachment 1/25/94

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, December 7, 1993

1. Call to Order
1A Attendance

1. Vice-Chairperson Schibler called the regular meeting of the Lane ESD Board to order at 7:10 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Lois Schibler, Vice-Chairperson	Don Kimball
Jerry Miller	Frank Nearing
Jim Swanson	

ESD Administrative Staff:

Jim Maxwell, Superintendent	Gwen Gardner
Sara Jane Bates	Richard Ellingboe
Ted Murray	Marv Wilkerson
Jeff Foreman	Sallie Rainville

Others:

Forrest Arnold	Mike Lewis
----------------	------------

1B Communications

- 1B The following written communications were noted:

- A. Letter from Preston Wills, Lowell SD commending Dr Alice Erickson for her outstanding work as school psychologist
- B. Letter from Fred Greatwood commenting about excellent job ESD has done in controlling claims
- C. Letter from Frank Landrum thanking Book Mark for book donations
- D. Press release announcing Edith Lippert award

2. Statements

2. Superintendent Maxwell told the Board that Chairperson Glen Weathers had been hospitalized after suffering two minor heart attacks. He is now recovering at home and expects to be well enough to attend the January meeting. The Superintendent said that Director Jeff Lewis was also absent from this meeting because of illness.

Director Swanson commented that he had appreciated the report on facilitated communication at the October 26 meeting; he requested that the Board be kept up-to-date on this area of the special education curriculum.

The Board noted with regret the recent death of Dr William Jones, a former ESD (IED) Superintendent. A letter on behalf of the Board will be sent to Dr Jones' family, expressing condolences and recognizing his contributions to this agency. Director Nearing also noted the recent death of Richard Miller, who had been a local school district board member and a board negotiator for many years. He asked that a letter also be sent to Mr Miller's family.

3. Business Affairs

- 3A. Review 1993
ESD Audit

- 3A Chairperson Schibler and Superintendent Maxwell welcomed Mike Lewis and Forrest Arnold of Jones & Roth, who were present to review the 1993 audit report. Copies of the report had been mailed earlier to Board members. Gwen Gardner, ESD Accounting Supervisor, distributed copies of the "Comprehensive Annual Financial Report" which includes the independent auditor's report, as well as explanatory pages and a section that provides financial statistics over the past ten years. The document was produced and printed by the ESD and will be submitted for the American School Business Officials (ASBO) Certificate of Excellence in Accounting. On behalf all of the staff members who worked on the document, Ms. Gardner thanked the Board for supporting the application for the Certificate. She said that the research and preparation has been a great experience for all concerned.

3A Audit Review
(continued)

4. Consent agenda

3A (continued)

The auditors complimented the staff for the high quality of the report and pointed out the value of the trend information included in the statistical sections. Some changes in the audit format were made as a result of ASBO requirements. No problems or areas of significant weakness were found as a result of their audit. A management letter will be issued prior to the January meeting.

4. **DIRECTOR NEARING MOVED** to adopt the Consent Agenda as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON 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 the October 26, 1993, Board of Directors meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies: **(ESD Board Resolution #93-39)**

KAA:	Public Relations Goals and Objectives
KBCA:	Media Relations
KL/KLC/KLD:	Public Complaints
LGA:	Compliance With Standards

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy:

901	(KAA)
906	(KBCA)
903	(KL/KLC/KLD)

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes acceptance of a \$1,000 grant award from Carl Perkins Grant funds to defray costs of printing "A Vision: Professional Technical Education Reform."

BE IT FURTHER RESOLVED that the Board authorizes receipt and appropriation of these funds when received. **(ESD Board Resolution #93-40)**

- D. **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. **(ESD Board Resolution #93-41)**
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the ESD and OTIS financial statements for October, 1993, as follows: Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated December 7, 1993, and approves the following personnel recommendations: **(ESD Board Resolution #93-42)**

Resignations:	Ted Murray (for retirement)
	Katherine Clark
Employ:	Anne Peterson (temporary)
Post Retirement Contract:	Ted Murray
	(.6 FTE 1/1/94 through 6/30/94)

5 Business Affairs
5A OTIS Storage
Devices

5A At earlier meetings, the Board authorized OTIS to replace its disk storage devices in order to provide adequate capacity and a more fail-safe system. Superintendent Maxwell said that the older storage units are sometimes accepted on a trade-in basis to offset the cost of the newer units. Others become surplus and are sold by OTIS on the open market.

By the middle of December, approximately 15 units will become surplus. The value of these units is rapidly declining and it is in the best interest of the District to sell them as quickly as possible in order to receive maximum financial return.

The Board reviewed a briefing paper and a draft resolution which exempts the units from the competitive bid process in order to expedite their sale.

DIRECTOR NEARING MOVED to adopt the following resolution. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #93-43)

WHEREAS the District has approximately fifteen (15) disc storage devices (DASD) that will become surplus property with the pending purchase of new-technology devices, and

WHEREAS the Board, acting as the local contract review board, desires to exempt the sale of such surplus property from competitive bidding requirements pursuant to ORS 279.015 because the Board is informed that the blue book value of the DASDs declined in value by 17.8 percent between the last two reported quarters, or at the rate of almost 6 percent a month, and

WHEREAS at the current market value the DASDs are worth approximately \$30,000, and

WHEREAS it is unlikely that any such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts, and

WHEREAS the awarding of public contracts pursuant to this exemption would result in substantial savings to the District, in light of the type of surplus property, market value of the surplus property, and the number of persons available to bid, and

WHEREAS pursuant to OAR 125-310-032, the circumstances surrounding the declining value of the DASDs could not reasonably have been anticipated and a prompt sale is necessary to preserve public funds, and

WHEREAS the Board finds that the use of the competitive bidding process would extend the time of sale for approximately four additional weeks at an estimated loss of \$1,800 in the potential market price.

WHEREAS the District will make informal solicitations and obtain informal quotes from potential purchasers of such property, and

WHEREAS this resolution shall serve as written findings describing the circumstances that require the prompt sale, and the potential loss from failing to establish a sale process on an expedited basis,

NOW, THEREFORE BE IT HEREBY RESOLVED:

1. The aforementioned recitals are hereby adopted as findings of fact.
2. The Board does hereby exempt the contract for the sale of approximately fifteen (15) DASDs from competitive bidding requirements pursuant to ORS 279.015 and OAR 125-310-032 for the reasons set forth above.
3. The District shall forthwith solicit in writing offers from those companies available to bid for DASDs, of which one or more of such prospective purchasers shall be selected by December 28, 1993.

5B OPDC Grant

5B The Oregon Professional Development Center (OPDC), a section of the Lane ESD Instructional Services Division, has collaborated with six schools from throughout the state to develop a grant proposal to the SDE for funds available for school restructuring under Twenty-First Century Schools legislation.

5B OPDC Grant
(continued)

5B (Continued)

The grant proposal is in the amount of \$70,000. Funds would be used for further development of model programs in the six schools, which are already model schools in school restructuring. Grant funds would also be used to make information about successful practices available to other schools. In addition to the assistance provided to OPDC in its work, the ESD would receive five percent of the grant for administrative costs.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes application to the State Department of Education (Twenty-First Century Schools restructuring funds) for a grant in the amount of \$70,000 to fund the School Restructuring Consortium project.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of a special fund for grant monies received and appropriation of such funds if the grant is received.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #93-44)

5C Planetarium
Agreement

5C The Board reviewed a briefing paper which summarized terms of an Intergovernmental Agreement developed to document conditions of cooperative efforts between the City of Eugene and Lane ESD to maintain the operation of the planetarium.

Under the Agreement, the City of Eugene has waived the annual rental fee of \$10,260 and has requested that it be applied to the operational costs of the Planetarium. The City also has offered to provide technical assistance in marketing, public relations, and fund raising; offered support of its graphics department in the development of Planetarium documents and provided space in its Recreation Guide to advertise Planetarium programs.

The ESD has agreed to provide ESD courier service to the City as well as use of ESD meeting rooms, including teleconferencing facilities; use of up to fifty items per year from the ESD Media Library; and use of the Planetarium for up to six evenings per year.

Superintendent Maxwell said he believed that this type of cooperative effort will reduce redundancy in government services and lead to more effective use of tax resources. Board members agreed and commended this inter-agency cooperation. Board members also asked to be kept updated on progress of the Planetarium enterprise fund.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to sign the Intergovernmental Agreement with the City of Eugene concerning the Planetarium.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #93-45)

The Board watched a brief promotional video for the Planetarium which was produced by the City in cooperation with Planetarium staff.

5D Alternative Learning
Opportunities
System

5D The Lane County Professional-Technical Education Consortium has prepared a grant application for a portion of the State economic development resources that are targeted to help schools implement Twenty-First Century Schools legislation related to vocational preparation.

Grant funds would be used to identify students at risk of dropping out and to provide alternative learning opportunities, especially for those students who reside outside of the metropolitan area. The proposal is supported by Lane County Schools, Lane Community College, and several other public and private agencies. Lane ESD would act as fiscal agent and program manager for the grant and would be eligible to claim up to 12% of the grant funds for administration of the grant.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes application to the State Department of Education (Workforce Investment Grant funds) for a grant in the amount of \$417,588 to establish the Alternative Learning Opportunities System. **BE IT FURTHER RESOLVED** that the Board authorizes the establishment of a special fund for grant monies received and appropriation of such funds if the grant is received.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #93-46)

5E Grant for Serving
At-Risk Students

5E Lane ESD has been asked by several school districts, CSD, and Lane County to submit a grant application for state funds being made available to counties to provide services to children categorized as "Level 7" on the Children's Services Division "vulnerability scale." Level 7 is defined as: Age 13-17, chronic acting out and neglect --non-delinquent. This is the least vulnerable category in the CSD scale and children thus categorized generally are not receiving CSD resources. These students are among those that schools in recent years have labeled "at-risk"; they represent a significant portion of the school dropout population.

The local office of CSD and the Lane County Department of Youth Services believe that the schools may be in the best position to use the available funding to provide for the needs of Level 7 students in order to retain them in school or to return them to school or an alternative placement after dropping out.

Administration of this program would be similar in character to the ESD Substance Abuse Consortium in which some of the funds are available to schools on a per capita basis as needed and the remainder are available for cooperative county-wide programs to be planned by the school districts in conjunction with the ESD. The ESD would receive a negotiated amount for administrative purposes.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to submit a grant application to Lane County for funds to serve CSD Level 7 students in an amount not to exceed \$260,000 for the period from January 1, 1994, to June 30, 1994, and to appropriate those funds in a special fund to be established for purposes of administering the grant.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #93-47)

6. Action items
6A ESD Policy Review

6A Policies from Chapters K/L (District/Community Relations) were included on the agenda for a second reading. Those policies about which there had been no questions during the previous review were included on the Consent Group approval earlier on the agenda. A second group of proposed policies in this Chapter included those that had generated Board discussion and questions at the first review.

Drafts of two policies from Chapter I (Instruction) were also included for a second reading. These policies had been held from the earlier second reading of that Chapter, because of changes suggested by the staff subsequent to the first review.

Superintendent Maxwell said that Legal Counsel Joe Richards and OSBA policy advisor Mike Wittmayer concurred with all proposed revisions.

The Board reviewed the policies submitted for second readings, as well as Administrative Regulations which were provided as explanatory information for some of the policies.

DIRECTOR KIMBALL MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies:

- KBA: Public Records.
- KBE: Political Campaigns.
- KI/KJ: Public Solicitation/Advertising in District Facilities
- KJA: Materials Distribution
- KK: Visitors to District Facilities
- KG/KGA: Community Use of Planetarium Facilities
- IIAD: Special Interest Materials
- IFE: Curriculum Guides and Course Outlines

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy:

- 801 (KBA)
- 905 (KK)
- 907 (KG/KGA)

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #93-48)

6B Conference
Attendance

6B Directors Nearing and Kimball expressed interest in attending the Oregon School Law Conference which is being held in Eugene on December 9 and 10.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Frank Nearing and Don Kimball at the Thirteenth Annual Oregon School Law Conference at the Eugene Hilton Hotel December 9 and 10, 1993.

In accordance with provisions of Board Policy and Administrative Regulation BHD/BHD-AR, this resolution authorizes payment of the registration fee (which includes lunch, refreshments, and materials) from Account No. 100/2310/340/100/10.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #93-49)

6C Superintendent's
Salary

6C Vice-Chair Schibler said that she and Chairperson Weathers, who are the Board Subcommittee on Superintendent's Salary, had met on September 28 and agreed to recommend to the Board that the Superintendent receive the same salary percentage increase for 1993-94 and 1994-95 as all other employees of the District (two percent).

DIRECTOR NEARING MOVED to approve the following resolution. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES. (Resolution #93-50)**

WHEREAS the Board of Directors of Lane ESD on May 25, 1993, evaluated Superintendent James G Maxwell and determined his performance to be a composite average of rating of 1.17 on a scale of 1 to 5, with 1 being excellent, 2 good, 3 average, and 5 poor and extended its contract with the Superintendent through June 30, 1995, and

WHEREAS a determination of the amount of compensation to be included in the Superintendent's contract was delayed pending a recommendation of the Board's Subcommittee on Superintendent's Compensation,

Therefore BE IT RESOLVED that the salary for the Superintendent be increased by the same percentage as for other employees of the District, 2% in 1993-94 and an additional 2% in 1994-95.

BE IT FURTHER RESOLVED that all other aspects of the Superintendent's compensation be unchanged.

BE IT FURTHER RESOLVED that the Board's contract with the Superintendent be amended to reflect this resolution.

6D Personnel
Recommendation

6D The Board reviewed an added personnel recommendation (received too late to include in consent agenda background material).

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel recommendation to employ Ken Sprague as a teacher at Lane School for the balance of the school year on a temporary basis.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, and SWANSON VOTING YES. (ESD Board Resolution #93-51)**

7. Discussion items
7A Service Resolutions

7A Lane ESD Service Resolutions for 1994-95 were presented for first reading. Superintendent Maxwell reviewed the process used to develop the draft resolutions. ESD administrators visit with key staff members in each district. Information regarding current services and services most needed is collected, reviewed and tabulated. It is then reviewed by the Lane County Superintendents as a group.

The following changes to the resolution package were noted:

Data Processing Services (Resolution #2): Underwriting of repair and service of computers and provision of county-wide standard data processing supplies would be deleted from the resolution.

Test Scoring Services (Resolution #3): This service would be deleted.

Professional Technical Education Services (Resolution #4): Rental of CIS software for use on district-owned microcomputers will no longer be provided by the ESD.

Speech, Language, and Hearing (Resolution #8): It has been proposed that this service be dropped; however, this proposal is still under discussion by a subcommittee of Lane County Superintendents.

7A Service Resolutions
(continued)

7A (Continued)

Superintendent Maxwell said that a Subcommittee of Lane County Superintendents, assisted by Special Education Coordinators, is continuing to review Resolution #10, Services for Students with Severe Emotional Disabilities and Resolution #13, Services for Students with Moderate to Severe Mental Retardation. Some modification of those programs may be recommended by the time the Board meets in January to adopt the resolutions, although levels of financial resources will most likely remain at the current levels.

In addition, Resolution #15, Looking Glass Educational Services, may be affected by statutes enacted by the 1993 Legislative Assembly. The Oregon Department of Education is reviewing these changes and will meet with the ESD staff and others on January 14 to provide information that may lead to modification of this resolution.

Board members reviewed each suggested resolution service.

(By unanimous consent, Board members agreed to extend the meeting to 9:30 p.m.)

Meeting extended.

7B Policy review

7B A draft copy of proposed revisions to Board Policy dealing with Personnel (Chapter G) was included in the agenda packet for a first review. Vice-Chair Schibler led the Board through a discussion of each policy. Comments and concerns were noted by the Board secretary for review by legal counsel, administrative staff, and OSBA. In accordance with Board procedures for adopting and amending policy, the suggested policies will be returned to subsequent meetings until action has been completed regarding acceptance, modification or rejection of each.

8. Reports

- 8. The following written reports were presented:
 - A. Senate Bill 26 implementation and proposed State Administrative Rules
 - B. Agenda for meeting of Advisory Council for Special Education held earlier on this date and minutes of last meeting.
 - C. L-COG meeting report

9. Future agenda items

- 9. Future agenda items include the following:
 - A. Review of Probationary Certificated Staff
 - B. Continue Review of Board policies
 - C. Approve Resolution Package - Authorize submission to local boards
 - D. Review RFP Specs for Legal Counsel

9. Next meeting

9. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, January 25, 1994, at the ESD Center, 1200 Highway 99 North, Eugene.

10 Adjourn

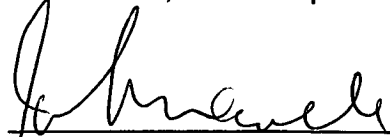
10 The meeting was adjourned at 930 p.m.

Attachments to official minutes:

Minutes approved:

1/25/94


Lois Schibler, Vice-Chairperson


James G. Maxwell, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, October 26, 1993

1. Call to Order
1A Attendance

1. Chairperson Weathers called a regular meeting of the Lane ESD Board to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson
Jerry Miller
Lois Schibler

Don Kimball
Frank Nearing
Jim Swanson

ESD Administrative Staff:

Jim Maxwell, Superintendent
Ted Murray
Jeff Foreman
Marty Sheehan

Sara Jane Bates
Marv Wilkerson
Sallie Rainville

1B Communications

- 1B The following written communications were noted:

- A. Announcement of Board terms expiring June 30, 1994, and preliminary information about filing deadlines.
- B. Letter congratulating ESD staff member Sheila Thomas on being named ARC Teacher of the Year.
- C. Letter from Bob Burns, Associate Superintendent, State Department of Education, requesting nominations for OAESD Committee assignments.
- D. ESD Reformation Newsletter.
- E. OAESD Legislative Report.

2. Statements

2. Director Miller said he had noted some recent controversies in other governing bodies regarding communications and said he thought that Board members should be reminded that statements at meetings are matters of public record

Director Swanson stated that he had recently watched a PBS "Frontline" program that featured facilitated communication and brought out some controversy surrounding the technique. He said he had asked Superintendent Maxwell to provide further information about Lane ESD's involvement in use of this teaching method.

Superintendent Maxwell said that facilitated communication is an area that is being carefully studied by Lane ESD staff as it is by special educators worldwide. It is a technique that makes it easier for some individuals with severe communication impairments to respond or perform and usually involves hand-over-hand support of the student, who types or points at letters on an alphabet board or computer.

The Superintendent introduced Special Education Supervisor Marty Sheehan, who heads a task force within the Special Ed Division that is studying facilitated communication. He said he had asked Sheehan to come to this meeting to explain the ESD's involvement and answer questions.

Sheehan gave a summary of a background paper which he distributed to those present (a copy is attached to the official copy of these minutes.) Dr Sheehan said that the ESD's emphasis is on the total teaching situation within which facilitation should occur. The staff is using the technique with caution and is constantly in process of validating its findings. Facilitated communication is one tool that educators have at their disposal; it has tremendous potential for good, but also great potential for misuse if used by poorly trained individuals. He said that facilitator training is being provided to guard against these pitfalls.

(Program report,
Facilitated
Communication)

3. Consent agenda

3. **DIRECTOR SCHIBLER MOVED** to adopt the consent group as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, 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 the September 28, 1993, Board of Directors Meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies:

IC/ICA/ID:	Instructional Day/Year Calendar
IF:	Instructional Program Development
IFB:	Pilot Projects
IGBAD:	Special Education - Parent Involvement
IGBAJ:	Special Education - Free and Appropriate Public Education
IGBAK:	Special Education - Public Availability of State Application
IGDF:	Student Fund-Raising Activities
IIABB:	Use of Feature Films/Videos
II/IIA:	Instructional Resources/Instructional Materials
IICC:	Volunteers
IKAB:	Student Progress Reports to Parents
IM:	Evaluation of Instructional Programs
INC:	Guest Speakers

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 202, 105, 904, 504. (**ESD Board Resolution #93-33**)

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes an amendment to ESD Board Resolution #92-77 and by this amendment appropriates expenditures in the amount of \$19,500 for the Oregon Professional Development Center Grant for Gender Equity. (**ESD Board Resolution #93-34**)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the ESD and OTIS financial statements for September, 1993, as follows: Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated October 20, 1993, and approves the following personnel recommendations: (**ESD Board Resolution #93-35**)

Release from teaching contract effective December 31, 1993:
Betsy Fernandez.

Deny Betsy Fernandez' request for a leave of absence for the period from January 1, 1994 to June 30, 1994.

Change of status: Gigi Aaron, Lateral Advance to MA/3

Maternity Leave: Carol Knobbe 12/13/93 - 3/18/94

Employ: Irene Smith (Temporary)

Retirement: Bill Ford

5. Action items
5A Policies from
Chapter I

5A Additional policies from Chapter I (Instruction) were included on the agenda for a second reading. Those policies about which there had been no questions during the previous review were included on the Consent Group approval earlier on the agenda. A second group of proposed policies in this Chapter included changes made since the first review. These changes were suggested by Board discussion at that meeting or by legal counsel or staff subsequent to the Board's review. Superintendent Maxwell said that Joe Richards and OSBA advisor Mike Wittmayer concur with the revisions. The Board reviewed the changes.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies:

- IB: Freedom of Expression
- IGAEB Drug and Alcohol Prevention, Health Education
- IIC/IICA Off-Campus Student Activities/Field Trips
- INB Studying Controversial Issues

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #93-36)**

It was noted that there are five policies in Chapter J and three in Chapter I that the Board has reviewed for first readings and that are currently on hold pending OSBA and/or legal counsel's advice. These are JFCG: Use of Tobacco, Alcohol and Other drugs; JFCEA: Gangs; JFG: Interrogations and Searches; JO: Student Records; and JOA: Directory Information; IFA: Instructional Research; IFE: Curriculum Guides and Course Outlines; and IIAD: Special Interest Materials.

5B Employment of staff

5B Superintendent Maxwell recommended that Katherine L Clark be offered a temporary position as classroom teacher at Lane School, to fill a vacancy created by a staff member's resignation. The interview process for this position was not completed in time to include this recommendation in the monthly personnel report. It was recommended that Ms Clark be placed at Step 4 on the BS+45 salary schedule contingent upon the usual verifications by the personnel office.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the personnel recommendation to employ Katherine L Clark as classroom teacher (temporary).

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #93-37)**

6. Discussion items
6A Policy Review

6A A draft copy of proposed revisions to Board Policy dealing with District and Community Relations (Chapter K/L) was included in the agenda packet for a first review. Chairperson Weathers led the Board through a discussion of each policy. Comments and concerns were noted by the Board secretary for review by legal counsel, administrative staff, and OSBA. In accordance with Board procedures for adopting and amending policy, the suggested policies will be returned to subsequent meetings until action has been completed regarding acceptance, modification, or rejection of each.

6B TSPC Intent to
require payment for
lapsed certificate

6B Board members reviewed a briefing memo regarding notification that the Oregon Teacher Standards and Practices Commission (TSPC) intends to require a payment from Lane ESD for employing an individual whose teaching license expired and was not renewed in a timely manner. The "required payment" of \$1,000 is the maximum allowed by law.

Superintendent Maxwell said that the general facts stated by TSPC are accurate. The employee is a specialist who does not work directly with children. The employee was on and approved leave-of-absence when the license expired. The employee was notified by the personnel office and provided the appropriate forms, but apparently did not follow through with renewal. This combination of circumstances caused the non-renewal to be overlooked by the personnel license-tracking system. The employee returned from the one-year leave and continued to work in the previous position without a current valid license. When the oversight was discovered and the renewal process initiated, TSPC determined to impose the sanction.

Superintendent Maxwell said the Administration believes that these mitigating circumstances should be considered by TSPC and has asked that Richard Ellingboe be allowed to present the District's information at a Commission hearing on November 19. In the meantime, the personnel office has revised its license renewal checking procedure to assure that the action or non-action taken by employees on leave will not be overlooked in the future.

Director Nearing inquired whether it was not primarily the employee's responsibility to renew the license. Superintendent Maxwell said that although the employee does have that responsibility, TSPC holds the district responsible.

7. Reports

7A Resolutions
Planning

7A Superintendent Maxwell reported that the Administrative staff had met with twelve of the sixteen constituent districts for the purpose of planning ESD programs for 1994-95. He discussed developing trends and said that a summary of program priorities will be developed when the visits are completed. This summary will be brought to the next Board meeting.

Director Miller accompanied the Administrators when they visited two of the districts; he reported he was pleased with the open communication. Superintendent Maxwell welcomed any Board member who is able to do so to go along on these planning visitations.

7B Homeless Camp

7B Jeff Foreman reported that the Eugene City Council has approved reopening of the car camp for homeless on the ESD Planetarium/WISTEC parking lot. The lot is owned by the City. The camp will operate for a longer period this year, from November 22 through May, and will include more sites than last year. Foreman said that ESD has alerted City staff of the need for adequate parking spaces during the evening showings of the Planetarium's popular laser light programs.

The homeless camp is once again considered a temporary location; the City's Shelter Work Group was unable to find a suitable alternative site and it recommended using the parking lot for one more year as the search continues for a more suitable long-term site.

7C OTIS Third-Party
Audit

7C Ted Murray provided a summary of the OTIS Third-Party Audit which occurred this summer. The purpose of this audit, which was performed by the firm of Coopers & Lybrand, is to determine the effectiveness of the system's application and controls used to protect client districts' financial files from unauthorized access and fraud. Auditors for OTIS user districts usually require a copy of this audit to supplement their own annual district financial audit.

7C Third-Party Audit
(continued)

7C (Continued)

A summary of the auditors' recommendations along with OTIS management's responses is as follows:

<u>Recommendation:</u>	<u>Response:</u>
Institute terminal time-out feature.	In process of implementing.
Move weekly backup tapes off-site in more timely manner.	Daily backups moved to off-site commercial site. Weekly backups moved each Monday morning.
Develop Disaster Recovery Plan to cover two areas: continuance of computer operations and development of manual procedures to function between breakdown and recovery.	OTIS recognizes problem. There is no acceptable means of guaranteeing continuous service at an acceptable cost. Manual procedures will depend on user district staff. OTIS has developed a plan to reconstruct system in minimal time.
Develop standards and procedures as planned.	Development is continuing.
Restrict programmers from accessing production data files and install change control product.	Administrative staff is preparing a recommendation to purchase control system and related software.
Review user profiles to ensure special authorities are assigned only to those who require that authority.	Appropriate changes have been initiated.
Implement plan to ensure smooth transition to new Director.	Recommendation noted. Noted that process had already begun.
Develop formal testing procedures and guidelines	Noted. Procedures are already in place; documentation is being improved.

Board members asked if the audit is performed annually and whether OTIS requires bids for performance of the audit. Murray said that there are very few firms that perform this type of audit; he said bids will be sought next year because the cost of the audit has risen over the years.

7D OTIS Executive Board

7D Director Kimball provided a brief summary of topics in addition to the audit report that were on the October 7 OTIS Executive Board agenda. He said he is encouraged that energy is being put into the OTIS marketing plan and said he is pleased with the cooperation between OTIS and Linn-Benton ESD.

7E Special Ed Advisory Council

7E Director Weathers reviewed the meeting of the Advisory Council for Special Education which was held earlier on this date. The agenda included task force updates, a discussion of scheduled MSMR program evaluation, and the plan of work for the year.

8. Future Agenda
Items

9. Next Meeting

10 Adjourn

8. Future agenda items include:

- A. Review and Approve Resolution Service Package
- B. Continue Review of Board policies
- C. Superintendent's Subcommittee Report
- D. Review Audit Report
- E. PDC Program Report


9. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 7, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.

A meeting of the Lane County School District Boundary Board will be scheduled on the same date for the purpose of hearing a request for a boundary change from the Boards of the Bethel and Eugene School Boards.

10 The meeting was adjourned at 8:30 p.m.



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official
minutes:

Facilitated Communication
briefing paper

Minutes approved:

12/7/93

SR

10 *Handwritten*

Facilitated Communication -- Overview

It was less than 3 years ago that a teaching technique known as Facilitated Communication burst upon the scene in the United States. Developed in Australia by Rosemary Crossley and introduced to this country by Doug Biklen of Syracuse University, Facilitated Communication holds the promise of dramatically changing our expectations of individuals with severe sensory impairments. Many individuals who have been facilitated show much more complex and sophisticated cognitive processes than anyone had ever imagined. But with the stories of almost unbelievable successes have come stories of family disasters due to the alleged misuse of facilitation. F/C has been called a cult of deception, a hoax, nothing but snake oil. It has been likened to a magical, mystical medicine show.

Facilitated communication has become one of the more controversial topics of the 90s. On the one hand stand the true believers who extol its effectiveness with near religious fervor. On the other side are its opponents who consider it a passing fad that borders on deception. And in the middle are the vast majority who are skeptical and want more information before they make a final determination.

The purpose of this paper is to provide interested readers with some basic information in order to help them make an informed decision. Our bias is in favor of F/C. We have been working with a number of preschoolers, school age children, and adults and are excited about what we are seeing in terms of unexpected cognitive capabilities. But we are cautious and constantly validating our findings. Our emphasis is on the total teaching situation within which facilitation should occur. Facilitated communication is not a miracle cure. It is one tool within a broad array of effective instructional techniques that practitioners have at their disposal when working with individuals with severe communication deficits. It is an exciting new tool with tremendous potential. But if used by well intentioned poorly trained individuals the potential for misuse is equally great.

The first question that needs to be answered is what exactly is Facilitated Communication? Quite simply F/C is a teaching technique that makes it easier for some individuals to respond or perform. To facilitate is to make easier. The goal of facilitation is to allow individuals with severe communication impairments to become as independent as possible in both their communications and their performance. The immediate aim in using F/C is to allow the individual to communicate and/or perform in a way that had been previously impossible due to neuro-physical or emotional problems.

Facilitation usually involves hand over hand support of the student. The student types or points at letters on an alphabet board, computer, or other type of typing device. The facilitator provides both physical and emotional support to the learner. The physical support can consist of isolating the index finger, stabilizing the arm, and sometimes pulling back the hand after each selection. Facilitators provide emotional support by conveying to the individuals that they know they are smart, speaking to them in a tone of voice that is appropriate to their age, and by apologizing for the easiness of the initial structured work that they are doing. Facilitation is marked by high expectations, patience, and treating the individual with dignity and respect.

The next question is who is a good candidate for facilitation? Some professionals seem to think that it is only for individuals with autism, for individuals who have limited or no speech but have shown an interest in words or print, or only for individuals who have hidden literacy skills. But the reports coming in from around the United States and Australia indicate that F/C has worked with a wide variety of individuals some verbal, some not; some with hidden literacy skills, some not; some with autism, many not. It has been used successfully with individuals labeled severely developmentally disabled, Rhett Syndrome, Down Syndrome, Angelman Syndrome, Traumatic Brain Injured, and Cerebral Palsy. Labels and diagnostic categories have not proven useful for determining who should be candidates for F/C. At this time the best candidates are individuals who have difficulty using their voice for meaningful communications. Anyone who struggles with communication should have access to facilitation. They should also have access to other augmentative or alternative systems, e.g. signing, picture books, scanning systems, etc.

With all the stories of success, why the controversy? For some professionals F/C is just a fad, another magic cure that unfairly gets parents hopes up and then dashes them. There have been reported cases of misuse or misunderstood communications, especially in the area of potential sexual abuse cases.

Individuals being facilitated don't seem to do well in "testing" situations. There is a lack of quantitative research at this time. There is also the danger the communications lack validity.

We have identified five potential pitfalls that new facilitators need to be made aware of and taught how to avoid or further validate them. Many times it is difficult to understand exactly what the student is communicating. There is the danger of the facilitator misunderstanding and misinterpreting the communication. Facilitators need to be trained in the process of clarification and to be very careful about making interpretations based on the student's Umwelt (the unique reality constructed by each individual and within which they function) and not on their

own experiences and view of the world. Secondly, there have been cases reported of the student deliberately falsify the communication in order to get attention or because they were jealous of the facilitator's other friends.

The next three pitfalls are all located in the facilitator. The facilitator may be inadvertently prompting the correct response -- the Clever Hans phenomena. Or the facilitator may be doing the actual responding but be completely unaware of it. This is called ideomotor action and is the scientific explanation for the movement of the twig in water-witching and of the pointer on the Ouiji board. In some cases the facilitator has expressed shock at the communications because the student wrote things that were only known by the facilitator. The explanation given was that the student was reading the facilitator's mind. A much simpler explanation and one with a solid basis in the scientific literature is that the facilitator was unconsciously doing the responding. Again facilitators can be trained to guard against these possibilities. And finally there is the possibility of deliberate falsification on the part of the facilitator. The reasons for this are many -- for example, the need to appear successful at all costs or a hidden agenda of knowing what is best for the client and trying to get it no matter what the cost. There are many techniques that can be used for validating the communication. There also are many red flags that can serve as warnings of potential problems. In our next article we will explore these in more detail.

In conclusion Facilitation Communication holds the promise of being one of the most exciting discoveries in the field of education in this century. It is not without its potential problems and misuses, but we should not hesitate but go forward with care and caution. The implications of our endeavor if we are right are truly enormous.

Marty Sheehan

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, September 28, 1993

1. Call to Order
1A Attendance

1. Chairperson Weathers called a regular meeting of the Lane ESD Board to order at 7:05 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson	Don Kimball
Jeff Lewis	Jerry Miller
Frank Nearing (entered at 7:15 p.m.)	Lois Schibler
Jim Swanson	

ESD Administrative Staff:

Jim Maxwell, Superintendent	Sara Jane Bates
Ted Murray	Richard Ellingboe
Marv Wilkerson	Sallie Rainville

1B Communications

- 1B The following written communications were noted:

- A. Letter from Norma Paulus and Ozzie Rose re. Parents Plus Workshop.
- B. Letter from Neil Chinn to Richard Ellingboe inviting ESD participation in Cascade Health Coalition, a community-based initiative to influence the medical system's structure and costs.
- C. Printed copy of Administrator-Confidential Salary and Benefits Plan as approved on September 7
- D. Letter from ESD United Way Campaign Committee noting successful completion of campaign

2. Statements

2. Superintendent Maxwell commended the United Way Campaign Committee for its enthusiasm and for the dramatic improvements in staff participation and funds raised and also commended staff members for their generosity.

3. Consent agenda

3. **DIRECTOR SWANSON MOVED** to adopt the consent group as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, SCHIBLER, 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 the September 7, 1993, Board of Directors Meeting, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies:
BBD: Board Member Removal From Office
BE: School Board Work Sessions
BFF: Suspension of Policies
BHE: Board Member Liability Insurance

BE IT FURTHER RESOLVED that ESD Board Policy 040 is repealed because it has been superseded by adoption of new policy. **(ESD Board Resolution #93-25)**

3. Consent agenda
(continued)

3. Consent Agenda Approval (continued)

C. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints **JENNIFER HEISS** to the ESD Budget Committee representing ESD Board Zone 3. The appointment is to a three-year term, ending June 30, 1996; and

BE IT RESOLVED that the Board of Directors of Lane ESD appoints **JUDY MOSELEY** to the ESD Budget Committee representing ESD Board Zones 1/2. The appointment is to a three-year term, ending June 30, 1996. (**ESD Board Resolution #93-26**)

D. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts Administrative Regulation BD/BDA-AR: Regular Board Meeting Processes. (**ESD Board Resolution #93-27**)

E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated September 23, 1993, and approves the following personnel recommendation: Resignation: Ron Sherman, effective September 21, 1993. (**ESD Board Resolution #93-28**)

4 Business Affairs

4A Financial
Statements

4A Richard Ellingboe reviewed ESD and OTIS financial statements for August, 1993. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

(Director Nearing entered the meeting at 7:15 p.m.)

5. Action items

5A Policies from
Chapter B

5A Additional policies from Chapter B (Board Operations) were included on the agenda for a second reading. Those policies about which there had been no questions during the previous review were included on the Consent Group approval earlier on the agenda. A second group of proposed policies in this Chapter included changes made since the first review. These changes were suggested by Board discussion at that meeting or by legal counsel or staff subsequent to the Board's review. Superintendent Maxwell said that Joe Richards and OSBA advisor Mike Wittmayer concur with the revisions. The Board reviewed the changes.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies and Board Operation Administrative Rule:

BBBB Board Member Oath of Office
BBF Board Member Ethics
BBF-AR Board Member Ethics
BCB Board Officers
BDB Special Meetings

BE IT FURTHER RESOLVED that ESD Board Policies 050 and 060 are repealed because they have been superseded by adoption of new policy.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (**ESD Board Resolution #93-29**)

It was noted that five policies in Chapter J which have been reviewed as a first reading are on hold pending OSBA and legal counsel's advice. These are JFCG: Use of Tobacco, Alcohol and Other drugs; JFCEA: Gangs; JFG: Interrogations and Searches; JO: Student Records; and JOA: Directory Information.

5B Annual Goals

5B The Board reviewed proposed 1993-94 ESD organizational goals, which had been presented for a first reading at the September 7 meeting. These goals, with related objectives, activities, and staff assignments, comprise the ESD's management plan for the year.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1993-94 organizational goals as attached.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #93-30)

5C Measure 1

Board members received copies of the 1992-93 Lane ESD Annual Report with the agenda background materials. In addition to meeting a state requirement to submit a report yearly to the State Department of Education, Superintendent Maxwell said that the Report is also used as an information tool for constituent school districts.

DIRECTOR LEWIS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD had reviewed and approves the 1993-94 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 following this meeting.

Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #93-31)

5D The Oregon School Boards Association has recommended that each Board take a position in favor of Ballot Measure 1, the Sales Tax for Public Schools. The Board discussed the sales tax issue and reviewed background material sent by OSBA including wording of the measure as it will appear on the November 9 ballot and a sample resolution in favor.

Direct impact of the measure on the ESD would be neutral as all revenue from the tax is directed to local districts on a per student basis.

Board members noted incomplete information in some of the points in the sample resolution provided by OSBA and the resolution was amended to include corrections.

Director Nearing said he felt it was very important that any information going out to the public is correct; he also stated that he was not sure of whether a vote by the ESD Board would have much impact on the public. He hoped that backers of the measure will help to assure the public that schools will work at making good use of any funding received. In answer to another question from Director Nearing, Superintendent Maxwell assured that public funds will not be used by ESD to support this issue. He said that the effect of this agenda item is that the resolution, if approved, will be mailed to OSBA for its use in working for passage of the measure.

Director Lewis indicated that although he understands that schools need additional funding, he would rather see a different source of funding than a sales tax. He expressed disappointment that the Legislature was unable to come up with another solution to the school funding situation.

5D Ballot Measure #1
(continued)

5D (Continued)

Director Miller said that because of the critical situation for schools he would be in favor of the measure. Director Miller also indicated that the L-COG Board would be voting at its next meeting on whether to take an advocacy position with respect to the Measure and he requested Board approval to cast an affirmative vote.

Director Kimball said he was encouraged by what he had learned at the Lane County School Boards Association Meeting last week. He said key points are that the money is all for education, there is a drop in homeowners property tax, and the tax will be imposed on a trial basis in that there will be a vote on whether or not to continue the measure in 1998.

Board members agreed that those in favor of the measure would need to work hard to get the information out to the public.

DIRECTOR SWANSON MOVED to approve the resolution in support of Ballot Measure 1 as follows:

BE IT RESOLVED that the Board of Directors of Lane Education Service District, hereby adopts the following resolution in support of the sales tax on the November 9, 1993, ballot which will provide stable funding for Oregon's public schools, kindergarten through Grade 14.

WHEREAS the Lane ESD Board of Directors is committed to offering the best education possible for students in our community;

AND WHEREAS stable funding is essential to student success in the classroom and our ability to improve schools;

AND WHEREAS Oregon schools must now rely on the state for up to 75 percent of school operating costs;

AND WHEREAS school district funding dropped \$324 per student statewide this year and will continue to decline if the sales tax dedicated to funding schools does not pass;

AND WHEREAS the Lane ESD has already reduced services as a result of reduced school funding;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Lane ESD supports the 5 percent sales tax on the November 9, 1993, ballot because it includes the following provisions:

- Dedicates sales tax to public schools, Kindergarten through Grade 14
- Puts sales tax in effect on a trial basis and will stop in 1998 unless Oregonians vote to continue it;
- Removes homeowners' property taxes for school operating costs;
- Taxes goods only; food, shelter, utilities, medicines, gasoline, services, and agricultural necessities are exempt permanently;
- Includes a new constitutional state government spending limit which restricts the Legislature's spending authority;
- Gives half of Oregon's lottery proceeds to public schools for needs of children
- Locks these provisions into Oregon's constitution so that they can only be changed by a statewide vote of the people. They can't be changed by the Legislature.

AND BE IT FURTHER RESOLVED that Oregonians be urged to approve this dedicated funding source for public schools.

Director Kimball seconded the motion . **DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTED YES. DIRECTOR LEWIS VOTED NO. THE MOTION CARRIED. (ESD Board Resolution #93-32)**

6. Discussion items6A ESD Policy
Revisions

6A A draft copy of proposed revisions to Board Policy dealing with Instruction (Chapter I) was included in the agenda packet for a first review. Chairperson Weathers led the Board through a discussion of each policy. Comments and concerns were noted by the Board secretary for review by legal counsel, administrative staff, and OSBA. In accordance with Board procedures for adopting and amending policy, the suggested policies will be returned to subsequent meetings until action has been completed regarding acceptance, modification, or rejection of each.

6B ESD Reorganization

6B Senate Bill 26, the act to redefine and restructure Oregon ESDs passed the Legislative Assembly and has been signed by the Governor. Superintendent Maxwell said that most of the debate about the bill related to the realignment of ESD geographic boundaries. The legislation reduces the number of Oregon ESDs which become regional, rather than county-driven units of government. Lane ESD boundaries do not change, however.

The Superintendent said that the legislation includes many other policy issues relating to the redefinition of ESDs. The following is a brief summary of the Superintendent's analysis of issues as they relate to Lane ESD.

1. Statutory language regarding "optimum local control" is removed.
2. Language is added that strengthens the ESD role in assisting the State Board of Education.
3. ESDs will play an "important role" in coordinating school services with county governments, health care agencies, social service agencies, and employment training agencies.
4. An ESD may provide services on a reimbursable basis to private entities.
5. ESDs will provide varied and flexible services to school districts
6. ESD Boards of Directors will include two additional non-voting advisory members representing employment training agencies and social service agencies.
7. ESD Budget Committees will include a majority of members who are representatives of local school districts.
8. Authority is given for ESDs to issue bonds, provide employment training services, provide health care services, provide social services, provide "new learning environments"
9. ESDs, in cooperation with local school districts, are directed to review operations of school districts to determine economies and efficiencies which may be effected. "Operations means transportation, payroll, student records, auditing, legal services, insurance, printing, investment, and other similar services."
- 10 The State Department of Education and ESDs are required to report to the legislature cost efficiencies resulting from Senate Bill 26.

The effective date for all provisions of the bill except those relating to mergers and annexations is November 4, 1993. The State Board of Education has appointed a steering committee to guide the implementation of Senate Bill 26 and has contracted with staff to carry out that implementation. Superintendent Maxwell said that ESD staff will recommend specific policies and procedures as guidance is provided by the Department of Education.

7. Reports

7A Enrollment

7B Board Committee
and liaison Reports

8. Future agenda
items

9. Next Meeting

10 Adjourn

7A A report on enrollment in Lane ESD MSMR classrooms was included for the Board's information.

7B Director Schibler reported that she and Chairperson Weathers had met as the Subcommittee to review compensation for the Superintendent and that they would be bringing a recommendation to the Board.

Director Miller provided a brief summary of the September 23 Lane Council of Governments Meeting.


8. Future agenda items include:

- A. Continue Review of Board policies
- B. Approve Resolution Service Package

9. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 26, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.

10 The meeting was adjourned at 9:05 p.m.


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments to official
minutes:

Organizational goals

Minutes approved:

10/26/93

SR

1993-94 MANAGEMENT PLAN

GOAL #1

Within its fiscal resources, the ESD will provide programs and services 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 are better provided on a regional basis due to economy of scale, improved quality, or countywide availability.

Objectives:

- 1.1: A written plan and timeline for gathering information from districts about service priorities will be completed.
- 1.2: A program of services requested by local districts for the next school year will be determined and presented to the ESD Board and local district boards for approval.
- 1.3: Services that are required by Oregon Statute or Administrative Regulations will be made available to constituent school districts and other appropriate recipients.

GOAL #2

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

Objectives:

- 2.1: The plan to identify potential new regional programs will be continued.
- 2.2: Information on possible service additions to ESD programs will be available to constituent districts.

GOAL #3

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.

Objectives:

- 3.1: Selected programs will receive in-depth reviews using methods appropriate to each program including evaluative information from users and comparisons with state/national standards and recognized "best practices."
- 3.2: 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.

Attchm 9/28/93

GOAL #4

The ESD will maintain and enhance methods of informing educators and the general public about the role, objectives, accomplishments and needs of the organization.

Objectives:

- 4.1: Produce and distribute media that explain services and goals of the ESD.
- 4.2: Produce an annual report explaining ESD services, districts' use of services, districts' evaluations of those services and the ESD's plan to maintain and improve services.
- 4.3: 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.
- 4.4: Continue to coordinate a "low key" marketing effort to encourage awareness of the ESD among educators and the general public.

GOAL #5

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

Objectives:

- 5.1: Facilitate meetings with local school district representatives throughout year to provide and receive information.
- 5.2: Provide and receive information on resolution programs from local districts (staffs and boards) during the resolution development and approval process.
- 5.3: Facilitate one-to-one, ongoing contacts with local districts.
- 5.4: Continue to review and document the existing two-way communication system between the ESD and the local districts and seek ways to enhance it.
- 5.5: Select and implement activities to enhance two-way communication among staff, administration and Board.
- 5.6: A system for monitoring and responding to issues and concerns expressed by Board members will continue in an effort to improve communications between the Board and staff.
- 5.7: Board Policies and Administrative Rules will be reviewed and analyzed, and appropriate changes will be implemented.
- 5.8: Facilitate meetings and the exchange of information with other agencies cooperating on mutual projects.

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.

Objectives:

- 6.1: Identify areas of need for individual employee staff development, and where appropriate, coordinate ESD-wide participation.
- 6.2: Support staff development training opportunities which meet the identified needs of employees and programs.
- 6.3: Review and modify current ESD practices in employee evaluation to assure they are in line with recognized "best practices" and in full compliance with applicable law.

GOAL #7

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.

Objectives:

- 7.1: Review the balance between revenues and expenditures to maintain adequate working capital.
- 7.2: Develop a system of monthly and annual financial reports with comparisons to prior years, and where fiscal practices have been revised to provide more comprehensive data.
- 7.3: Identify sources of grant funds which will enhance the current missions of the ESD.

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.

Objectives:

- 8.1: The current team management model for the Administrative Council will continue to be used and modified as appropriate.
- 8.2: A plan will be developed and implemented for the management of the OTIS Division.

9/28/93

GOAL #9

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

Objectives:

- 9.1: The labor contract will be analyzed in preparation for future collective bargaining.
- 9.2: The ESD administrative/supervisory staff will be provided training in appropriate administration of the labor contract and related policies.
- 9.3: The process for administrative and confidential staff to consult with the Superintendent and Board about wages, benefits and conditions of work will be implemented.

GOAL #10

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

Objectives:

- 10.1: Goals and objectives will be completed for each identified program, which will be used in the evaluation of programs.

GOAL #11

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.

Objectives:

- 11.1: Legislative proposals and initiative measures which have impact on the ESD's ability to deliver needed services will be identified and monitored.
- 11.2: The ESD will provide information to the legislative assembly and, when appropriate, take positions regarding proposals that will affect the ESD's ability to deliver services needed by the constituent districts.
- 11.3: The ESD will monitor and participate in the rule-making activities of SDE, TSPC, Department of Revenue.
- 11.4: The ESD will monitor and participate in the activities of legislative interim committees related to education.
- 11.5: The ESD will monitor federal legislative activities in areas of concern to regional agencies.
- 11.6: The ESD will, when appropriate, work with its professional associations to seek new legislation.

GOAL #12

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

Objectives:

- 12.1: Identify and support the physical environment needs of the programs housed at the ESD Center.
- 12.2: A plan for maintaining and enhancing a safe and healthy work environment will be developed.
- 12.3: A plan for identifying and providing support systems, including new technology, to improve program efficiency will be determined.
- 12.4: A five-year plan and timeline for capital maintenance and improvement projects to the ESD Center and Lane School will be updated.

9/28/93

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, September 7, 1993

1. Call to Order
1A Attendance

1. Chairperson Weathers called a regular meeting of the Lane ESD Board to order at 7:15p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson
Jeff Lewis
Frank Nearing
Jim Swanson

Don Kimball
Jerry Miller
Lois Schibler

ESD Administrative Staff:

Jim Maxwell, Superintendent
Jeff Foreman
Marv Wilkerson

Richard Ellingboe
Sallie Rainville

1B Communications

- 1B The following written communications were noted:

- 1) Letter from State Department of Education announcing approval of the Gender Equity in Professional-Technical Education Project grant (approved by Board on May 25).
- 2) Memo thanking ESD employee Stella Dadson for her willingness to serve the State as an advisor to the State Board of Education, although another teacher was selected for the position.
- 3) Memo from Lowell District Superintendent Ron Johnson noting appreciation for Paul O'Driscoll's work on the District's computer network system.
- 4) Preliminary Board Planning Calendar, 1993-94.
- 5) Letter noting that 4A Athletic Passes are available to Board members.
- 6) Memo from Superintendent Maxwell noting LCEA's ratification of the labor contract.

3. Statements

3. Superintendent Maxwell thanked Chairperson Weathers for attending the Special Ed Inservice on September 2. He said classroom staff members seemed to be enthusiastic and ready for the coming year.

Jeff Foreman reminded Board members of the September 23 LCSBA meeting and took names of those planning to attend.

Director Nearing requested additional information regarding an OSBA mailing about parent-school cooperation. Superintendent Maxwell will request additional information.

4. Consent Agenda

4. At the request of Director Swanson, Policy JFCG: Use of Tobacco, Alcohol, and Other Drugs was removed from the Consent group for further discussion later on the agenda.

DIRECTOR NEARING MOVED to adopt the consent group as revised.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

3. Consent Agenda
(continued)

3. (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 the July 27, 1993, and August 17, 1993, Board of Directors meetings as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following Board Policies:

JE: Attendance
JEC: School Admissions
JEDA: Truancy
JEDB: Student Dismissal Precautions
JEE: Student Attendance Accounting
JEFA: Closed Campus
JFCC: Student Conduct on School Vehicles
JFCJ: Weapons in the District
JGA: Corporal Punishment
JGB: Detention of Students
JHC: Student Health Services and Requirements
JHCA: Immunizations and Health Examinations
JHF: Student Safety
JM: Staff-Student Relations

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 510, 502, 306

(ESD Board Resolution #93-14)

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD affirms the Chairperson's committee and liaison appointments as presented.
(ESD Board Resolution #93-15)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the budget calendar for preparation of the 1994-95 Lane ESD Budget as presented and attached to the official copy of the minutes of this meeting.
(ESD Board Resolution #93-16)
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes payment of the annual fee and issuance of an ESD Credit Card (VISA) to Director Frank Nearing and Director Jerry Miller.
(ESD Board Resolution #93-17)
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes application to the Oregon Department of Education for renewal of a service learning funds grant in the amount of \$8,000.

BE IT FURTHER RESOLVED that the Board authorizes appropriation of such funds to the special fund established in the ESD Budget for Service Learning Grant funds.

(ESD Board Resolution #93-18)

- G. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated August 31, 1993, as presented.

4 Business Affairs
4A Planetarium
Services

4A Superintendent Maxwell reviewed plans for operating the ESD Planetarium facility this year. The resolution authorizing continuance of planetarium services was approved by constituent school districts but funding was subsequently reduced as part of the effort to build a two-year plan for a balanced budget. Costs for planetarium employees have been removed from the general fund and placed in an enterprise fund. All revenue for the fund is to be derived from user fees, rentals, grants and other non-tax sources. Initial resources in the fund are carryover moneys from 1992-93 public shows. Planetarium employees were laid off effective June 30. The Superintendent said that Planetarium director Jon Elvert has agreed to work under a contract which is contingent upon acquisition of adequate resources. He is initially being employed on a 0.5 FTE basis. He said that Elvert remains optimistic about the planetarium's future.

The ESD is seeking participation of other agencies, businesses, and individuals in sharing the cost of continuing the planetarium. The Superintendent reported that the City of Eugene has been very positive in its support and is considering suspension of the annual lease fee for the planetarium space as well as continuing assistance in marketing. He said that legal counsel for ESD and the City are working out details of a contract.

The ESD has also renewed its contract with Laser Fantasy Corporation for use of the planetarium chamber for public shows on weekends. Laser shows were a source of significant revenue in 1992-93.

The Board reviewed a summary of planetarium-related budget items for the year. Director Swanson requested additional follow-up information at a future meeting with regard to contingency funds for future operation of the facility.

4B Special Education
Grant Application

4B The Board reviewed a briefing paper describing a grant application being prepared by Michael George, Lane School Supervisor. The State Department of Education has invited proposals to address problems in recruiting and retaining qualified special education teachers. The ESD proposal, prepared on behalf of a consortium representing all sixteen local school districts and the ESD, targets teachers of students with severe behavior problems. It addresses the causes of attrition and institutes measures for counteracting these causes.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a grant application to the State Department of Education in the amount of \$17,887 for "Recruitment and Retention of Qualified Personnel in Special Education and Related Services." **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund in the 1993-94 budget and appropriates expenditures not to exceed the application amount.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-19)

5. Action items
5A Policies from
Chapter J

5A Board policies from Chapter J (Students) were included on the agenda for a second reading. Those policies about which there had been no questions during the previous review were included on the Consent Group approval earlier on the agenda. A second group of proposed policies in this Chapter included changes made since the first review. These changes were suggested by Board discussion at that meeting or by legal counsel or staff subsequent to the Board's review. Superintendent Maxwell said that Joe Richards and OSBA advisor Mike Wittmayer concur with the revisions.

5A Policies, Chapter J
(continued)

5A (Continued)

The Board reviewed the changes. An additional editorial change was suggested to in policy JF/JFA (Student rights and responsibilities) as submitted. After discussion, concerns remained about three suggested policies and they were pulled from the resolution. These were: JFCG: Use of Tobacco, Alcohol and Other Drugs (which had been pulled from the Consent Group); JFCEA: Gangs; and JFG: Interrogations and Searches. Concerns and questions were noted and additional background information will be provided when the policies are returned for further discussion. Superintendent Maxwell also noted that two policies reviewed in July (JO: Student Records and JOA: Directory Information) are on hold awaiting information about new federal legislation relating to public records.

(Director Lewis became ill and left the meeting during this discussion.)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies:

- JA/JAA Student policies, goals and objectives
- JB Equal educational opportunity
- JBA Harassment of students
- JECAC/ Staff/student/parent relations (records/visitations/medical issues)
- JED Student absences and excuses
- JF/ Student rights and responsibilities (editorial change in #2, line 1: (delete "free"))
- JFC Student conduct
- JFCA Student dress and grooming
- JFCB Care of school property by students
- JFD Students of legal age
- JGDA/ Discipline of disabled students
- JHCD Administering medicines to students
- JHFA Supervision of students
- JHFE Reporting of suspected child abuse

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 501, 503, 506, 802.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-20)

5B Administrative/
Confidential
Employee Salaries
and Benefits

5B The Board Subcommittee on Administrator and Confidential salaries and benefits (Directors Swanson, Schibler, and Kimball) met prior to this meeting. Director Swanson reported that the Committee looked at the current schedule for these employees and agreed that salary increase and benefits should be similar to those accorded to employees covered by the labor agreement.

Director Swanson declared a possible conflict of interest in these actions.

5B Adm/Conf Salaries
and Benefits
(Continued)

5B (Continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD provides employee benefits to Lane ESD administrators and confidential employees as follows:

Medical, dental, and vision insurance premiums: Up to \$305 per month per employee during 1993-94 and up to \$325 per employee during 1994-95

Life insurance and long-term disability insurance benefits: Continuance for 1993-94 and 1994-95 of the benefits in force during 1992-93.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-21)

In addition to the same percentage increase afforded to Association members, Swanson said the Subcommittee recommends that the Tax Sheltered Annuity for Administrative Secretaries and Executive Assistants be brought up to the level of other administrative staff within the two-year period.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the salary schedule for administrative and confidential employees as presented. A copy of the schedule is attached to the official copy of the minutes of this meeting.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-22)

5C OSBA Annual
Convention

5C Directors Miller, Kimball, Schibler, and Nearing indicated they may be interested in attending the annual OSBA convention in Portland November 12-14.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OSBA Annual Convention for Directors Miller, Kimball, Schibler, and Nearing. This resolution authorizes payment of registration, lodging, meal and travel expenses, in accordance with Board Policy BHD and Administrative Regulation BHD-AR, from Account No. 100/2310/340/100/10.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #93-23)

5D OAESD Awards
Nomination

5D The Oregon Association of Education Service Districts (OAESD) Meritorious Service Award was presented to Washington ESD Board member Edith Lippert at the June annual meeting. Superintendent Maxwell said that the Association is now nominating Ms Lippert for the national AAESA Justus A. Prentice Memorial Award. He recommended that the Board approve a resolution lending Lane ESD's support to the nomination. Director Nearing stated he did not believe that Association dues should be used for this purpose.

5D OAESD Awards
Nomination
(continued)

5D (Continued)

DIRECTOR MILLER MOVED to approve the acclamation from Oregon ESDs for Edith Lippert as presented. Director Kimball seconded.

DIRECTORS KIMBALL, MILLER, SCHIBLER, SWANSON, and WEATHERS VOTING YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED. A copy of the Acclamation is attached to the official copy of these minutes.
(ESD Board Resolution #93-24)

6. Discussion items
6A ESD Policy
Revisions

6A Draft copies of eight additional policies in Chapter B (Board Operation) were included in the agenda packet for a first review. Chairperson Weathers led the Board through a discussion of each policy. Comments and concerns were noted by the Board secretary for review by legal counsel, administrative staff, and OSBA. In accordance with Board procedures for adopting and amending policy, the suggested policies will be returned to subsequent meetings until action has been completed regarding acceptance, modification, or rejection of each.

6B Budget Committee
Positions

6B Terms of two members of the District Budget Committee expired on June 30, 1993. These are positions 1/2 (Eugene School District) held by Judy Moseley and Position 3 (Springfield School District) held by Jennifer Heiss. Superintendent Maxwell told the Board that he has corresponded with the Boards of the two districts requesting nominees for the positions. Responses will be brought to the ESD Board for action.

The Superintendent said that a relatively late amendment to SB 26 (the ESD Reorganization Act), requires that the majority of ESD Budget Committee members be local school district board members. Therefore, it is likely that the Board will be required to appoint at least one additional Budget Committee member after November 4, the effective date of the legislation. The Superintendent said that the staff will follow the development of State Administrative Regulations relating to the new law and will inform the Board of the effective date of this new requirement and the process to be followed in filling it.

6C Management Plan

6C The Board reviewed background information on Administrative review of the 1993-94 ESD Management Plan, which is being updated to respond to: A) directions given by the Board in its annual evaluation of the superintendent; B) outcome of the 1993 Legislative Assembly; C) current status of ESD funding; and D) programs authorized for 1993-94.

The Board also received a discussion copy of previously adopted Board goals and objectives with suggested changes to reflect redirected emphasis in 1993-94. Activities being emphasized in this year's Management Plan were detailed. The Management Plan will be presented for a second reading at the September 28 Board meeting.

7. Reports
7A Legislative Issues

7A Jeff Foreman referred the Board to the OSBA/COSA Summary of Education-Related Legislation. He distributed and reviewed a summary of SB 26 (ESD Reorganization) and HB 2443 (Legislative Tax Reform Proposal).

8. Future agenda items

9. Next Meeting

10 Adjourn

8. Future agenda items include:

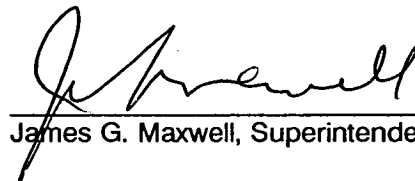
- A. Continue Review of Board policies
- B. Approve Annual Goals

9. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 28, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.

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



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Budget calendar
Adm/Conf staff
salary/benefit
schedule
OAESD Acclamation:
E Lippert

Minutes approved:

9/28/93

SR



LANE
EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: August 23, 1993
TO: Board members
FROM: Jim Maxwell
SUBJECT: Budget Committee Calendar

I recommend that the organizational meeting of the Lane ESD Budget Committee for preparation of the 1994-95 ESD Budget be held on Tuesday, April 5, 1994, at 7 p.m. This meeting will be for the purposes of organizing the Committee, orientation to the ESD budget review procedures, distributing the proposed budget document, and beginning the review process.

I recommend that additional budget review sessions be scheduled on Tuesday April 19 and Tuesday May 3. (A meeting is not scheduled on April 12 because of possible conflict with the NSBA annual conference.) Additional review sessions would be scheduled on succeeding Tuesdays if needed if the process is not completed at the May 3 meeting.


I recommend that the public hearing on the budget be scheduled for 7 p.m. on Tuesday, June 28. Action to adopt the budget, appropriate funds, and levy taxes will be scheduled on the regular Board meeting agenda for that date.

Legal notice of the first Budget Committee meeting, the first review session and notice of the budget hearing, including a budget summary, will be published according to statute.

sr
per

30

attachm. 9/17/93

DATE: August 31, 1993
TO: Board members
FROM: Jim Maxwell 
SUBJECT: OAESD Awards Nomination

The Oregon Association of Education Service Districts (OAESD) Meritorious Service Award was presented to Washington ESD Board member Edith Lippert at the June meeting. The Association is now nominating Ms Lippert for the national AAESA Justus A. Prentice Memorial Award.

I recommend Board approval of the following resolution lending Lane ESD's support to the nomination.

(50)

ACCLAMATION FROM OREGON ESDs FOR EDITH LIPPERT

WHEREAS Edith Lippert, 1993 recipient of OAESD's Meritorious Service Award, exemplifies the qualities recognized by AAESA Justus A. Prentice Memorial Award, and

WHEREAS Edith Lippert has resolutely worked on behalf of local, regional, state and national education for 18 years as an elected official, and

WHEREAS, Edith Lippert leads, serves and models the tenets of regional education across civic and community organizations.

THEREFORE BE IT RESOLVED, as an Education Service District in the state of Oregon, unqualified support and appreciation of Edith Lippert's nomination are expressed by this resolution.

BE IT FURTHER RESOLVED Oregon Education Service Districts attribute their continued viability and strength to leaders such as this state's AAESA Justus A. Prentice Memorial Award nominee.

JM:sr/jf

50

**LANE ESD
ADMINISTRATOR/CONFIDENTIAL SALARY SCHEDULE
1993-94
1994-95**

Supervisor I

**Supervisor, Media Library
Supervisor, Media Services
Supervisor, Special Education (M.A.)**

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	1.21
1993-94	40,076	42,481	44,885	47,290	48,492
1994-95	40,878	43,331	45,783	48,236	49,462

**Supervisor, Planetarium
Supervisor, Media Production
Supervisor, Accounting**

1B. Supervisor I, 12 months, (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	1.05	1.11	1.17	1.23	1.27
1993-94	42,080	44,484	46,889	49,293	50,897
1994-95	42,922	45,375	47,827	50,280	51,915

Adopted 9/7/93

9/7/93

Supervisor II**Supervisor, Special Education (Ph.D)**IIA. Supervisor II, 218 work days (249 day contract, 11 non-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	1.31
1993-94	42,481	44,885	47,290	49,694	52,500
1994-95	43,331	45,783	48,236	50,689	53,550

Supervisor, Lane School-Skipworth-Looking Glass (Ph.D)IIB. Supervisor II, 12 months (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	1.12	1.18	1.24	1.30	1.38
1993-94	44,885	47,290	49,694	52,099	55,305
1994-95	45,783	48,236	50,689	53,141	56,412

Director

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

IIIB. Director, 12 months (earn 22 vacation days)

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

Step	0	1	2	3	4
Salary	1.30	1.36	1.42	1.48	1.48
1993-94	52,099	54,503	56,908	59,312	59,312
1994-95	53,141	55,594	58,047	60,499	60,499

Adopted 9/7/93

9/7/93

Manager I

Manager, OTIS Programmer/Analysts
 Manager, OTIS DP Operations
 Manager, OTIS Communications
 Manager, OTIS Field Services

Manager I, 12 months (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	1.19
1993-94	43,355	45,956	48,558	51,159	51,592
1994-95	44,222	46,875	49,529	52,182	52,624

Manager II

No position

Manager II, 12 months (earns 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	1.06	1.12	1.18	1.24	1.24
1993-94	45,956	48,558	51,159	53,760	53,760
1994-95	46,875	49,529	52,182	54,835	54,835

Adopted 9/7/93

Manager III

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

Manager III, 12 months (earn 22 vacation days)

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

Step	0	1	2	3	4
Salary	1.12	1.18	1.24	1.30	1.30
1993-94	48,558	51,159	53,760	56,362	56,362
1994-95	49,529	52,182	54,835	57,489	57,489

Manager IV

Assistant Director, OTIS (not filled)

Manager IV, 12 months (earn 22 vacation days)

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
1993-94	51,159	53,760	56,362	58,963	58,963
1994-95	52,182	54,835	57,489	60,142	60,142

Adopted 9/7/93

9/7/93

Administrative Secretary

Administrative Secretary, OTIS
 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) \$150 x 12 = \$1800
 (Step 7) \$200 x 12 = \$2400
 (Step 8) \$250 x 12 = \$3000

Step	0	1	2	3	4	5	6	7	8
Salary	1.00	1.06	1.12	1.18	1.24	1.30	1.33	1.33	1.33
1993-94	20,382	21,605	22,828	24,051	25,274	26,497	27,108	27,108	
1994-95	20,790	22,037	23,285	24,532	25,780	27,027	27,651	27,651	27,651

Executive Assistant

Information/Operations Assistant
 Superintendent/Board Assistant

E.A. Executive Assistant, 12 months

TSA:(Step 6) \$150 x 12 = \$1800
 (Step 7) \$200 x 12 = \$2400
 (Step 8) \$250 x 12 = \$3000

Step	0	1	2	3	4	5	6	7	8
Salary	1.42	1.48	1.54	1.60	1.66	1.72	1.72	1.72	1.72
1993-94	28,942	30,165	31,388	32,611	33,834	35,057	35,057	35,057	
1994-95	29,522	30,769	32,017	33,264	34,511	35,759	35,759	35,759	35,759

sal-sch.man

Adopted 9/7/93

ADMINISTRATOR AND CONFIDENTIAL STAFF BENEFITS

INSURANCE

Medical, Dental and Vision Insurance

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 composite 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

The District will pay up to \$305.00 per month per employee during 1993-94 and up to \$325.00 during 1994-95 for medical, dental, and vision insurance. Employees will be responsible for any excess costs.

Long Term Disability Insurance

Administrators and confidential staff are also provided 12 month Long-Term Disability Insurance under the same plan provided through the current Labor Agreement. The premium will be paid by the District.

Life Insurance

Administrators and confidential staff will receive \$50,000 Term Life Insurance Plan. The premium will be paid by the District.

HOLIDAYS/VACATION/LEAVES

Holidays

Benefits for administrators and confidential employees include the same paid holidays as provided the employees in the Bargaining Unit.

Labor Day	New Years Day
Veteran's Day	Memorial Day
Thanksgiving and day after	Fourth of July
Christmas Day and one other	Martin Luther King, Jr. Day

Vacation

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

Administrative secretaries and Executive Assistants earn vacation at the same rate as classified employees covered under the Labor Agreement. The schedule is as follows:

9/1/93

10 days per year during the first five years of employment
 15 days per year during the 6th through the 10th years of employment
 20 days per year in the 11th through the 15th years of employment
 22 days per year during 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.

Leaves

Administrative and Confidential employees will receive sick leave, bereavement leave, family illness leave, family medical leave, pregnancy leave, parental leave, court or jury duty leave, and personal leave under the same conditions and in the same amount as employees covered by the current Labor Agreement.

MISCELLANEOUS

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, and IV.

This is increased for employees who are at Step 4 of the salary schedule, to \$3,000 for all Supervisors, Directors, and Managers. Administrative secretaries and Executive Assistants at Step 6 of their respective schedules receive a TSA in the amount of \$1800 at Step 6, \$2400 at Step 7, and \$3,000 at Step 8 of their respective schedules.

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 \$.28/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed by the District.

All employees must provide receipts for all meals claimed.

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.

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.

Public Employee Retirement System

The required employee contribution to the Oregon Public Employee Retirement System will be paid in the same manner and amount as employees covered by the current Labor Agreement.

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. 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 retired employee is, at the time of the retired employee's death not eligible for Medicare, the District shall provide up to \$150.00 per month for 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. In no instance will the payments for the retired employee and spouse exceed 4 years.

Physical Examination

The following section remains in effect subject to a review by the Superintendent, a representative group of employees, the agent-of-record for employee benefits and the medical insurance carrier. Recommendations for continuation or modification will be made to the Board of Directors by March 1, 1994.

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 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.

9/7/93

Miscellaneous
cont'd

- 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.

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, August 17, 1993

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, August 17, 1993, under provisions of ORS 192.660(1)d) to discuss negotiations. Those attending in addition to the Chairperson were Directors Lewis, Miller, Nearing, Schibler, Kimball and Swanson; ESD labor consultant Joe Richards; Superintendent Jim Maxwell; Board secretary Linda Boren; and administrative members of the Board negotiations team.

2. Call to Order

2A Attendance

2. Following the Executive Session, Chairperson Weathers called the special meeting of the Board to order at 7:30 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson	Jeff Lewis
Jerry Miller	Frank Nearing
Don Kimball	Jim Swanson
Lois Schibler	

ESD Administrative Staff:

Jim Maxwell, Superintendent	Richard Ellingboe
Jeff Foreman	Linda Boren
Ted Murray	<u>ESD Labor Consultant</u>
Marv Wilkerson	Joe Richards

2B Communications

2B The following written communication was presented to the Board:

- 1) Letter from Lane Community College seeking candidates for their Zone 1 Board position.

2C Action following
Executive Session


2C DIRECTOR SCHIBLER MOVED:

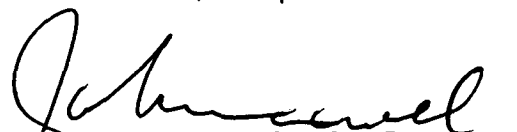
BE IT RESOLVED that the Board of Directors of Lane ESD hereby ratifies the 1993-1995 Collective Bargaining Agreement with the Lane County Education Association (LCEA).

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, SCHIBLER, NEARING, KIMBALL, MILLER, SWANSON AND WEATHERS VOTING YES. (ESD Board Resolution #93-13)**

3 Adjourn

3 The meeting was adjourned at approximately 7:26 p.m.


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, July 27, 1993

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, July 27, 1993, under provisions of ORS 192.660(1)d) to discuss negotiations. Those attending in addition to the Chairperson were Directors Lewis, Miller, Nearing, Schibler, and Swanson; ESD labor consultant Joe Richards; Superintendent Jim Maxwell; Board secretary Sallie Rainville; and administrative members of the Board negotiations team.
2. Following the Executive Session, Chairperson Weathers called the regular meeting of the Board to order at 7:30 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson	Jeff Lewis
Jerry Miller	Frank Nearing
Lois Schibler	Jim Swanson

ESD Administrative Staff:

Jim Maxwell, Superintendent	Sara Jane Bates
Richard Ellingboe	Jeff Foreman
Carol Knobbe	Ted Murray
Sallie Rainville	Marv Wilkerson

2B Communications

- 2B The following written communications were included in the Board's agenda packet:
- 1) Resolution Service Calendar
 - 2) Letter from Lowell School District thanking Lane School Consultant Betsy Fernandez for her assistance throughout the year
 - 3) Memo re. issuance of credit cards to Board members
 - 4) Letter from OSBA re. nominees for office and committee appointments

3. Statements

- 3A Director Nearing called the Board and staff's attention to an article from Harvard Education Newsletter about the topic of harassment.
- 3B Superintendent Maxwell introduced Carol Knobbe, one of the special education supervisors who is reviewing proposed board policy on students. The Superintendent thanked Carol for the extra work and commented that her perspective from the point of view of a classroom supervisor and former teacher has been very helpful.

4. Consent Agenda

4. **DIRECTOR SCHIBLER MOVED** to adopt the consent group as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, MILLER, NEARING, SCHIBLER, 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 June 22, 1993, as presented.
 - B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the school-year calendar for 1993-94 as presented. A copy is attached to the official minutes of this meeting. **(ESD Board Resolution 93-1)**
 - C. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes extension of the Service Learning Grant (Serve Oregon). **(ESD Board Resolution 93-2)** **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund in the 1993-94 budget and the appropriation of remaining funds. **(ESD Board Resolution #93-2)**

4. (Continued)

(Consent Agenda, continued)

D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the University of Oregon Physical Plant's gift of five personal computers and one partial computer with appreciation and thanks for this contribution to the education of students and teachers in Lane County. **(ESD Board Resolution #93-3)**

E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated July 27, 1993, and approves the Superintendent's personnel recommendations for licensed staff members as follows:

Change of status (.70 to .80 FTE): Dorothy Dilliplane
Unpaid Leave of absence (1993-94 school year): Holly Honeck
Employ: Shannon Pointer (1.0 FTE); Annette Thompson (.50 FTE);
Michael Armstrong (.50 FTE, Temporary for 1993-94 school year)
(ESD Board Resolution #93-4)

5. Business Affairs
5A Seismic Analysis

5A Superintendent Maxwell told the Board that additional information has been received since the last Board meeting regarding cost of insuring for damage resulting from earthquakes. The Board reviewed new quotations from the insurance broker which placed the premium at \$5,400 per year for a maximum coverage of \$5 million, less a deductible of 5% of the amount of coverage.

The Superintendent said he continued to recommend completion of the engineering analysis authorized at the June meeting, after which a recommendation will be made about structural modifications and/or level of insurance coverage. However he said he wanted the Board to have a chance to revisit the issue since that study was authorized on a vote of four to three, and the new information about insurance cost was not available at the time.

No one indicated a desire to rescind the resolution authorizing the seismic analysis.

5B OSBA Insurance
Trust

5B Board members received a copy of a letter from OSBA regarding District participation in the OSBA Legal Assistance Trust. Superintendent Maxwell recommended participation in the Trust; he said the District has declined to participate in the past because of high cost; however, OSBA has now reconfigured its fee structure.

The Board reviewed cost and purpose of the Trust, which allows a collaborative effort by school districts, ESDs, and community colleges on issues that have a broad application to the member districts. It also acts as an insurance policy under which the Trust Governing Board may financially assist a member district with attorney's fees and costs when it becomes involved in that type of legal action.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to contract to join the OSBA Legal Assistance Trust for 1993-94 by payment of \$500 from Budget Account #100/2310/382/100/10, legal services.

Director Lewis seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-5)

6. Action items

6A Election of Board
Officers

6A **DIRECTOR SWANSON** nominated Glen Weathers for Chairperson and moved that nominations cease and a unanimous ballot be cast to elect Glen Weathers as Chairperson. Director Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.** (ESD Board Resolution #93-6)

DIRECTOR SWANSON nominated Lois Schibler for Vice-Chair and moved that nominations cease and a unanimous ballot be cast to elect Lois Schibler as Vice-Chair. Director Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.** (ESD Board Resolution #93-7)

6B Board Calendar

6B The proposed Board meeting calendar for 1993-94 was before the Board for a second reading. **DIRECTOR NEARING MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD hereby approves the regular Board meeting calendar for 1993-94 as follows: July 27, September 7, September 28, October 26, and December 7, 1993, and January 25, February 22, March 29, April 26, May 24, June 28, 1994.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #93-8)

6C Board Policies
Chapters A and B

6C Board Policy Chapters A, B, and C (Board Governance and Operation) were before the Board for second readings, having been considered earlier at the April and June meetings. The chapters included one group of policies about which there had been no questions during last month's review.

DIRECTOR SCHIBLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board policies:

ADD:	Educational Goal Setting
AE:	Educational Goals
BBA:	Board Powers and Duties
BBAA:	Individual Board Member's Authority and Responsibility
BBB:	Board Elections
BBC:	Board Member Resignation
BBE:	Vacancies on the Board
BCD:	Board-Superintendent Relationship
BCG:	Legal Counsel
BDDB/BDDC	Board Meeting Agenda
BDDH:	Public Participation in Board Meetings
BFC:	Adoption and Revision of Policies
BFCA:	Administrative Regulations
BFG/BFGA	Policy review and evaluation/Manual Accuracy Check
BHB:	Board Member Development
BKA:	Review of Contracted Service Providers

BE IT FURTHER RESOLVED that the following ESD Board policies are repealed because they have been superseded by adoption of new policy: 020, 030, 040, 050, 060, 102, 104, 806, 902.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-9)

6A (Continued)
Policy AC

6A (Continued)

The Board then discussed Policy AC: (Non-Discrimination) and reviewed related legal advice from its counsel, Joe Richards. Alternate wording was provided for the first paragraph of this policy. The two options were as follows:

(Alternate 1):

The Lane Education Service District shall not discriminate on the basis of an individual's race, religion, sex, national origin, disability, parental status, marital status, or age, including discrimination on such basis of any other persons with whom the individual associates.

(Alternate 2):

The Lane Education Service District shall not discriminate on the basis of an individual's race, religion, sex, national origin, disability, parental status, marital status, sexual orientation, or age, including discrimination on such basis of any other persons with whom the individual associates.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Lane ESD Board of Directors adopts Board Policy AC: (Non-Discrimination) using First Paragraph Alternate 2. Director Miller seconded the motion.

In discussion following, Director Weathers explained why he would prefer the first option. Directors Swanson and Miller summarized their reasons for favoring the second version of the paragraph. Director Schibler asked clarifying questions about the two options.

DIRECTORS LEWIS, MILLER, NEARING, and SWANSON VOTED IN FAVOR OF THE MOTION. DIRECTOR WEATHERS VOTED NO. DIRECTOR SCHIBLER ABSTAINED. THE MOTION CARRIED. (ESD Board Resolution #93-10)

Policy Chapter C (General Administration of the District) was also before the Board for a second reading and also included a group of policies about which there had been no questions during the previous review.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board policies:

- CA/CAA: Administration Goals and Objectives
- CB: ESD Superintendent/Control Responsibility
- CBC: Superintendent's Contract
- CBD: Superintendent's Compensation and Benefits
- CBE: Superintendent's Continuing Professional Development
- CBF: Superintendent's Consulting Activities
- CC: Organizational Chart
- CD: Administrative Council
- CH: Policy Implementation
- CHA: Development of Administrative Regulations
- CHB: Board Review of Administrative Regulations
- CHC: Administrative Regulations Dissemination
- CHCA: Approval of Handbooks and Directives
- CHD: Administration in the Absence of Policy
- CI: Temporary Administrative Arrangements
- CK: Consultants to the Administrative Staff
- CL: Administrative Reports

6C (Continued)

Additional Policies,
Chapters B & C

6C Policy Action (Continued)

BE IT FURTHER RESOLVED that the following ESD Board Policy shall be repealed because it has been superseded by adoption of new policy: 201.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-11)

A second group of policies from Chapters B and C was also included for a second reading; these included changes suggested by Board discussion at the June meeting. Superintendent Maxwell said that OSBA advisor Mike Wittmayer and Joe Richards concur with the changes.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board policies:

BDC:	Executive Sessions
CBB:	Employment of Superintendent
CBG:	Evaluation of the Superintendent

BE IT FURTHER RESOLVED that the following ESD Board Policies shall be repealed because they have been superseded by adoption of new policy: 060; 204; 205.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #93-12)

(Director Kimball entered the meeting at 8:30 p.m.)

7 Discussion items
7A Board Policies,
Chapter J

7A A draft copy of Board Policy Chapter J, which are policies dealing with students, was included in the agenda packet for a first review by the Board. Superintendent Maxwell said that this Chapter had been reviewed extensively by Marv Wilkerson and Special Education Supervisors Carol Knobbe and Michael George. It is currently being reviewed by Board legal counsel. A draft copy has also been sent to the Association co-presidents for informational purposes.

Chairperson Weathers led the Board through a discussion of each policy in the Chapter. Comments and concerns were noted by the Board secretary for review by administrative staff, legal counsel and OSBA.

In accordance with Board procedures for adopting and amending policy, the suggested policies will be returned to subsequent meetings until action has been completed regarding acceptance, modification, or rejection of each.

By majority vote, the ending time for this meeting was extended to 9:30 p.m.

7B Review Contracted
Service Providers

7B As specified by Board Policy, the Superintendent reviewed services provided during the past year by contracted service providers who are as follows:

- Agent-of-Record, Employee Benefits: Johnson Benefits Planning (medical, dental, vision, long-term disability, and life insurance) John Thomas (Consultant for Tax Sheltered Annuity programs)
- Legal Counsel: Joe Richards
- Auditor: Jones and Roth
- Agent-of-Record, property-casualty: Willis-Corroon (Fred Greatwood, principal agent)
- Labor Relations Consultant: Joe Richards

Board policy also specifies that providers which are due for formal review during the ensuing fiscal year are to be identified at the July meeting. Superintendent Maxwell said that the Board has not conducted a formal review of legal counsel services since the 1987-88 year. That review included development of position standards. After comparing the performance of the incumbent legal counsel, Joe Richards with the position standards, the Board determined to renew the contract for an additional three years subject to an annual review. This extended the contract through 1992-93.

The Superintendent said that Richards' performance continues to be quite satisfactory. He maintains a specialization in public school law and has provided prompt, knowledgeable legal counsel to the Superintendent, key administrators and Board.

However, since several years have elapsed since the last opportunity to formally review services available from other providers, the Superintendent recommended that the District initiate a process to review the established performance standards and seek competitive proposals. A timeline for the process will be established which would make the new contract effective July 1, 1994.

7C Committee and
Liaison
Appointments

7C The Board reviewed committee and liaison assignments and indicated areas of interest for 1993-94. Chairperson Weathers made the following appointments:
Lane Council of Governments (L-COG): Jerry Miller/Jeff Lewis

ESD Advisory Council for the Special Education Division: Glen Weathers

OTIS Executive Board: Don Kimball. Jeff Lewis, alternate

Negotiations Committee: Glen Weathers is attending each session. Other six Board members are invited to alternate attendance.

Georgia-Pacific Scholarship Committee: Frank Nearing

Administrative/Confidential Salary Review Committee: Don Kimball/
Jim Swanson/ Lois Schibler

Input Committee: Glen Weathers

Subcommittee to review Superintendent's salary and contract: Board Chair
and Vice-Chair (Glen Weathers and Lois Schibler)

OSBA Legislative Network Liaison: Frank Nearing

7D Board Process

7D Superintendent Maxwell provided a summary of issues brought out during the Board's June discussion of process. He made the following recommendations:

1. Executive Sessions, when needed, be scheduled to start at 6:30 p.m.
2. Regular Meetings be scheduled to start at 7:00 p.m. or whenever the Executive Session is completed, whichever is later.
3. Regular Meetings have a two-hour time limit from the time that the "Call To Order" is provided by the Chair and a quorum is in place, ready to act.
4. Regular Meetings may be extended for a specific amount of time by consensus of the members present or a quorum of the Board (four votes).
5. The Superintendent will continue to include traditional items in the Consent Agenda and will also include other items that seem routine and for which appropriate explanatory material is included.
6. Any Board member may remove an item from the Consent Agenda. A motion and majority vote is not required to remove an item from the Consent Agenda. If an item is removed from the Consent Agenda, it will be placed elsewhere on the agenda at the discretion of the Chair.
7. A position near the Board secretary will be provided for persons who are addressing the Board. A sign will be developed which will clearly indicate the purpose for this spot at the table.
8. Upon review of the materials prior to the meeting Board members are encouraged to give advance notice by telephone to the Board Secretary of questions or concerns which the staff may research in advance. This is in the spirit of promoting efficiency through our on-going tradition of "surprise-free" meetings.

By consensus, the Board agreed to follow these process recommendations.

8 Reports
8A Legislative

8A Jeff Foreman provided current information about legislative issues, including SB 26, the ESD Reorganization bill, which is still in the Revenue Committee.

8B Homeless Camp

8B The Board reviewed a summary of the Eugene City Council's final report on the Centennial Car Camp for the Homeless.

8C Planetarium Update

8C In accordance with the agreement made with constituent districts and by adoption of the 1993-94 Lane ESD Budget, the cost of regular operation of the Lane ESD Planetarium will not be funded with direct ESD tax resources during the 1993-94 school year.

The Superintendent gave a summary of his memo reporting on operation of the planetarium for this year. He said that funds are included in the general fund budget to appropriately maintain the planetarium equipment and facilities and to pay for ESD costs that carry forward from the prior year, including accrued vacation, liability for unemployment compensation and related items.

8C (Continued)

8C Planetarium Update (Continued)

All Planetarium staff were laid off as of June 30. The part-time secretary declined an opportunity to apply for a similar vacant part-time secretarial position at the ESD Center Building. The planetarium supervisor has accepted an offer to continue his position on a half-time basis to be funded within an enterprise fund created in the 1993-94 budget. The contract includes a 30-day cancellation clause in the event that projected or actual revenues do not meet anticipated expenditures. The part-time planetarium operators have been notified that they will be called upon as their services are needed; this is similar to the arrangement under which they have worked in the past.

The Superintendent said he expected an agreement with the City of Eugene to be ready for Board action at the September 7 meeting. Under the proposed intergovernmental agreement, the ESD will provide access to certain services (media library, classroom usage, courier service, etc.) to the City in exchange for the City's support of the planetarium (including waiver of building rental fee, maintenance of building and grounds and assistance with development of a planetarium marketing plan).

8D L-COG

8D Director Miller reported that the L-COG Board of Directors had approved new bylaws.

9. Future Agenda
Items

9. Future agenda items include the following:
- A. Affirmation of Chairperson's Committee Appointments
 - B. Consider and Approve 1993-94 Goals
 - C. Review resolutions plan and calendar
 - D. Adopt Budget Calendar for 1994-95 budget
 - E. Continue review of Board policies

10 Next Meeting

10 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 7, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.

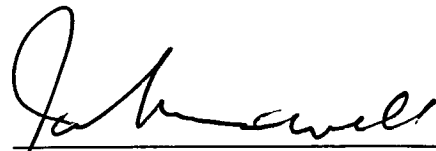
11 Adjourn

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

Attachments to official
minutes:

School-year
calendar


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

LANE EDUCATION SERVICE DISTRICT

SPECIAL EDUCATION DIVISION

1993-94 CALENDAR

Basic Calendar - 192 Days for ESD Licensed staff located in Eugene, Bethel and Springfield

NUMBER OF CONTRACT DAYS, INCLUDING HOLIDAYS					
Month	Eugene *	Bethel	Springfield	Skipworth **	Comments
July	0	0	0	22 / 0	
August	0	2	0	0 / 20	Bethel teachers report 8/30
September	22	21	21	0 / 20	Eugene teachers report 9/1; Springfield teachers report 9/2; non-contract day Bethel 9/3; Paid holiday all 9/6; Bethel students start 9/7; Eugene students start 9/8; Springfield students start 9/8 elementary/middle and 9/9 for high school
October	21	21	21	20 / 15	Statewide inservice day 10/8; conference days Bethel middle schools 10/21 and 10/22
November	22	22	21	22 / 20	Inservice day Eugene middle schools, Bethel elementary and middle school 11/5; inservice day Springfield 11/10; non-contract day Springfield 11/12; conference day Bethel elementary 11/19; holidays 11/11, 11/25, 11/26 for all
December	13	13	13	15 / 15	Conference day for Eugene and Bethel middle school 12/3; Winter Break for all 12/20-1/2
January	21	20	21	21 / 21	Classes resume 1/3; holiday for all 1/17; conference day Eugene 1/28; non-contract day Bethel 1/28
February	19	19	19	20 / 18	Inservice day Springfield 2/4; non-contract day for all 2/21
March	18	18	18	11 / 17	Conference day for Eugene, and Bethel high school only 3/18; Spring Break for all 3/21-3/25
April	21	21	20	20 / 18	Conference day elementary Bethel 4/8 and 4/15; conference day Springfield 4/14; non-contract day Springfield 4/15; conference days Bethel middle schools 4/28 and 4/29
May	22	22	22	19 / 20	Holiday for all 5/30
June	13	13	16	22 / 08	Conference day Eugene elementary only 6/10; last day for Eugene and Bethel students 6/16; last day for Eugene and Bethel teachers 6/17; last day students Springfield 6/21; last day teachers Springfield 6/22.
TOTAL	192	192	192	192 / 192	

* Includes Lane School, School Psychologists and 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

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, June 22, 1993

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, June 22, 1993, under provisions of ORS 192.660(1)d) to discuss negotiations. Those attending were all Board members; Board member-elect Don Kimball; Superintendent Jim Maxwell; labor consultant Joe Richards; Board secretary Sallie Rainville; and administrative members of the Board negotiations team.

2. Budget Hearing

2. Chairperson Weathers opened the Public Hearing on the 1993-94 Lane ESD Budget at 7:15 p.m.. 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 these minutes. Notice of the Hearing was published, as required by law, in two issues of the Register-Guard. Copies of the budget and budget message were distributed and are available for public inspection. The Chairperson invited public comments. There were none. Chairperson Weathers declared the Budget Hearing closed.

3. Call to order
3A Attendance

3. Following the Budget Hearing, Chairperson Weathers called the regular meeting of the Board to order, in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson
Jeff Lewis
Frank Nearing
Jim Swanson

Bill Lewellen
Jerry Miller
Lois Schibler

Board member-elect:

Don Kimball

ESD Administrative Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Gwen Gardner
Sallie Rainville

Sara Jane Bates
Jeff Foreman
Ted Murray
Marv Wilkerson

ESD legal counsel:

Joe Richards

3B Communications

3B The following written communications were included in the Board's agenda packet:

1) Copy of Superintendent Maxwell's letter expressing appreciation to US West Foundation for a grant of \$17,000 to support installation of Internet. Superintendent Maxwell commended Paul O'Driscoll for his work in obtaining this grant.

2) Memo regarding Board subscriptions to professional publications.

3C Action following
Executive Session

3C DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD continues in force the existing compensation plan for Administrative and Confidential Staff with the intent of reviewing the plan at the September 7 and/or September 28 meeting.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #92-85)**

3D Oaths of Office

3D Chairperson Weathers administered the Oath of Office to Jerry Miller and Don Kimball who were elected to four-year terms of office which begin July 1. Kimball represents ESD Board Zone 3 and Miller holds an at-large position. A signed copy of each oath of office is attached to these minutes. Chairperson Weathers also thanked outgoing Board member Bill Lewellen for his eight years of service to the ESD.

3E Consult with Legal
Counsel re. Board
Policies

Action on Second
Reading of Policies

3E This action item was moved to an earlier point on the agenda so that ESD legal counsel Joe Richards could be present to provide counsel and advice to the Board. Policy Chapters A and B (Board governance and operation) were before the Board for a second reading.

These chapters included one group of policies about which there were no questions during the Board's first review.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the following Board Policies:

ACA:	Americans With Disabilities Act
AD:	Educational Philosophy
BA:	Board Goals
BB:	Board of Directors Legal Status
BBAB:	District Boundary Board
BBBA:	Board Member Qualifications
BBFA:	Board Member Conflicts of Interest
BC/BCA:	Board Organization/Board Organizational Meeting
BCE:	Board Committees
BCF:	Advisory Committees to the Board
BD/BDA:	School Board Meetings/Regular Board Meetings
BDD:	Board Meeting Procedures
BDDA:	Notification of Board Meetings
BDDG/BDDK:	Minutes of Board Meetings
BDE:	Public Hearings
BFD:	Board Policy Implementation
BFE:	Administration in the Absence of Policy
BG:	Board-Staff Communications
BH/BHA:	Orientation of New Board Members
BHD:	Board Member Compensation and Expense Reimbursement
BHDA:	Compensation for Legal Fees for Board Members and Employees
BI:	School Board Legislative Program
BJ/BJA:	School Board Memberships
BK:	Evaluation of School Board Operational Procedures

BE IT FURTHER RESOLVED that the following ESD Board policies are repealed because they have been superseded by adoption of new policy: 010, 070, 101, 103, 106, 108, 109.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #92-86)**

A second group of proposed policies from Chapters A and B included changes made since the Board's first review at the April meeting. These changes were suggested by Board members at that meeting or by legal counsel or staff subsequent to the Board's review. Superintendent Maxwell said that OSBA advisor Mike Wittmayer concurs with the revisions as proposed. Joe Richards discussed concerns expressed at the April meeting, gave his legal advice regarding wording of some of the policies and answered questions. Because changes had been made since the April review, the Board requested that these policies be returned to the next meeting for an additional reading.

Joe Richards also provided input on Chapter C which was before the Board for a first reading at a later point on this agenda.

(Joe Richards left the meeting at this point.)

4. Statements

4. Chairperson Weathers commented that the social event to honor the "retiring" Board members was a pleasure and he thanked those who hosted and organized it.

5. Consent agenda

5. Director Swanson requested that the personnel report be pulled from the Consent Agenda until after consideration of the Action Item dealing with the Reclassification Committee report.

DIRECTOR LEWELLEN MOVED to adopt the consent agenda as amended. Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, 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 25, 1993, as presented.
- B. **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 1993-94, in accordance with ORS 334.225. **(ESD Board Resolution #92-87)**
- C. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby appoints James G. Maxwell as Budget Officer for the District for Fiscal Year 1993-94, in accordance with ORS 294.331. **(ESD Board Resolution #92-88)**
- D. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby 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 #92-89)**
- E. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby designates James G. Maxwell and Richard Ellingboe as signatories for all district financial accounts for Fiscal Year 1993-94. **(ESD Board Resolution #92-90)**
- F. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby authorizes a Clerk's Bond for James G. Maxwell for the face amount of \$100,000 for Fiscal Year 1993-94. **(ESD Board Resolution #92-91)**
- G. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby designates the following financial institutions as official depositories for District funds during the 1993-94 Fiscal Year:
First Interstate Bank of Oregon
United States National Bank of Oregon
Local Government Investment Pool
In accordance with requirements of Oregon Revised Statute 294.810, the Board authorizes the Superintendent to invest up to \$10 million (primary account) in the Local Government Investment Pool. **(ESD Board Resolution #92-92)**

5 Fiscal Designations
(Continued)

5 (continued)

- H. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby 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 #92-93)**
- I. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby authorizes the following individuals to transfer funds to the Local Government Investment Pool: Richard Ellingboe, James G. Maxwell, Gwen Gardner, and Pam Bonebright. **(ESD Board Resolution #92-94)**
- J. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Affirmative Action Report for 1992-93 as submitted. A copy is attached to the official copy of these minutes. **(ESD Board Resolution #92-95)**

6. Business affairs
6A Accept gift from
IBM

- 6A The IBM Corporation has offered to transfer ownership of three personal computers to the ESD. The computers, which have been on long-term loan to the ESD Instructional Technology Laboratory, are a 1984 IBM Model AT; a 1986 IBM Model AT; and a 1988 IBM Model PS/2. Superintendent Maxwell recommended that the Board authorize acceptance of the gift in accordance with Board Policy 706: Gifts, Grants, and Donations.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the IBM Corporation's gift of three personal computers as listed above, with appreciation and thanks for this contribution to the education of students and teachers in Lane County.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #92-96)**

A letter of acknowledgement and appreciation will be sent to the appropriate officers of IBM.

6B Architect's Review
of Building Needs
1) Seismic Analysis

- 6B Administrative staff and the original building architect have met to review building needs with regard to seismic activity. The Board reviewed a summary report of the meeting and two letters from the architect.

Because the seismic code for this geographic area has been redesignated, the architect recommends that the ESD contract for an analysis of the building by a structural engineer with experience in seismic activity. The study would be undertaken in consultation with the architect. Superintendent Maxwell said the cost of the analysis would not exceed \$6,000.

Board members had questions about the review and also asked about earthquake insurance coverage. Richard Ellingboe said that the ESD's insurance agent has not recommended this coverage because of its high cost and large deductible. Director Nearing said that he would prefer to spend the money on protection instead of on the consultant. Director Lewellen said it is important that the Board know the building is safe.

6B Architect's Revises
1) Seismic Analysis
(Continued)

6B (Continued)

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the administration, in consultation with the building architect, to contract for a seismic analysis by a structural engineer in an amount not to exceed \$6,000. Payment for this analysis are to be taken from Budget Fund 420: Building and Maintenance.

Director Miller seconded. **DIRECTORS LEWELLEN, MILLER, SCHIBLER, and SWANSON VOTED YES. DIRECTORS LEWIS, NEARING, AND WEATHERS VOTED NO. THE MOTION CARRIED. (ESD Board Resolution #92-97)**

2) ADA

The Board also reviewed the architect's recommendations for modifications that should be made to the ESD Center building to comply with the Americans With Disabilities Act (ADA). This act requires that the agency identify deficiencies and implement a plan to correct them. The Superintendent requested that the Board authorize the Administration to begin to implement the modifications required during the 1993-94 year.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the expenditure of up to \$5,000 during the 1993-94 in order to begin to implement building modifications required under the Americans With Disabilities Act. These expenses are to be paid from Budget Fund 420: Building and Maintenance.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #92-98)**

6C Revenue for health-related services
(third-party billing)

6C The Board reviewed a briefing memo discussing revenue for health-related services. A growing number of students in the ESD special education programs require health-related services, such as hearing and speech therapy, physical therapy, occupational therapy, and psychological services. Costs of these services when provided by appropriately licensed professionals are now reimbursable for Medicaid-eligible students.

Superintendent Maxwell said it appears to be fiscally responsible for the ESD to enlarge its efforts to claim reimbursement for eligible psychological and hearing/speech services provided by our own employees. A consultant has estimated that the ESD would be eligible for approximately \$28,000 in reimbursement annually for psychological services. The amount of eligibility in the area of hearing and speech services is unclear at this point.

Most local school districts, including Eugene and Bethel, are using a contractor, Health Choice Administrators Inc., to represent the district in processing billings to the State agency which handles Medicaid. Collections costs through the contracted service provider for psychological services are estimated to be \$1760.

Superintendent Maxwell recommended that the Board authorize the staff to initiate a process to collect Medicaid payments and authorize him to enter into a contract with Health Choice Administrators Inc. to represent the ESD with the Office of Medical Assistance Programs, Oregon Department of Human Resources, in processing the billings for these services.

6C Third-Party billing
(Continued)

6C (Continued)

In answer to Board members' questions, the Superintendent said that the estimated contract amount is under the amount that needs to be put out to bid for services. He said that the staff knows of no other firms in the State that are serious competitors to Health Choice. Marv Wilkerson provided additional background about the processes used by the company.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the superintendent to enter into a contract with Health Choice Administrators Inc. for the purpose of collecting Medicaid payments for health services to students from the State Office of Medical Assistance Programs.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #92-99)**

6D Financial
Statements

6D Richard Ellingboe reviewed ESD and OTIS financial statements for May, 1993. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

7. Action items
7A Budget Resolutions

7A **DIRECTOR NEARING MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Budget for 1993-94 as approved by the Budget Committee in the total sum of \$17,801,180. The Budget is on file in the Office of the Superintendent. **(ESD Board Resolution #92-100)**

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1993, the amounts shown for the purposes indicated within the funds listed. (The list of Budget Appropriations is attached to the official copy of these minutes). **(ESD Board Resolution #92-101)**

BE IT RESOLVED that the Board of Directors of Lane ESD determines the required tax levy for 1993-94 to be the aggregate amount of \$8,205,479; that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., July 1, 1993; 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 #92-102)**

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

7B OSBA Conference

7B **DIRECTOR WEATHERS MOVED:**

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Don Kimball and Jeff Lewis, if they are able to attend, at the OSBA New Board Member/Board Chair Conference in Beaverton, July 17-18, 1993. 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 Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES. (ESD Board Resolution #92-103)**

7C Reclassification
Committee report

7C Superintendent Maxwell reported that the Administrative Council has completed the four assignments contained in the Reclassification Committee Report as referred to it by the Board. 1) Agency-wide job classifications were adopted by the Board at its May meeting. 2) Specific detailed position descriptions for each position have now been formulated. 3) Position description analysis is integrated into the annual personnel evaluation system. 4) The Administrative Council, in collaboration with Department staff, has reviewed the suggested four positions as follows:

Special Education Division:

1. Secretary II, Lane School
The Council recommends that this position be reclassified to Secretary III.
2. Secretary III/II
The Council recommends that this position be reclassified to full-time Secretary III.

Instructional Services Division:

1. Secretary II, Professional-Technical Education Department.
The Council recommends that this position remain classified as Secretary II.
2. Booking Coordinator.
The Council recommends that this position be separated from a secretarial designation and be classified as a Clerk III, which is the same pay grade as Secretary III.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the report of the Administrative Council with respect to the Reclassification Committee Report and that the Superintendent be authorized to place all positions at the recommended level effective July 1, 1993.

Director Miller seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #92-104)

Personnel Report:
Action

The Board then reviewed the personnel report which had earlier been pulled from the Consent agenda. It included change of status recommendations for the persons in the positions recommended for change above.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated June 22 and approves the following personnel recommendations for licensed personnel:

Accept resignations: Berry Broadbent

Terminations of temporary contracts:

Shannon Bayles, Elizabeth Seth, Linda Smart, Susan Smiley.

Approve Leave of Absence: Margie Myska

Director Nearing seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #92-105)

8. Discussion items

8A Board Process

8A The Board discussed questions related to Board process. Discussion centered on starting and ending time and extending meetings; methods for handling remaining items if the meeting goes over the agreed upon time limit; and use of the consent agenda. Board suggestions and comments were noted. The Superintendent was directed to bring a proposal for the Board's review at the next meeting.

8B Board Policy,
Chapter C

8B A draft copy of Board Policy Chapter C, which deals with General Administration of the District, was included in the agenda packet for board review. Superintendent Maxwell said that the Chapter has been reviewed by him and affected administrative staff and has also been sent to the Association co-presidents. Board members' comments and concerns were noted by the Board secretary for review by administrative staff, legal counsel and OSBA.

In accordance with Board procedures for adopting and amending policy, these suggested policies, as well as remaining policies in Chapters A/B (those not adopted at this meeting) will be returned to subsequent meetings until action has been completed regarding acceptance, modification, or rejection of each policy.

9. Reports

9A OAESD

Conference

9A Superintendent Maxwell and Director Miller reported highlights of the annual Oregon Association of ESD (OAESD) annual conference held in Bend June 12-15.

(Meeting Extended)

(Director Nearing moved to extend the meeting to 9:15. Director Miller seconded and the motion carried with all present voting yes.)

9B Vacation Carryover

9B Superintendent Maxwell reported that the staff continues to make good efforts toward minimizing financial liability that the District may have for accrued vacation that is carried forward from one year to the next. Board Policy limits such vacation carryover to a ten day maximum for an employee. The Superintendent reported a total of 50 days of carryover vacation involving eleven employees. Thirty-seven of those days are scheduled for use during July, primarily during the first week.

9C Test Scoring

9C Standardized test scoring by OTIS was discontinued after the 1991-92 year. During the 1992-93 year, arrangements were made to have those tests that could be scored locally sent to Clackamas ESD for scoring. Ted Murray reported that ten Lane County districts used this service; all reported satisfactory results. Resolution funds pay for the Clackamas scoring services as far as they go with Districts billed for excess costs. Tests not authorized to be scored regionally are sent to the publishers for scoring. Districts are reimbursed from resolution funds for the authorized 67 cents per pupil. Murray said that the total number of tests scored this year will likely be less than half of the 28,216 scored by OTIS in 1991-92.

9D Wellness
Committee

9D The Board received and reviewed the annual report from the ESD Wellness Committee. The Committee was established by Board policy in 1989. The report summarized committee activities, which focus on staff morale and health with an emphasis on wellness practices. Superintendent Maxwell and Board members commended the committee for its work.

9E Legislative Report

9E Jeff Foreman expanded on the written report detailing the status of ESD and education-related bills.

9F Board committee
and liaison reports

9F Director Weathers reported on the May 25 meeting of the Special Education Advisory Council, which featured a report on facilitated communication. He commended the special ed staff for its work.

Director Miller reported on the most recent meeting of the L-COG Board of Directors.

10 Future agenda items

10 Future agenda items include the following:

- A. PDC Program Report
- B. Elect Board Officers
- C. Adopt Board calendar for remainder of 1993-94
- D. Review contract service providers
- E. School-year calendar

11 Next meeting

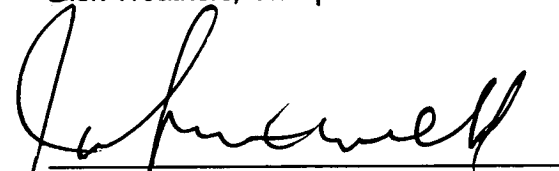
11 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, July 27, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.

12 Adjourn

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



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:
Budget Outline
Affirmative Action report
Oaths of Office
Budget Appropriations

Minutes approved:

(Date)

SR

LANE ESD BOARD MEETING
TUESDAY, JUNE 22, 1993

BUDGET HEARING
PROCLAMATION

The 1993-94 Lane Education Service District operating budget is funded within the tax base. Notice of this Hearing was published by Oregon statue, in two issues of the Register-guard (on June 2 and June 9.)

The Budget Summary is as follows:

SUMMARY

LANE ESD BUDGET & LEVY, 1993-94

FUND	EST. EXPEND.	EST. RCPTS.	LEVY
100 GENERAL FUND	10,058,640	5,731,626	4,327,014
BALLOT MEASURE #5 LOSS			3,432,298
220 CURRICULUM DEVELOPMENT	200,000	200,000	
222 PROFESS DEVELOPMENT CENTER	355,124	355,124	
228 SCIENCE AND MATH	55,892	55,892	
229 SCIENCE AND MATH	251,521	251,521	
231 SUBSTANCE ABUSE PART A	51,043	51,043	
236 SUBSTANCE ABUSE PART A	126,596	126,596	
241 SUBSTANCE ABUSE PART B	78,249	78,249	
250 SPECIAL EDUCATION	55,000	55,000	
253 LOOKING GLASS/CHAPTER 1	15,000	15,000	
254 STEP STONE LODGE RESIDENCE	15,000	15,000	
255 STEP STONE LODGE	15,000	15,000	
271 SKIPWORTH	27,000	27,000	
274 WORKFORCE 2000	277,532	277,532	
275 VOC. ED. CONSORTIUM	20,500	20,500	
277 VOC ED CARL PERKINS	364,489	364,489	
400 EQUIPMENT RESERVE	225,570	225,570	
410 OTIS-EQUIP. REPLACEMENT	242,566	242,566	
420 BUILDING MAINTENANCE	551,050	551,050	
430 SPECIAL ED. RESERVE	154,500	154,500	
440 BOOKING AND SCHEDULING	85,550	85,550	
445 LANE COUNTY TELE. LANENET	110,000	110,000	
510 OTIS	3,342,040	3,342,040	
545 CONT. ED. LIBRARY	73,992	73,992	
588 PLANETARIUM FUND	123,825	123,825	
610 COOPERATIVE PURCHASING	825,501	825,501	
900 WORKING CAPITAL	100,000	100,000	
	17,801,180	13,474,166	7,759,312

ESTIMATED TAXES NOT TO BE COLLECTED

446,167

TOTAL LANE ESD OPERATING LEVY WITHIN TAX BASE

8,20



**LANE
EDUCATION SERVICE DISTRICT**



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: June 16, 1993
TO: Jim Maxwell
FROM: Richard Ellingboe *Richard Ellingboe*
RE: Affirmative Action Report

The Affirmative Action committee held its annual meeting on Tuesday, June 15, 1993. The discussion focused on the following topics:

- 1) Legislative action and Court decisions.
The committee was informed that the Affirmative Action criteria included in the Oregon statutes on reduction in staff will be rescinded by the Oregon legislature. This is the result of court decisions that have ruled that Affirmative Action cannot be used as a basis to deny seniority status to employees in determining layoff. This does not impact the effect of establishing hiring goals and guidelines.
- 2) The committee reviewed the racial/ethnic distribution of minorities in Lane County and noted individuals of Hispanic origin reflect the highest increase and their population is almost double any other minority group in Lane County.
- 3) The committee reviewed the activities and in-service seminars that have been conducted during 1992-93 to acquaint staff with Affirmative Action programs, especially those relating to the handicapped and female populations. These included:

Americans with Disabilities Act (ADA): Review of job descriptions and materials in the film library which address this topic.

Bloodborne Pathogens: Training for entire ESD staff in compliance with federal regulations.

Sexual Harassment: Staff development training in conjunction with policy review.

Architectural evaluation of building for compliance with ADA standards.

50

Compliance by Special Education for disabled students approved by Oregon Department of Education.

Youth Employment Division: Continue our practice of hiring handicapped youth for summer work projects.


- 4) Continue the short term goal of actively recruiting minorities to apply for any vacancies that may occur. The committee deferred establishing long range goals because of the uncertainty of funds and levels of employment.

It was agreed the committee would meet as needed during 1993-94 to review any policy revisions that impact the committee.

cc: Sara Jane Bates
Marv Wilkerson
Carol Wiggins
Ted Murray
Alan Livingston
Thelma Clemons

OATH OF OFFICE

I, DONOVAN D. KIMBALL, 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, POSITION 3, to the best of my ability throughout the four-year term, July 1, 1993, through June 30, 1997.




Donovan D. Kimball

Attest: This oath of office was administered by
 Chairperson Glen Weathers on June 22, 1993.

Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

OATH OF OFFICE

I, JERRY MILLER, 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, 1993, through June 30, 1997.



Jerry Miller

Attest:

This oath of office was administered by
Chairperson Glen Weathers on June 22, 1993

Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

APPROPRIATION OF THE BUDGET

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1993, the amounts shown below for the purposes indicated within the funds listed:

	1993-94
GENERAL FUND	
INSTRUCTION	3,477,591
SUPPORT SERVICES	5,585,883
FUND TRANSFERS	84,500
DEBT SERVICE	10
CONTINGENCY	373,656
TOTAL GENERAL FUND	<u>9,521,640</u>
CHAPTER 1 - SKIPWORTH	
INSTRUCTION	24,670
TRANSFERS	2,330
TOTAL CHAPTER 1	<u>27,000</u>
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	200,000
PROFESSIONAL DEVELOPMENT CNTR	
SUPPORT SERVICES	332,124
TRANSFERS	23,000
TOTAL PROF DEVELOP. CNTR	<u>355,124</u>
SCIENCE/MATH 1992-93	
SUPPORT SERVICE	50,800
TRANSFER	5,092
TOTAL SCIENCE/MATH	<u>55,892</u>
SCIENCE/MATH 1993-94	
SUPPORT SERVICES	241,448
TRANSFER	10,073
TOTAL SCIENCE/MATH	<u>251,521</u>
SUBSTANCE ABUSE-PART A 1992-93	
INSTRUCTION	48,398
TRANSFER	2,645
TOTAL SUBSTANCE ABUSE	<u>51,043</u>
SUBSTANCE ABUSE-PART A 93-94	
SUPPORTING SERVICES	119,410
TRANSFER	7,186
TOTAL SUBSTANCE ABUSE	<u>126,596</u>
SUBSTANCE ABUSE PART B 93-94	
SUPPORT SERVICES	72,634
TRANSFER	5,615
TOTAL SUBSTANCE ABUSE	<u>78,249</u>
SPECIAL EDUCATION RURAL TMR	
INSTRUCTION	55,000

MA(2)

APPROPRIATION OF THE BUDGET (continued)

CHAPTER 1 LOOKING GLASS		
INSTRUCTION		13,500
TRANSFER		1,500
TOTAL LOOKING GLASS		<u>15,000</u>
STEPPING STONE LODGE RESIDENTIAL		
INSTRUCTION		13,500
TRANSFER		1,500
TOTAL STEPPING STONE		<u>15,000</u>
STEPPING STONE LODGE		
INSTRUCTION		13,500
TRANSFER		1,500
TOTAL STEPPING STONE		<u>15,000</u>
WORK FORCE 2000		
SUPPORT SERVICES		275,001
TRANSFER		2,531
TOTAL WORK FORCE		<u>277,532</u>
VOC. ED. CONSORTIUM/YR. 5		
INSTRUCTION		500
SUPPORT SERVICES		20,000
TOTAL VOC. ED CONSORTIUM		<u>20,500</u>
VOC. ED. CARL PERKINS II		
INSTRUCTION		70,901
SUPPORT SERVICES		283,906
TRANSFERS		9,682
TOTAL CARL PERKINS		<u>364,489</u>
SPECIAL EDUCATION RESERVE		
INSTRUCTION		150,000
TRANSFER		4,500
TOTAL SPECIAL ED. RESERVE		<u>154,500</u>
EQUIPMENT RESERVE		
SUPPORT SERVICES		219,000
TRANSFER		6,570
TOTAL EQUIPMENT RESERVE		<u>225,570</u>
OTIS EQUIPMENT RESERVE		
SUPPORT SERVICES		242,566
BUILDING MAINTENANCE		
SUPPORT SERVICES		479,750
DEBT SERVICE		71,300
TOTAL BUILDING MAINTENANCE		<u>551,050</u>

7A(2)(Cont'd)

APPROPRIATION OF THE BUDGET (continued)

BOOKING AND SCHEDULING		
SUPPORT SERVICES		83,000
TRANSFER		2,550
TOTAL BOOKING/SCHEDULING		<u>85,550</u>
LANE COUNTY TELE. LANENET		
SUPPORT SERVICES		110,000
OTIS FUND		
SUPPORT SERVICES		2,717,720
DEBT SERVICE		291,429
TRANSFERS		100,000
CONTINGENCY		82,891
TOTAL OTIS FUND		<u>3,192,040</u>
CONTINUING EDUCATION LIBRARY		
SUPPORT SERVICES		73,992
PLANETARIUM FUND		
SUPPORT SERVICE		123,825
COOPERATIVE PURCHASING		
SUPPORT SERVICES		820,501
TRANSFERS		5,000
TOTAL COOPERATIVE PURCHASE		<u>825,501</u>
WORKING CAPITAL		
OTHER REQUIREMENTS		100,000
TOTAL APPROPRIATIONS		<u><u>17,114,180</u></u>

(There is an unappropriated ending fund balance of \$537,000+\$150,000 = \$17,801,180)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, May 25, 1993

]1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, May 25, 1993, under provisions of ORS 192.660(1)d) to discuss negotiations and 192.660(1)i) to evaluate the Superintendent. Board members present in addition to the Chair were Directors Lewellen, Lewis, Miller, Schibler, Nearing, and Swanson. Others attending were Superintendent Jim Maxwell and Sallie Rainville. ESD labor consultant Joe Richards was also present during the first part of the executive session.

2. Call to order

2A Attendance

2A Chairperson Weathers called the regular meeting of the Board to order at approximately 8:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson	Bill Lewellen
Jeff Lewis	Jerry Miller
Frank Nearing	Lois Schibler
Jim Swanson	

ESD Administrative Staff:

Jim Maxwell, Superintendent	Sara Jane Bates
Richard Ellingboe	Jeff Foreman
Ted Murray	Sallie Rainville
Marv Wilkerson	

Other ESD Staff

Kathy Allison	Kathryn Henderson
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2B Communications

2B The following written communications were included in the Board's agenda packet:

- A. Letter from Darrell Seely, Elmira High School Principal, thanking Superintendent and staff for help in developing High School Media Center.
- B. Copy of letters of thanks sent to Budget Committee members along with draft copy of May 11 minutes.
- C. Letter from Budget Committee member Sanford Rice noting an error in the May 11 minutes as distributed. Mr Rice said he did not vote to approve the budget as presented.
- D. Letter from District 4J Curriculum Coordinators thanking Instructional Services staff members for the successful Student Achievement Convention and Project Fair.

2C Superintendent's
Evaluation

2C The Board held its annual evaluation of the Superintendent at the Executive Session preceding this open meeting. The following action was taken as a result of the discussion:

2C Superintendent
Evaluation

2C (Continued)

DIRECTOR MILLER 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 using a process and instrument adopted in open session at the Board's April 27 meeting. Composite ratings in the six areas of evaluation are as follows (with 1 being Excellent, 2 good, 3 average, and 5 poor):

<u>Personnel Management:</u>	<u>1.43</u>
<u>Fiscal Management:</u>	<u>1.14</u>
<u>Board Operation:</u>	<u>1.0</u>
<u>Service Programs:</u>	<u>1.14</u>
<u>State Government Relations:</u>	<u>1.14</u>
<u>Professional Development:</u>	<u>1.14</u>

The Board agrees to extend its contract with the Superintendent in accordance with provisions of the contract.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-74)

- 3. Statements
- 3A Agenda altered
- 4. Consent Agenda
- 4. Consent agenda

- 3. Chairperson Weathers stated that the printed agenda would be altered and discussion items moved to an earlier place on the agenda.
- 4. Director Nearing moved to pull Item 4B: Budget Committee minutes of May 11, 1993, from the Consent Agenda. Director Miller seconded and the motion carried with all present voting yes.
- 4. **DIRECTOR SCHIBLER MOVED** to adopt the consent agenda as amended. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, 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 the April 27, 1993, Lane ESD Board Meeting as presented.
- B. (pulled)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Personnel Report dated May 19, 1993.

(Agenda altered)

(Agenda order altered)

- 8 Discussion items
8A Progress report on
service Resolutions

8A The Board reviewed a briefing memo which summarized the status of resolution programs for 1993-94. The budget recently approved by the ESD Budget Committee added back programs that were on the original budget adjustment priority list. The Administration followed the intent of constituent districts and established a recommended program level in 1993-94 that could also be maintained through the 1994-95 year. The Superintendent said that administrative recommendations for 1993-94, as adopted by the budget committee, were very aggressive in program retention, in spite of revenue cutbacks due to Measure 5. In order to avoid additional program reductions in 1994-95, the staff intends to make every effort to enhance revenues and to contain costs while retaining Lane ESD's commitment to delivering high quality educational services.

Under the approved budget, four programs have taken the greatest impact of reduced tax support. The Board reviewed strategies being used in an attempt to retain these services through other funding sources. A summary follows:

Planetarium: An enterprise fund is established in the approved budget. The ESD is working with the City of Eugene to develop cooperative efforts to support the Planetarium. Other entities will be invited to join this effort. An aggressive marketing plan will be developed.

Production Services: The department is seeking to enlarge its user base through establishing contracts with other government agencies who are downsizing their own printing and production departments.

Curriculum/Staff Development: The department will rely to a greater extent than in the past on user fees for workshops and inservice training. In addition, grants constitute a growing resource to support programs in this area.

Media Library: An enterprise fund is established within the approved budget to operate the Oregon State System of Higher Education film and video rental library. Senate Bill 26 related to ESD restructuring contains the authority to allow the Board to authorize this new venture. It is anticipated that some current staffing costs will be shifted to this fund. Like the Planetarium, a marketing plan will be developed to enhance the viability of this service.

- 8B Board Direction on
cost containment

8B Chairperson Weathers distributed an estimate of year-end balances for Board of Education accounts. He said a Board member had requested discussion on decreasing Board expenses. The Chairperson asked Board members to look at the budget line items and provide comments. A summary follows:

Director Swanson said he wanted to look at whether the Board could direct any of its budget in order to help programs that are suffering cuts. He suggested decreasing the amount budgeted for Board expenses and setting a limit for each Board member.

Director Schibler said she also is concerned about program cutbacks; however she said that members receive valuable information from conferences such as those sponsored by OSBA and NSBA and she would hesitate to prevent individual members from attending when a conference appeared to be useful.

8B Discussion
(continued)

8B (continued)

Directors Lewellen and Nearing also commented on the positive aspects of Board development and said that Board members had always used funds budgeted for expenses in a conscientious manner. Members attend in order to learn and keep updated on their jobs as Board members. They bring back information which is shared with the Board as a whole as well as with the Superintendent and staff.

Director Nearing pointed out that resolution programs are prioritized and approved by local districts. He said that the amounts budgeted to board expense were a small part of the budget and would make little meaningful impact on resolution programs. He said all conference requests are brought to the Board for approval and the Board can judge each request on an individual basis.

Director Lewellen said he would not favor tampering with the approved budget. He said the impact on programs would be negligible.

Director Lewis said he would be in favor of budgeting in line with history.

Director Miller said he agreed that the Board was conscientious in its use of expenses, but he also felt that if the staff is being asked to make cuts then the Board should also be willing to do so.

Director Swanson reiterated that it is difficult to tell people there is going to be a reduction in force and that the Board should take a hard look to see if there are other places that can be cut so that staff positions can be restored.

The Board and Superintendent reviewed the use of the contingency fund in the budgeting process. Superintendent Maxwell said that the best estimate of year-end balances and revenues for next year will be brought to the Budget Hearing. This will be the most accurate projection that the staff can develop.

4B Action: Budget
Committee minutes

4B The Board read a letter from Budget Committee member Rice in which he summarized the process he had used to review the budget on his own and stated that he did not vote to approve the budget, as the draft minutes showed.

Superintendent Maxwell said legal counsel advises that the correction to the minutes should show Mr Rice as abstaining from the vote to approve the budget, and note that the Budget Committee Chairperson did not call for votes from those opposed to the motion.

DIRECTOR SCHIBLER MOVED to approve the minutes of the May 11, 1993, Lane ESD Budget Committee Meeting as corrected. Director Lewellen seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

5. Program report

5. Kathryn Henderson, Substance Abuse Prevention Program Coordinator, presented a brief report of activities of the Substance Abuse Consortium. She gave a number of examples of how the program has affected Lane County students and teachers. Kathryn said it is exciting and gratifying to be involved with prevention of substance abuse; she cited studies which showing that preventive models work and have a positive effect on the lives of children.

Kathryn described activities of the Youth Action Committee, which is a part of the Substance Abuse Prevention program, and announced that a group of students who are part of the YAC had just won \$1,000 in a national contest to produce a public service announcement on preventing substance abuse. The contest was sponsored by the Scott Newman Foundation of Los Angeles to provide a way for teens to urge their peers to abstain from drugs.

Meeting extended

(In accordance with its procedures, the Board extended the ending time of the meeting past 9 p.m. to 9:15 p.m.)

6. Business Affairs

6. Briefing memos on all business affairs items were included in the agenda packet delivered to Board members prior to this meeting.

6A Bid Awards:
Cooperative
Purchasing

6A DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary is attached to the official copy of these minutes.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-75)

6B Gender Equity,
Grant: Professional
Technical

6B DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a grant application to the Office of Professional Technical Education, State Department of Education for \$15,000. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund in the 1993-94 budget and appropriates expenditures not to exceed the application amount.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-76)

6C Gender Equity
Grant: PDC

6C DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a grant application to Office of Professional Technical Education in the amount of \$15,000. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund in the 1993-94 budget and appropriates expenditures not to exceed the application amount.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-77)

6D Star Schools Grant

6D DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a grant application to Pacific Northwest Star Schools Partnership in the amount of \$11,067 on behalf of Lane School. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund in the 1993-94 budget and appropriates expenditures not to exceed the application amount.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-78)

6E Budget Transfer

6E DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a transfer of appropriation of \$98,704.59 from the General Fund contingency account to the Work Force 2000 and Carl D. Perkins Grants as follows:

From General Fund contingency account #100-6110-810-100-016 to the following Work Force 2000 Fund account:

274-2209-310-000-000	\$69,578.00
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From General fund Contingency account #100-6110-810-100-016 to the following Carl D. Perkins Fund accounts:

277-1292-312-000-000	\$ 4,000.00
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277-2213-312-000-000	<u>\$25,126.59</u>
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	\$29,126.59
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Total transfer	\$98,704.59
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Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-79)

6F Custodial Services

6F DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into a contract with Environment Control Building Maintenance Co. to provide custodial services to the ESD Center Building in accordance with bid responses previously received by the ESD.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-80)

6G FlexFund
Resolution

6G DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the official resolution approving an agreement with U S National Bank for financing OTIS equipment (disk array subsystem) and authorizes the signing of all documents and certificates required by the Bank.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-81)

6H Financial
Statements

6H Financial Statements for April were also included in agenda background materials for the Boards' review.

7. Action items

7A Special Ed Plan

7A A summary of the District's Special Education Comprehensive Plan was included in the Board's agenda background materials.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District approves the Lane ESD Special Education Comprehensive Plan as submitted.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #92-82)

7B Summer Board Meeting Calendar

7B **DIRECTOR MILLER MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD approves the following dates for its summer meeting calendar:

Tuesday, July 27, 1993 and Tuesday, September 7.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-83)

7C Reclassification Committee recommendations

7C The Board received recommended agency-wide qualifications for the positions of Secretary I, II, and III. The qualifications (job goals and minimum requirements for each) were formulated by the Administrative Council, as recommended by the Reclassification Committee. The Superintendent recommended approval. He said that following approval of these qualifications the Council will proceed with the remaining Committee recommendations. These are to formulate specific, detailed position descriptions with specific performance responsibilities for each position within these categories and then to initiate the reclassification review process for any positions that may be misclassified.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Administration's recommended agency-wide qualifications (job goal and minimum requirements) for Secretary I, Secretary II, and Secretary III as attached to the official copy of these minutes.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-84)

8. Discussion items

8. (All discussion items had been moved to an earlier time on the agenda.)

9. Reports

9. Action on Board Policy review (Item 7D on the distributed agenda) as well as all reports on the agenda were deferred to the next meeting.

10 Future agenda items

11. Next meeting

12. Adjourn

10. Future agenda items include the following:

- A. Approve and adopt budget; levy taxes; Budget Hearing
- B. Board meeting calendar
- C. School-year calendar
- D. Affirmative Action Report
- E. Vacation carryover report
- F. Continue review of Board policies
- G. Official designations and authorizations for 1993-94
- H. Administer Oaths of Office

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 22, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.

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



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Cooperative purchasing bid summary

Agency-wide secretarial job qualifications

Minutes approved:

6/22/93
(Date)

SR

SECRETARY I

JOB GOAL:

Under the supervision of the division secretary, performs the duties of receptionist and basic secretarial functions, receives and transcribes oral or written dictations, inputs data for cooperative purchasing, the substitute teacher directory, and motor vehicle reports, greets the public in a courteous, professional manner.

MINIMUM REQUIREMENTS:

- High School Diploma or the equivalent.
- Ability to maintain harmonious working relationships with other employees and the public.
- Ability to follow oral and written instructions.
- Knowledge of software programs and office procedures and practices.
- Proficiency in written and oral communication.
- Ability to operate a multiple-line switchboard.
- Ability to work independently.
- Ability to perform assigned secretarial tasks, including data entry.
- Proficiency in spelling and proofreading.
- Ability to meet the physical requirements of the position, including but not limited to:
 - Hearing capacity to understand individuals with wide range of voice tones.
 - Visual acuity to identify individuals as they enter the building and to perform assigned functions.
 - Mental acuity to memorize names and phone extensions.
 - Voice level and tone that is easily heard but not harsh.

9/20/07

SECRETARY II

JOB GOAL:

The Secretary II, under the supervision of the division secretary or department supervisor performs a variety of difficult and responsible clerical and secretarial work and related work as required. Secretaries on this level are expected to perform duties with only occasional instruction or assistance. Work is normally reviewed only on completion and for overall results.

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent with emphasis in secretarial, business/computer education, and/or general bookkeeping.
- Microcomputer training.
- Competence and knowledge of software programs.
- Competence in use of standard office equipment.
- Knowledge of modern office methods, practices and procedures.
- Ability to compose correspondence independently on routine matters not involving deviation from established policy.
- Ability to perform clerical work with speed and accuracy and to accurately proofread the finished document.
- Ability to work independently and complete projects within assigned timelines.
- Ability to maintain effective relationships with fellow employees and the general public.
- Ability to meet the physical requirements that may be necessary to perform the essential duties of the position.
- Ability to prepare purchase orders and maintain financial records as appropriate to the assignment.

M/C(2)

SECRETARY III

JOB GOAL:

The Secretary III performs independent work as assigned by the supervisor or administrative secretary and/or provides managerial services. The secretaries in this classification work from general policies and objectives. Reference is made to the supervisor only when clarification or interpretation of policy is in question. Detailed instructions are given only for new or unusual situations and secretarial decisions are based on specialized knowledge, precedents, and previous decisions. The secretaries in this classification are subject to daily work pressures which require concentration on the completion of work within specified and limited timelines.

MINIMUM REQUIREMENTS:

- Two years of college or the equivalent with emphasis in disciplines appropriate to the assignment.
- Two years experience in technical, high production environment.
- Proficiency in office management principles and the ability to apply this knowledge to work problems.
- Knowledge of software program as required for the position.
- Ability to initiate requisitions and purchase orders, vouchers, and other documents as appropriate to the assignment.
- Proficiency in oral and written communication skills, including preparation of correspondence that does not require the supervisor's attention.
- Knowledge of current office practices, procedures, and equipment.
- Knowledge of office management principles and the ability to apply this knowledge to work problems.
- Knowledge of technical processes unique to the specific assignment.
- Ability to effectively communicate with other employees and the public.
- Knowledge of Business English and spelling on a level of competence that assures finished documents are error-free.
- Ability to meet the physical requirements that may be necessary to perform the essential duties of this position including the ability to work under the stress of meeting deadlines and producing error-free documents and/or reports.

H/C (3)



**EUGENE
EDUCATION SERVICE DISTRICT**



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: May 19, 1993
TO: Richard Ellingboe
FROM: Sandy Higinbotham
RE: COOPERATIVE PURCHASING BID AWARD RECAP

Attached is the tabulation of bid awards recommended to be awarded. The process for developing these recommendations has been the same as that used in the past. Committees representing the participants who ultimately use the products have met and reviewed the bids received. The recommended products and vendor is, in most cases, the lowest bid for a product which meets our specifications, taking into account item group bids or minimum dollar orders.

The Board is requested to award contracts as indicated.

COOPERATIVE PURCHASING
BID AWARD RECAP
1993-94

<u>SECTION #10</u>	-	AUDIO VISUAL SUPPLIES	\$ 18,860.13
<u>SECTION #20</u>	-	LIBRARY SUPPLIES	3,866.41
<u>SECTION #30</u>	-	OFFICE/INSTRUCTIONAL SUPPLIES	213,050.39
<u>SECTION #35</u>	-	FILING CABINETS/FURNITURE	8,003.58
<u>SECTION #40</u>	-	CUT PAPER	104,550.51
<u>SECTION #50</u>	-	ART SUPPLIES	109,264.61
<u>SECTION #60</u>	-	CUSTODIAL SUPPLIES	66,462.10
<u>SECTION #70</u>	-	FIRST AID SUPPLIES	22,753.55
<u>SECTION #78</u>	-	AUDIO VISUAL EQUIPMENT	17,439.01
<u>SECTION #80</u>	-	PLAYGROUND/ATHLETIC SUPPLIES	<u>31,954.97</u>
		TOTAL	\$ 596,205.26

COOPERATIVE PURCHASING
BID AWARD SUMMARY
OF 1993-94 SUPPLIES

AUDIO VISUAL SUPPLIES:

#10		
Snyder-Crecelius	\$	1,761.02
Boise Cascade Office Products		553.02
Paper Impressions		193.55
Vision Business Products		397.90
Proline Industries		441.60
Force 4		6,891.50
Learning Services		954.39
Standard Stationery		4,106.69
Tersch Products		19.80
JPD Global Marketing		<u>3,540.66</u>
TOTAL	\$	18,860.13

LIBRARY SUPPLIES:

#20		
Brodart	\$	3,082.20
Demco		386.31
Gaylord Bros.		<u>397.90</u>
TOTAL	\$	3,866.41

INSTRUCTIONAL/OFFICE SUPPLIES:

#30

American Envelope	\$	5,225.05
Snyder-Crecelius		49,575.93
Boise Cascade Office Products		27,600.50
Paper Impressions		2,647.63
Vision Business Products		894.63
Rose City Awning		273.37
Automated Office Systems		22,621.00
Chaselle		6,541.01
Dick Blick		307.02
Elan Publishing		1,566.63
Elgin School Supply		17,699.41
Everett Pad & Paper		511.20
Force 4		3,786.13
Hammond & Stephens		726.50
Kenneth Lee James Associates		341.55
Myron Manufacturing		637.00
Paulsen & Roles		636.25
Prairie Carbon & Ribbon		1,359.45
Standard Stationery Supply		24,931.95
Tersch Products		2,807.23
West Coast Paper Company		7,680.39
Western Paper Company		2,806.03
Willamette Industries		4,435.62
Beckley-Cardy		81.30
JPD Global Marketing		12,959.70
Eastman, Inc.		13,646.41
Lowell School District #71		360.00
Teacher's All-In-One Book		<u>391.50</u>
TOTAL	\$	213,050.39

FILING CABINETS/FURNITURE:

#35

Boise Cascade Office Products	\$	1,558.19
Liska School & Office Furniture		2,263.18
Virco Manufacturing		<u>4,182.21</u>
TOTAL	\$	8,003.58

CUT PAPER:

#40

West Coast Paper Company	\$ 101,336.33
Western Paper Company	477.96
Unisource Corp.	<u>2,736.22</u>
TOTAL	\$ 104,550.51

ART SUPPLIES:

#50

Snyder-Crecelius	\$ 53,258.28
Boise Cascade Office Products	5,248.34
Art Pak, Inc.	4,852.48
Paperulers, Inc.	2,518.90
Chaselle, Inc.	112.70
Chromark, Inc.	606.95
Dick Blick	5,363.57
Elgin School Supply	7,184.86
Everett Pad & Paper	6,111.33
Oregon Clay Company	2,283.66
Standard Stationery Supply	777.32
West Coast Paper Company	1.41
Western Paper Company	1,688.70
Western School Supply	10,131.54
Zellerbach Paper	7,325.00
Beckley-Cardy	1,553.07
Creswell School District #40	<u>246.50</u>
TOTAL	\$ 109,264.61

CUSTODIAL SUPPLIES:

#60

Art Pak, Inc.	\$	139.21
Vision Business Products		423.85
American Janitorial Supply		7,299.92
Bidall		997.50
Chown, Inc.		1,712.06
Forrest Paint		1,291.78
Industrial Chemical Lab		766.59
Joseph Gartland, Inc.		1,309.70
McDonald Wholesale		8,864.09
MCK Tool & Supply		3,620.41
Mt. Hood Chemical		3,139.00
National Builders Hardware		444.76
National Sanitary Supply		2,890.84
Paulsen & Roles		2,592.72
Sanderson Safety Supply		187.11
Scot Supply		4,607.11
Sysco Food Services		6,826.15
Taylor Electric Supply		227.90
Unisource Corp.		423.34
West Coast Paper Company		1,109.10
World Wide Industrial Supply		427.50
Zellerbach Paper		14,771.01
American Linen		1,692.77
Furbish Chemical & Supply		<u>697.68</u>
TOTAL	\$	66,462.10

FIRST AID SUPPLIES:

#70

Portland Athletic Supply	\$	8,654.28
Coast First Aid Supply		525.24
Durr Medical Corp.		3,527.78
Micro Bio-Medics, Inc.		5,647.28
Moore Medical Corp.		1,508.57
National Health Supply		499.52
Normed		72.45
Sanderson Safety Supply		73.68
Sysco Food Services		<u>2,244.75</u>
TOTAL	\$	22,753.55

AUDIO VISUAL EQUIPMENT:

#78

Abolins AV Fotographics	\$	4,824.60
General Binding Corp.		4,087.64
Proline Industries		5,801.39
Columbia Audio Specialties		2,313.00
Northwestern, Inc.		8.36
USI, Inc.		98.94
Knight's Audio Visual		123.28
A & V Tape Handlers		<u>181.80</u>
TOTAL	\$	17,439.01

PLAYGROUND/ATHLETIC SUPPLIES:

#80

Mohinder Sports	\$	4,443.62
Portland Athletic Supply		7,168.27
Put On Athletics		2,954.00
BSN Corporation		3,306.49
Cascade Athletic		2,829.73
Coast First Aid Supply		376.08
McKenzie Outfitters		4,083.61
Passon's Sports		3,197.57
Professional Towel Mills		2,654.10
Sportmaster		<u>941.50</u>
TOTAL	\$	31,954.97

GRAND TOTAL ALL SECTIONS **\$ 596,205.26**

May 19, 1993

COOP PURCHASING BID SELECTION EXPLANATION

The following is a list of item numbers where low bid meeting our specifications and/or brand shown on the bid forms was not selected. In almost every case the reason is because of a manufacturer's minimum that must be met or because of all-or-none (unit) bids by vendors. In regard to the all-or-none bids, we have added up the low bid dollars for a group of like items and also the amount for the all-or-none bid and selected the lowest dollar amount for the group.

ITEM	DESCRIPTION	LOW	SELECTED	REASON
10-40000	Transparency Film	\$1333.00	\$1339.20	(2)
10-40200	Transparency Film	1761.30	1783.53	(2)
10-40500	Transparency Film	112.80	114.00	(2)
30-00140	Binders	36.51	59.70	(1)
30-90141	Calendar	152.28	199.75	(1)
30-13050	Compass	236.07	307.02	(4)
30-16500	Manila Envelopes	4517.62	5047.30	(4)
- 30-16700				
30-23400	File Folders	3845.64	3916.76	(2)
30-23800	File Folders	377.28	385.92	(2)
30-01189	Glue, Tack-a-note	252.48	268.80	(1)
30-30100	Labels	198.57	205.38	(1)
30-37400	Stamp Pads	102.35	109.83	(1)
- 30-37750				
30-43000	Pens - 4 in 1 color	140.28	141.95	(1)
- 30-43100				
30-48700	Protractor	18.30	26.43	(3)
30-49050	Punch	1181.88	1420.65	(3)
30-49110	Punch	523.95	535.50	(1)
30-71000	Index Tabs	72.38	75.20	(1)
- 30-71050				
30-75500	Masking Tape	2918.28	3386.40	(2)
30-75520	Double Coated Tape	253.08	281.46	
- 30-75530				
30-75820	Transparent Tape	224.18	227.41	(5)
- 30-75840				
50-90187	Brushes	204.68	314.16	(4)
50-07600	Brushes	182.08	193.46	(4)
50-90185	Brushes	196.56	282.24	(4)
50-14350	Crepe Paper	456.52	509.04	(2)
- 50-14430				

ITEM	DESCRIPTION	LOW	HIGH	REASON
60-90165	Wet Mop Heads	\$ 522.86	\$ 561.45	(4)
- 60-90170				
60-00197	Sprayer	346.54	405.11	(5)
- 60-14600				
		\$ <u>20230.47</u>	\$ <u>22097.65</u>	

REASON CODE:

- (1) Couldn't meet vendors \$ minimum
- (2) All-or-none bid on groups of items
- (3) Teachers, secretaries at selection meeting wanted the style, brand that we sampled because of problems on brands purchased previously
- (4) Quality of products
- (5) Full cartons required

BIDEX.93

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, April 27, 1993

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, April 27, 1993, under provisions of ORS 192.660(1)d) to discuss negotiations and 192.660(1)(b) to discuss dismissal of public employees. Board members present in addition to the Chair were Directors Lewellen, Lewis, Schibler, Nearing, and Swanson. Others attending were Superintendent Jim Maxwell; administrative staff members Marv Wilkerson, Ted Murray, Richard Ellingboe, Sara Jane Bates, Jeff Foreman, Sallie Rainville, and Linda Boren; and ESD labor consultant Joe Richards.

2. Call to order
2A Attendance

2. Chairperson Weathers called the regular meeting of the Board to order at approximately 7:15 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson	Bill Lewellen
Jeff Lewis	Frank Nearing
Lois Schibler	Jim Swanson
Jerry Miller (oath of office administered)	

ESD Administrative Staff:

Jim Maxwell, Superintendent	Sara Jane Bates
Richard Ellingboe	Jeff Foreman
Ted Murray	Sallie Rainville
Marv Wilkerson	

Other ESD Staff

Kathy Allison	Shirley Marchbanks
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(agenda altered)
6C Appointment to fill
vacancy

- 6C The printed agenda was altered so that the Board could immediately fill the vacancy existing because of Bill Medford's resignation from Board position 6. Medford's resignation was accepted at the March 27 meeting and the Superintendent was directed to solicit candidates. The Board resolved to give special consideration for the interim appointment to the person elected at the March 27 election to fill position #6. One letter of application was received. It was from Jerry Miller, who was the winner of the March election for that position.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appoints Jerry Miller to Position No. 6 on the ESD Board of Directors. Term of appointment is through June 30, 1993.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-67)

Chairperson Weathers welcomed Director Miller and administered the Oath of Office. A signed copy is attached to the official copy of these minutes.

2A Communications

3. Statements

4. Consent agenda

5. Business affairs

5A Borden Foundation
grant proposal

2A The following written communications were included in the Board's agenda packet:

- A. Letters from Dan Barker, Superintendent Crow-Applegate-Lorane, and Dale Nees, Superintendent, Mapleton, thanking Paul O'Driscoll for his commitment and support in developing the county-wide network and assisting their Districts' technology teams.
3. Chairperson Weathers thanked Director Nearing for representing the Board on the Georgia-Pacific Scholarship Committee interview Committee. Director Nearing and Sara Jane Bates provided a brief review of the Committee's activities. Four very well-qualified students were interviewed; the scholarship recipient was from Sutherlin High School.
4. **DIRECTOR LEWELLEN MOVED** to adopt the consent agenda as presented. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, 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 the March 23, 1993, Lane ESD Board Meeting 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 23 Director election and the certification of Jerry Miller as elected to Board Position #6 and Donovan Kimball as elected to Board Position #3, each for the four-year term commencing on July 1, 1993, and ending June 30, 1997. (**Board Resolution #92-67**)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Personnel Report dated April 21, 1993, and approves the following personnel actions as recommended (**Board Resolution #92-68**):
Certified Resignations: Ginevra Ralph, Nancy Vollmer
Reduction in Force: Barbara Awmiller, Jon Elvert, Pat Finucane, James Parks, Juanita Vickers, Kathy White

5A The Board reviewed a briefing memo recommending approval of a grant application to the Borden Foundation. Grant funds would be used to expand the pre-vocational/work-readiness curriculum at Lane School, primarily to purchase a computer and printer to use with the Career Information System and for basic instruction in word processing and spreadsheet.

Superintendent Maxwell said that the ideas for this grant were conceived by two instructional assistants at Lane School (Anne Glenn and John Kleckner). They also developed the grant application. He commended both for their interest and initiative.

A copy of the grant application was available for Board review. Superintendent Maxwell recommended approval.

5A Borden Foundation
grant application
(continued)

5A (Continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to apply for a grant from the Borden Foundation in the amount of \$2,699 for the purpose of equipment to be used in the Extended Services Program at Lane School.

BE IT FURTHER RESOLVED that the Board authorizes establishment of a special fund for this purpose and appropriates any grant funds received.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-70)

5B Purchase of OTIS
Disk Drives

5B At the March 23 meeting, the Board received notification of the Administration's intent to proceed with the acquisition process to replace direct access storage devices on one of the OTIS computers. The storage devices will be replaced with high availability disk units equipped with "Redundant Array of Independent Disk" (RAID) technology, which will minimize system downtime.

Superintendent Maxwell said that the staff has issued a Request for Proposals and has placed an ad in the Register-Guard for an Invitation to Bid on the disk array subsystem. The RFP was sent to four vendors, and the following two responses were received:

<u>Company</u>	<u>Basic Quotation</u>	<u>Total</u>
IBM	112,303.50	112,303.50
XL Data Corporation	150,920.00	150,920.00

Maintenance: Both vendors provide a two-year hardware warranty.

The Board reviewed the superintendent's recommendation to authorize a contract with IBM, which submitted the lowest bid. The Superintendent also recommended that the Board authorize financing of the purchase with a loan from OSBA/U S Bank FlexFund to be paid back during the 1993-94 and 1994-95 fiscal years. Current interest rates for a two-year loan from FlexFund is 3.9%.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the administration to enter into a contract with IBM to provide the disk array subsystem described above at a cost of \$112,303.50.

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent to finance the purchase with a loan from OSBA U S Bank FlexFund to be paid during the 1993-94 and 1994-95 fiscal years.

(ESD Board Resolution #92-71)

5C Financial
Statements

5C Richard Ellingboe reviewed ESD and OTIS financial statements for March, 1993. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

6. Action items

6A Evaluation of
Superintendent

6A The Board reviewed a recommended process and instrument to be used for the evaluation. Chairperson Weathers commented that annual evaluation of the Superintendent is one of the Board's most important tasks. The Board's employment contract with the Superintendent provides that the Board's goals for the year are to be included as part of the standard for evaluation. A progress report on this year's adopted goals was also included in the agenda packet.

DIRECTOR SWANSON MOVED:

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

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-72)

Chairperson Weathers asked that the evaluations be returned by May 14. The evaluation will be held in Executive Session on May 25, in conjunction with the regular Board meeting scheduled for that date.

6B District Plan for
Students with
Disabilities

6B Superintendent Maxwell told the Board that the ESD is required to submit a Special Education Comprehensive Plan to the State Department of Education. SDE regulations require that the document be approved by a resolution of the Board. The purpose of the comprehensive plan is to assure that, as a provider of direct services to students with disabilities, the ESD complies with federal laws. These laws include the Individuals with Disability Education Act (IDEA); the Vocational Rehabilitation Act, and various state statutes and administrative rules that relate to education of students with disabilities.

The Superintendent said that the draft Lane ESD Special Ed Comprehensive Plan is derived from the work of a collaborative group of local school districts and the ESD. Local districts are also required to provide similar assurances to the SDE. He said that Lane ESD special ed division administrative staff members have provided leadership to local districts in developing a standard assurance plan.

Board members requested that an executive summary of the lengthy plan be brought to them at a future meeting. Action was deferred.

6C (Moved to earlier place on agenda.)

6D OAESD Conference

6D Information about the annual Oregon Association of Education Service Districts (OAESD) annual conference was distributed.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OAESD Annual Conference for Director Jerry Miller. This resolution authorizes payment from Board expense account #100/2310/340/100/010 of registration, lodging, and meal and travel expenses in accordance with Board Policy #108 and Administrative Rule #1108-1.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MILLER, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-73)

7. Discussion items

7A Board Policy
Review

7A As authorized by the Board, staff has begun working with the OSBA staff to redraft ESD Board policies in accordance with recommendations made by OSBA. A draft copy of the revised first two chapters of Board Policy was included in the agenda packet for Board review. The draft of these chapters, which deal with Board Governance, has been reviewed by the Superintendent, Board secretary, affected senior administrators and Board legal counsel. Superintendent Maxwell said that copies have also been provided to the employee association co-presidents.

At this meeting, the Board reviewed each policy as a first reading. Comments were noted by the Board secretary. The staff will review the comments and suggestions with OSBA and legal counsel. In accordance with Board procedures, suggested amendments will be returned to subsequent meetings until action has been completed regarding acceptance, modification or rejection of each policy.

7B OTIS retirements
and administrative
reorganization

7B Board members reviewed a briefing memo regarding OTIS retirements and Administrative reorganization. Ted Murray, OTIS Director, has provided notice of intent to retire on December 31, 1993. Superintendent Maxwell said that Murray has agreed to continue in the position on the basis of 100 hours per month for the period through the end of the fiscal year. PERS regulations allow him to do that while beginning to collect his retirement income. Murray would work at an hourly rate that matches the rate of his current salary and benefits less the value of any benefits that the ESD provides. The Superintendent said that he and other administrative staff members can, for the six month period, cover that portion of Murray's duties that are not accomplished during the 100 hours.

Superintendent Maxwell said that, unless the Board advises otherwise, he would develop a personal services contract with Ted Murray for 600 hours to act as Director of the OTIS Division for the period from January 1, 1994, through July 30, 1994, at an hourly rate equivalent to that being received from July 1 to December 31, 1993. The contract will be reviewed by ESD legal counsel prior to Board action at a future meeting.

The Superintendent said that this arrangement would allow the ESD to retain the services of one of its key senior employees during the critical budget planning period for the 1994-95 fiscal year and provide for recruitment of a replacement director at the optimum time of the school year, as well as providing the opportunity for Murray to ease into the life of retirement.

Bill Ford, OTIS Director of Field Services and Operations, has also provided notice of his retirement as of December 31, 1993. Ford has agreed to be available as requested for special consultation services as needed.

Superintendent Maxwell said that the retirement of these two OTIS key senior administrative employees will provide an opportunity to review the overall management structure of Division. This is the first such opportunity since the closure of the "old OTIS" system. Between now and the time that the job openings are posted, the Superintendent said he will confer with OTIS management and staff members, OTIS Executive Board members, and the firm that performs the OTIS operations audit. In addition, the Superintendent said he plans to contract for a few days of service with the senior manager of the statewide educational computer consortium in the State of Washington. That consultant would review current OTIS management and personnel structure and provide alternative recommendations.

7C Board calendar

7C The Board reviewed a suggested outline for regular Board meetings during 1993-94. Summer meeting dates have traditionally been set in order to assure a quorum while providing the least possible inconvenience during vacation time. A July meeting is required. To open discussion on next year's calendar, Superintendent Maxwell suggested that summer meetings be held on July 13 and September 7. Director Schibler said she would be unable to attend a July 13 meeting. Other members did not indicate any problems with those dates.

For the rest of the year the Board for the past several years has met on the fourth Tuesday in September, October, January, February, March, April, May, and June. In addition, there has been one meeting on the second or third Tuesday in December to avoid the traditional November/December holiday periods. Board members indicated they would like to continue that schedule.

A meeting calendar for the summer will be brought to the May meeting and a calendar for the rest of the year at the July meeting.

8A The following reports were presented:

8. Reports

- A. AAESA Conference: Directors Nearing and Lewellen and Superintendent Maxwell provided brief summary reports of the American Association for Education Service Agencies (AAESA) Annual Conference which they attended in February.
- B. Legislative: Status of ESD-related bills.
- C. Planetarium: Discussions are continuing with the City of Eugene regarding status of the Planetarium facility. Superintendent Maxwell said we have asked the City to consider picking up utility fees and waiving rental charges. If response is positive, the ESD will approach LCC, UO, and others who have an interest in continuing the Planetarium, to discuss a consortium approach to support. He also reported that revenue projects are exceeding expectations, however the planetarium is still not approaching self-funding.
- D. Grant update: The two grant applications for Special Education Inservice funds authorized last month have been approved. One of the grants will provide funds to help to integrate Lane School consultants with MSMR students. The other provides funds to work on integration and inclusion of MSMR students in regular education classrooms and activities.
- E. L-COG: Director Nearing attended the April meeting of Lane Council of Governments Board. Proposed L-COG Bylaws were presented; whichever Board member attends the May L-COG meeting should be prepared to vote on these.

9. Future agenda items

9. Future agenda items include the following:

- A. Evaluation of Superintendent, direction for developing goals for 1993-94
- B. Bid Awards: Cooperative purchasing
- C. Substance Abuse Prevention Program Report
- D. Affirmative Action Report

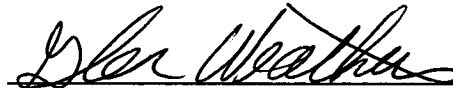
10 Next meeting

10 Regular Board meetings and Budget Committee meetings are scheduled as follows:


- A. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 25, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.
- B. The ESD Budget Committee will meet on Tuesday, May 4 and Tuesday, May 11, 1993.

11. Adjourn

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



Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Oath of office,
Director Miller

Superintendent's
evaluation instrument

Minutes approved:

(Date)

SR



EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

LANE ESD BOARD MEETING

TUESDAY, APRIL 27, 1993

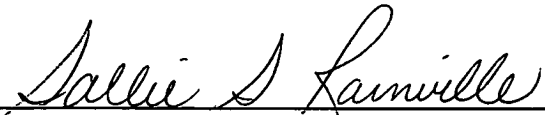
OATH OF OFFICE

I, JERRY MILLER, 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 remainder of the term of office ending June 30, 1993.



Jerry Miller

Attest: This oath of office was administered by Chairperson Glen Weathers on April 27, 1993



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

This draft instrument is being submitted for Board consideration on April 27. Copies of the adopted instrument (with additional space for writing comments) will be distributed to Board members following approval.

SR

D R A F T

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.

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:

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.

Comments:

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.

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.

GAD

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 Board Chairperson Glen Weathers by May 14

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, March 23, 1993

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, March 23, 1993, under provisions of ORS 192.660(1)d) to discuss negotiations. Board members present in addition to the Chair were Directors Lewellen, Lewis, Nearing, and Swanson. Others attending were Superintendent Jim Maxwell; administrative staff members Marv Wilkerson, Ted Murray, Jeff Foreman, Sallie Rainville, and Linda Boren; and ESD labor consultant Joe Richards.

2. Call to order

2A Attendance

2A Following a tour of the remodeled OTIS area, the Chairperson called the regular meeting to order at approximately 7:05. The following persons were present:

Board members:

Glen Weathers, Chairperson	Bill Lewellen
Jeff Lewis	Frank Nearing
Jim Swanson	

ESD Staff:

Jim Maxwell, Superintendent	Ted Murray
Marv Wilkerson	Jeff Foreman
Sallie Rainville	

Others:

Don Kimball	Jerry Miller
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The Chair announced that he would alter the printed agenda so that the Board could consider routine items not requiring action (written correspondence items and reports) prior to the announced 7:30 p.m. starting time for the regular meeting.

1B Communications

1B The following written communications were included in the Board's agenda packet:

- A. Letter from Arnie Leppert, Chapter 1 Education Specialist, Oregon Department of Education, offering thanks for hospitality extended during his program review of Skipworth, Looking Glass and Stepping Stone programs and noting that Lane ESD is providing excellent oversight of these three demanding youth programs. A summary of the program review was also included.
- B. Letter from Tom Cook, Director of Office Automation, Oregon Department of Education, congratulating Paul O'Driscoll and Lane ESD for national recognition received for the LaneNet project.
- C. Letter from Merrie Holland, Principal Mapleton High School, thanking ESD for Paul O'Driscoll's help in developing a District technology plan and complimenting Paul for his ability and enthusiasm in helping small districts such as Mapleton.

2. Statements

2B Statements from staff

2A Chairperson Weathers welcomed Don Kimball and Jerry Miller, who are candidates for the two Board positions to be elected on the date of this meeting.

2B Superintendent Maxwell provided brief medical updates on two administrators. Sara Jane Bates is recovering at home from illness and surgery and Richard Ellingboe is scheduled for surgery on the day after this meeting.

(Agenda altered)

8. Reports

8A Legislative Report

8A Board members reviewed a report on the status of education-related bills and other state legislation of special interest to ESDs. Senate Bill 26 (ESD reorganization legislation) is still in committee.

8B Homeless Camp

8B Jeff Foreman reported that the car camp for homeless persons in the planetarium parking lot has been in place for half a month and no problems have been reported thus far. After a decline in attendance at public shows on the first weekend after the camp was established, attendance has now returned to normal levels. No school trip cancellations have been received for the month of March.

8C OTIS Future
Equipment Needs

8C The Board reviewed a briefing paper discussing the need begin a process to replace OTIS disk drives. The drives, which were part of the "new OTIS" support equipment, are beginning to exhibit the malfunctions that come with age.

Ted Murray told the Board that one of the current disk drives seriously malfunctioned in February. The breakdown interfered with payroll preparation for over twenty districts as well as other month-end processes. Murray said all payrolls were processed on time but only because of the heroic efforts of both OTIS and user district personnel.

OTIS currently has 36 disk drive units, three of which were installed in the fall of 1986, five in March 1987, and five during the summer of 1988. These high-speed mechanical devices are rated by IBM at 30,000 hours of error-free service. Projected total cost to replace the current 36 units and to increase the capacity by 25% for additional applications is estimated to be \$263,000 (1993 dollars).

It is estimated that the first phase of this proposal would cost \$120,000 with costs spread over the 1993-94 and 1994-95 fiscal years. The remainder would be planned for the 1995-96 and 1996-97 years.

The replacement units will be rated at 350,000 hours of error-free service and will also include a new technology called Redundant Array of Independent Disk (RAID). This technology keeps approximately 15% of the total disk capacity in a backup position to step in when a failure occurs, thus preventing the type of crash that occurred in February. Murray said that the older disks will not be removed at this time, but instead will be used as backups to each other until the replacement cycle is completed.

Superintendent Maxwell said that a request for proposals will be prepared and a recommendation to begin the replacement process brought to the Board at the April meeting.

8D Enrollment statistics

8D The Board received copies of an enrollment summary developed by staff as part of the budget planning process. Data are based on information provided by school districts and the ESD to the State Department of Education for each of the three reported years.

8E Special Ed Advisory
Council

8E Glen Weathers reported that a quorum was present for the Special Education Advisory Council meeting, held earlier on this date. He said it was an excellent meeting, with much interest shown by Council members in budget and legislative reports. The Board also received review copies of minutes of the last Council meeting (December 15).

4. Consent agenda
(7:30 p.m.)

4. **DIRECTOR LEWELLEN MOVED** to adopt the consent agenda as presented. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, 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 the February 23, 1993, Lane ESD Board Meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated March 23, 1993, as presented and approves the following personnel recommendation:

Employ: John Peaks, Teacher-Consultant. Temporary, effective March 29, 1993, for balance of 1992-93 school year.
(ESD Board Resolution #92-57)

5. Business affairs
5A Auditor's recommendation, accounting process

- 5A Last month, the Board reviewed the Auditor's recommendations included in the management letter for the 1991-92 audit. One of the recommendations was that the budgetary accounting process be changed from the purchase method to the consumption method. This recommendation was particularly directed at Fund 610: Cooperative Purchasing. Superintendent Maxwell recommended that the Board authorize the change.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to change the method of accounting of inventories from the purchase method to the consumption method.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-58)

5B Employee Benefit Agent-of-Record

- 5B The Board received copies of a proposal received from Johnson Benefit Planning to serve as agent-of-record for employee benefits. This firm, which is the current provider, was the only one to respond to the request for proposals for this service. Specifications and timeline were previously reviewed by the Board. Superintendent Maxwell said the administrative staff has reviewed the proposal and it complies with published specifications.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD designates JOHNSON BENEFIT PLANNING 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.

Director Lewis seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-59)

5C Appropriations
transfer

5C Superintendent Maxwell requested that the Board approve an appropriations transfer within one special fund, the Carl Perkins Vocational Education grant. Preparation for that grant was in process when the current budget was prepared and anticipated funds were all appropriated to one line item, Support Services. The transfer will accurately show line items in which the funds are being expended.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a transfer of \$57,000 within Fund 277: Vocational-Carl Perkins II Grant, to transfer appropriation authority from Support Services as follows:

FROM:	Support Services	\$57,000
TO:	Instructional Services	\$50,000
	Transfers (indirect costs)	7,000

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-60)

5D Special Education
Grants

5D The Board reviewed background information regarding two Special Education grants. The applications were submitted to the State Department of Education for inservice funds available for personnel working with special needs students. Each addresses the need for staff members from the ESD and local districts to gain expertise needed to include students with disabilities in regular classroom activities. The first grant application focuses on students enrolled in the ESD's MSMR program and the second on students with challenging behaviors.

Copies of the grant applications were made available for Board members to review.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes two grant applications to the State Department of Education for Special Education Inservice Funds for Personnel Working with Handicapped Children in the amounts of \$5,500 and \$4,828.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of the special funds in the 1993-94 budget and appropriates expenditures not to exceed the application amounts.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-61)

5E Drug-Free Schools
grant application

5E The Board reviewed background information about a grant application by the Lane County Substance Abuse Prevention/Early Intervention Consortium. The Consortium has applied to the State Office of Alcohol and Drug Abuse Programs for a \$40,000 federal grant through the Drug Free Schools and Community Act. Grant funds would supplement existing alcohol and drug prevention efforts and would be used for drug abuse resistance education focusing on risk prevention in the elementary grades.

A copy of the grant application was available for review.

5E Drug-free schools
grant
(continued)

5E (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes application to the State Office of Alcohol and Drug Abuse Programs for a grant in the amount of \$40,000 for drug abuse resistance education.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of a special fund for grant monies received and appropriation of such funds if the grant is received.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-62)

Board members had questions about the availability of grant funding and also about how substance abuse prevention programs in general were working. Superintendent Maxwell said he would schedule a program report for a future meeting.

5F Financial
Statements

5F Superintendent Maxwell reviewed ESD and OTIS financial statements for February, 1993. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

6. Action items
6A Copyright Policy

6A The Board reviewed a proposed policy on the use of copyrighted materials which was presented for a second reading.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy #708: Use of Copyrighted Materials as a part of its official policy. The policy as approved is appended to and made a part of these minutes.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-63)

6B Certified Staff
recommendations

6B The Board reviewed recommendations from the Superintendent with regard to notifying probationary licensed staff of change of status as required by statute. The only teachers recommended for non-renewal were those hired to replace regular staff members who are on approved leaves of absence. These individuals were informed of their temporary status at the time they were hired.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD concurs with the administrative recommendation (list attached) 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 1993-94 school year. The Board hereby provides notice of non-renewal to employees who were hired as temporary teachers during the 1992-93 year. Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-64)

6C Service Resolutions

6C Superintendent Maxwell said that all fifteen service resolutions were passed by constituent school district boards. He reminded the Board that each resolution contains a contingency clause which allows reduction in services if adequate property tax replacement dollars are not approved by the legislature. At this time, the Superintendent said, it appears that legislative leadership continues to project a 68% replacement factor for lost ESD property taxes. This loss plus reductions in other revenue sources will bring the estimated total ESD loss to \$1,014,000.

The Superintendent reported that after careful study of district priorities by a subcommittee and discussion at two general meetings, the Lane County Superintendents group has arrived at a proposal for budget adjustments in service programs that all districts can support.

Budget adjustments arrived at by the County Superintendents' group will cover a portion of the ESD's estimated loss (\$750,000). The ESD administration will identify the remaining \$264,000. The Board reviewed each recommended program adjustment which were listed in priority order for reductions, as follows. (If additional replacement dollars become available, suggested reductions would be added back beginning with #10).

1. Planetarium. Discontinue ESD funding of program.
 - A. One administrator (Planetarium supervisor)
 - B. Secretary (0.475 FTE)
 - C. Eight part-time Planetarium operators
2. Production Services. Reduce services.
 - A. One technician
3. Curriculum/Staff Development.
 - A. Shift \$25,000 in personnel costs to grant or reduce staffing costs by equivalent amount or combination of the two.
 - B. Reduce funds available for contracted services (workshops, consultants) by 50% (\$45,000).
4. Media Library
 - A. Restrict circulation based on a per/student formula. Charge for items that exceed the formula maximum.
 - B. One media services employee
5. Courier delivery system. Reduce service to one delivery per school per week.
 - A. One courier driver
6. Instructional computing consultation. Major service reduction.
 - A. One certificated employee. (Instructional Technology Specialist)
7. Special Education contingency fund.
 - A. Transfer \$75,000 (50%) from Special Ed Contingency fund to general fund in 1993-94 and the remainder in 1994-95. (No employees affected.)
8. Professional-Technical Education
 - A. Shift \$30,000 in personnel costs to grant or reduce staffing costs by equivalent amount or combination of the two.

6C (continued)

6C Service resolutions
(continued)

9. SED/Lane School. Reduce service.
 - A. Reduce staffing by one classroom teacher and one educational assistant. Positions covered by attrition and non-renewal of temporary employees.

10. MSMR Program. Reduce service.
 - A. Reduce staffing by one classroom teacher and three educational assistants. Reduce supervisory staffing by 5%. Positions covered by attrition and non-renewal of temporary employees.

In addition, the administration has identified Central Word Processing Center as a service to be discontinued since each secretarial station now has word processing capabilities. One word processing operator position will be affected.

The Superintendent said that the unappropriated ending fund balance will be reduced by approximately one-third (\$248,000) during 1993-94 and those reserves used to fund one-year continuations of certain programs. The following programs were continued for 1993-94 to allow districts time to incorporate these costs into their regular budgets for 1994-95:

1. Test scoring. The ESD budgets 67 cents per student to help pay the cost of standardized test scoring services.

2. CIS school license. The ESD buys a site license for the Career Information System for use on a computer in each high school in the County.

3. Speech-language-hearing. The ESD contracts with Eugene Hearing and Speech Center and the Eugene Clinic to provide diagnostic services for students with severe hearing and speech disabilities.

4. Audiometric screening. The ESD contracts with the Eugene Clinic to provide hearing screening for each new student in Lane County schools.

5. Data processing supplies. The ESD sponsors a group purchase of standard data processing supplies and pays up to \$1.00 per student enrolled in each district.

6. Computer repair. The ESD pays up to 80 cents per student to defray the cost of the repair and maintenance of school district microcomputer systems repaired by the ESD electronic maintenance program.

The Lane County superintendents group considered a circulation fee for all media library materials as a revenue source. This was also deferred for the 1993-94 year to allow inclusion in local districts' budgets. However, a cap was adopted for 1993-94 regarding the number of items to be borrowed by each district. This cap is based on a total cumulative reduction of approximately 15%. A fee of \$3 will be imposed for each item that exceeds the district cap.

The Superintendent said that information about program reductions and reduction in positions has been shared with the staff. Specific employees have not been identified in all cases. It is anticipated that several of the affected employees will fill positions being vacated through the normal attrition process. Others will be recommended for layoff at the April Board meeting and then will be eligible to bump other positions in accordance with District policy on reduction in force or to be recalled if positions open for which they are qualified.

6C (continued)

6C Service Resolutions
(continued)

In discussion following the review, Director Swanson said he would like the agency to look at other avenues for saving money, including immediate cost-saving measures in order to have additional funds to carry over to next budget year and possibly to be able to save lost positions. He suggested that the Board discontinue meals at its monthly meetings and look at reductions in travel expenses and that the staff look carefully at reducing out-of-district travel and any other cost-saving measures that might be taken. Chairperson Weathers requested that the Superintendent bring a report to the Board on ways that Board and staff expenses could be reduced.

Superintendent Maxwell distributed information on the status of beginning cash balance figures for the ESD. That balance peaked in 1991-92 when the state replaced lost property tax revenue at 100%. Since that time, the administration has tried to manage this resource to give the most program stability until a long-term solution is adopted for school funding in Oregon, in order to be in a position to re-establish services at that time. The suggested budgeting scenario (copy attached) appropriates approximately \$400,000 per year of the beginning cash balance for the next two years in an effort to maintain the most critical services. This scenario maintains a prudent reserve policy and assumes that school replacement revenues will come on line in 1995-96 and the ESD will be fiscally stable at that time.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to implement the 1993-94 ESD Service Resolutions, as approved by action of local district boards, in the Lane ESD budget for 1993-94.

Director Lewis seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-65)

6D Resignation of
Board member

6D Board members received copies of a letter from Director Bill Medford tendering his resignation from the Board for reasons of health, effective immediately. The Board reviewed policy language related to vacancies and qualifications of Board members.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts Director Bill Medford's resignation and declares Board Position #6 vacant as of March 24, 1993.

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent to give public notice of the vacancy and invite letters of application from qualified individuals. The public notice will announce that special consideration will be given to the person receiving the most votes in the election of March 23, 1993, for Position #6, if that person applies for the position.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, NEARING, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #92-66)

Board members asked that a letter of thanks and appreciation be sent to Mr Medford on behalf of the Board.

7. Discussion items

8. Reports

9. Future agenda items

10. Next meeting

11. Adjourn

7. No additional discussion items were included on the agenda.

8. (Reports were given earlier on the agenda.)

9. Future agenda items include the following:

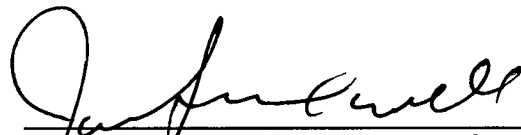
- A. Review format and process for Superintendent's annual evaluation; receive Superintendent's input on progress of goals
- B. Affirmative Action Report
- C. Sabbatical Leave requests; Committee recommendation
- D. Affirm canvass of election results
- E. Board Policy Review: Chapters 000, 100, 200

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 27, 1993, at the ESD Center, 1200 Highway 99 North, Eugene.

The ESD Budget Committee will meet on Tuesday, April 13, 1993, at 7 p.m., to hear the Superintendent's Budget Message, and for Committee organization and orientation.

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


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Probationary employees recommended for re-election

Policy 708: Use of Copyrighted Materials

Cash reserves worksheet

Minutes approved:

(Date)

SR

RECOMMENDED FOR RE-ELECTION

NAME	POSITION	HIRE DATE
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SECOND YEAR PROBATIONARY STATUS:

CLARK, SHERRY	TECHNOLOGY SPECIALIST	08/01/92
DIMINO, JOE	TEACHER/CONSULTANT	09/02/92
VOLLMER, NANCY	TRAINING SPECIALIST	08/01/92
WHITE, KATHY	TRAINING SPECIALIST	08/01/92

THIRD YEAR PROBATIONARY STATUS:

BAILEY, MICHAEL	SCHOOL PSYCHOLOGIST	08/29/91
MAURICO, LINDA	TEACHER, SED	10/16/91
BATES, SARA JANE	DIRECTOR, INSTRUCTIONAL SERVICES DIVISION	08/14/91

RECOMMENDED FOR PERMANENT STATUS:

AARON, GIGI	TEACHER - TMR	08/29/90
DILLIPLANE, DOROTHY	TEACHER - SED	08/28/90
GEORGE, MICHAEL	SUPERVISOR - PROG./PER.	09/06/90
GEORGE, NANCY	TEACHER/CONSULTANT	08/28/90
GREEN, SUSAN	SCHOOL PSYCHOLOGIST	08/28/90
KRENK, LAURA	TEACHER - TMR	08/28/90
MALLCHOK, JEANNE	CURRICULUM SPECIALIST	10/19/90
THOMAS, SHEILA	TEACHER - TMR	09/29/90

GB(1)

SPECIAL EDUCATION DIVISION
LICENSED TEMPORARY STAFF FOR 1992-93
NON RENEWAL FOR 1992-93

Susan Smiley	MSMR Program Teacher at Danebo Elementary	Replaced Berry Broadbent for 92-93
Shannon Bayles	MSMR Program Teacher at Cal Young Middle School	Replaced Ginevra Ralph for 1992-93
Betsy Seth	MSMR Program Teacher at Shasta Middle School	Replaced Mick Waggoner for 1992-93
Linda Smart	Teacher at Lane School	Replaced Holly Honeck for 92-93
John Peaks	Teacher Consultant at Lane School	Replaced Joan Laughlin for 92-93

USE OF COPYRIGHTED MATERIALS

The Board recognizes that the unlawful copying of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of qualified educational materials, fosters an attitude of disrespect for law which is in conflict with the educational goals of the District, and puts the ESD at risk of litigation.

The Board directs that District employees adhere to the provisions of Public Law 94-553 and subsequent federal legislation and guidelines related to the duplication and/or use of copyrighted materials.

The Board further directs that:

1. Employees shall not make unlawful copies of copyrighted materials on District owned equipment.
2. Employees shall not use unlawful copies of copyrighted materials with District owned equipment, within District owned facilities, or at District sponsored functions.
3. Employees shall not direct other employees under their supervision to make or use unlawful copies of copyrighted materials.
4. Employees who unlawfully copy and use copyrighted materials or direct others to do so are not acting within the course and scope of their employment and will be individually liable for any violation of state or federal laws.
5. Employees who willfully violate this policy will be disciplined.

The Board directs that all staff members be provided opportunities to become and remain knowledgeable about copyright law and guidelines as related to job responsibilities.

In order to implement this policy, the Board directs the Superintendent to appoint a staff member or members to serve as copyright officers. It shall be the responsibility of the copyright officers to coordinate the development of administrative regulations, training opportunities and a collection of reference materials related to copyright.

Date Adopted: 3/23/93
Date Revised:

page 1/1

DATE: March 23, 1993
 TO: Board Members
 FROM: Jim Maxwell
 SUBJECT: Cash Reserves

At the last meeting, Board members requested information on the status of Beginning Cash Balance for the ESD.

That Balance peaked in 1991-92 when the state replaced our lost property tax revenue at 100%. Since that time, our task has been to manage this resource to give the most program stability until a long-term solution is adopted for school funding in Oregon and to be in a position to re-establish services at that time.

The scenario shown below appropriates approximately \$400,000 per year of the balance for the next two years in an effort to maintain the most critical services. It further assumes that the school replacement revenues will come on line in 1995-96 and that the ESD will be fiscally stable at that time.

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
Budgeted	1,969,111	1,950,000	1,950,000	2,100,000	1,900,000	1,700,000
Actual	2,235,499	2,461,090	2,321,417			

Unappropriated	750,000	750,000	785,016	537,000	350,000	250,000
Appropriated	1,219,111	1,200,000	1,164,984	1,563,000	1,550,000	1,450,000

JM:jv
 cash-res.mem

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, February 23, 1993

1. Call to order
1A Attendance

1A Chairperson Glen Weathers called the regular meeting of the Lane ESD Board to order at 6:30 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson	Bill Lewellen
Jeff Lewis	Bill Medford
Frank Nearing	Lois Schibler
Jim Swanson	

ESD Staff:

Jim Maxwell, Superintendent	Sara Jane Bates
Ted Murray	Marv Wilkerson
Jeff Foreman	Sallie Rainville
Linda Boren	Shirley Marchbanks

1B Communications

1B The following written communications were included in the Board's agenda packet:

- A. Update on timeline for OSBA policy project
- B. Memo reporting on distribution of Annual Report
- C. Reminder of L-COG training and orientation session
- D. Request from McKenzie School District for ESD Board member to moderate candidate forum for the community

2. Statements
2A Statements from
Board members

2A Director Medford volunteered to moderate the McKenzie Community forum.

Directors Lewis and Medford each thanked other Board members and staff for their understanding during recent illnesses which necessitated their absence from Board meetings.

2B Statements from
staff

2B Ted Murray reported on progress of the OTIS remodel. He invited Board members to tour the facility when they are here for the March meeting, as the project should be completed by that date. Murray also briefly reviewed plans for the OTIS 25th Anniversary Celebration which is scheduled for April 30 and May 1.

4. Consent agenda

4. **DIRECTOR SCHIBLER MOVED** to adopt the consent agenda as presented. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, 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 the January 26, 1993, Lane ESD Board Meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated February 23, 1993, as presented and approves the following personnel recommendation:

Accept resignation: Michelle Roy, Teacher-Consultant, Lane School
(ESD Board Resolution #93-53)

4. Business affairs
4A Audit Management
Letter and audit
report

4B OTIS rates

4C Employee Benefits
Agent-of-Record

4D Financial
Statements

5. Action items
5A Blood-Borne
Pathogens Policy

4A The Board reviewed actions taken by the Administration in response to the Auditor's Management letter for fiscal year 1990-91 and also actions proposed in response to the most recent management letter, for the year ending June 1992. A copy of the recommendations and corresponding responses is attached to these minutes.

4B The Board reviewed information regarding ESD contracts with OTIS users. The Board is allowed to raise rates up to 6% each year. In 1991, the ESD Board approved a restructuring of the rates to include no increase for those districts willing to sign a "no-cut contract" for the next two years. That schedule assured a continued user base while at the same time helping to ease financial uncertainties faced by user districts. Ted Murray said the OTIS Executive Board has recommended that this option be continued for the next two years.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves an OTIS user fee structure for 1993-94 and 1994-95 that includes a six percent annual increase for those districts remaining in the existing consortium user contract but, for those districts who authorize a contract extension that assures their continued consortium membership through June 30, 1995, includes no increases for 1993-94 and no more than a six percent increase for 1994-95.

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

(ESD Board Resolution #92-54)

4C At the September meeting, the Board authorized a process for soliciting proposals for the agent-of-record for employee benefits and for selecting a vendor for that role. Superintendent Maxwell said the approved process and timeline had been followed. There was only one response, which was from Johnson Benefit Planning, the current provider. He said the staff will complete a review of the proposal to assure its compliance with specifications and a recommendation will be made for action at the March meeting.

4D Superintendent Maxwell reviewed ESD and OTIS financial statements for January 1993. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

5A The Board reviewed a proposed policy on Blood-Borne pathogens, which was presented for a second reading.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy #325/429: Bloodborne Pathogens, as a part of its official policy. The policy as attached will be made a part of the official minutes of this meeting.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-55)

6. Discussion items

6A Policy on Copyright

6A Superintendent Maxwell told the Board that an Administrative Council subcommittee has been studying the need for agency policy on copyrights. A policy is needed because of the rapidly growing technology that allows easy, high quality copying of copyrighted materials as well as the increasing activity by copyright holders to take legal action to protect their interests.

The Board reviewed a draft of the proposed policy and corresponding administrative regulation. The Superintendent said the policy has been reviewed both by OSBA policy specialists and Joe Richards.

6B Service Resolutions

6B According to ORS 334.175, ESD service resolutions must be agreed upon before March 1 by resolution of at least two-thirds of the school districts which have a majority of the County's pupils. Superintendent Maxwell reported that to date eleven districts (which have over half of the County's pupils) have voted to approve the service resolution package for 1993-94. The remaining districts have scheduled a date on which to take action.

Superintendent Maxwell said that under the Governor's budget the ESD stands to lose about \$900,000 in revenue for next year. He reminded the Board that each resolution includes a clause which allows for reduction as necessary due to revenue shortfall. He said that at the Wednesday meeting of Lane County Superintendents, a subcommittee will present recommendations on how to compensate for the shortfall, if that becomes necessary.

The Superintendent said Division Directors have spoken to individual employees who may be involved in reductions in force. He said that the Administration will build two budgets for next year, one a full service budget and the other based on the Governor's recommendations. A recommended process for making any reductions that become necessary will be brought to the next meeting. Director Swanson requested that budget balances including cash carryover be included in the discussion.

7. Reports

7A Legislative Report

7A Jeff Foreman reviewed the three funding proposals currently before the State Legislature. These are the Governor's Budget proposal, the "Campbell plan", and the Revenue Stability Act (sales tax for education) introduced by OSBA. He also distributed a list of education-related bills compiled by OSBA and highlighted those of particular interest to ESDs, including SB26, the ESD re-organization bill.

(ESD legal Counsel Joe Richards and media representatives from K-VAL entered the meeting during this report.)

Recess

Chairperson Weathers recessed the Board at 7:30 for a ten-minute break.

Reconvene

The Chairperson reconvened the Board at 7:45 p.m..

8. Action items

8A Homeless Car
Camp

8A The Board reviewed background on the car camp for the homeless proposed for the Lane ESD Planetarium/WISTEC parking lot. From the ESD viewpoint, Superintendent Maxwell said, the City of Eugene used a flawed process in determining to place the camp in that location. The ESD, a major user and lessee of the facility, was excluded from the process until after a recommendation had been fully developed. In spite of the flawed process and some degree of misinformation, the City Council has determined a course of action which the ESD has no power to overturn. He said the Board may want to direct actions to limit the ESD's liability for harm to person or property, in particular by notifying users that the environment has changed.

8A Homeless Car
Camp
(continued)

8A (continued)

The Superintendent said Jeff Foreman has initiated contacts with City staff members and will continue to advocate for ESD needs. He said he hoped that a good relationship could be maintained with the City as well as with occupants of the homeless camp.

Director Medford said publicity on this issue had made it appear as if the ESD and ESD board were "against the homeless." He said this is not the case, but that the agency was just trying to protect the planetarium. Director Schibler also stated she would like the record to state that the Board and staff did not in any way mean to indicate that the ESD was against homeless people.

Director Lewis told the Board that he had learned of the plan to locate the facility from the Human Rights Commission before the article appeared in the paper. He said that at that time he had indicated support of the Camp, because he had not realized the problems with the location. Lewis said he is still not against the concept of a camp for the homeless, but he indicated he supports Superintendent Maxwell's position with respect to this particular site.

Director Lewellen said that it had been the Board's duty to investigate this issue thoroughly, in order to protect the ESD's interests and investment. Director Nearing said that as a Board member he wanted assurance that Board members are not assuming additional liability and that the safety of children was assured.

Joe Richards advised the Board that since the decision to locate the camp at that site was made by the City Council, he recommends only that the ESD notify Planetarium users that conditions have changed. He said he has drafted a notice to that effect.

The Board also reviewed a letter drafted by the Administration as a potential response to letters of concern received by Board members and Administration.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors:

Authorizes the Superintendent to notify Planetarium users about the changed environment and to solicit their cooperation in coping with it.

Directs the staff to initiate and maintain amicable relations with City staff and occupants of the homeless camp, including invitations to special events at the Planetarium.

Authorizes the Superintendent and Chairperson to respond to letters of concern received about this issue.

(ESD Board Resolution #92-56)

9. Future agenda items

9. Future agenda items include:
A. Authorize renewal, probationary certificated staff
B. Review Agent-of-record for employee benefits
C. Sabbatical Leave requests; Committee recommendation

10 Next Meeting

- 10 The next regular meeting of the Lane ESD Board of Directors is scheduled for 6 p.m., Tuesday, March 23, 1993, at the Lane ESD Center.

11 Executive Session

11. Chairperson Glen Weathers adjourned the regular meeting and called the Board to order in Executive Session at 8:15 p.m., under provisions of 192.660(1)(d) to discuss negotiations. Those present were all Board members, Superintendent Jim Maxwell; Administrative Staff members Marv Wilkerson, Jeff Foreman, Sara Jane Bates, Ted Murray, Linda Boren, and Sallie Rainville, and ESD labor consultant Joe Richards.

12 Adjourn

12. Following the Executive Session, Chairperson Weathers reconvened the Board in open session and adjourned the meeting at approximately 8:30 p.m.



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Audit Management Letter recommendations/responses

Policy 325/429: Blood-Borne Pathogens

Minutes approved:

3/23/93

(Date)

SR

DATE: February 17, 1993
TO: Board members
FROM: Jim Maxwell
SUBJECT: Audit Report to Management

The Administration annually reviews the audit letter to management for the prior year (1990-91) and also provides recommendations for the Board of Directors to consider in response to the audit letter to management for the most recent audit (1991-92).

1990-91 Audit Letter to Management:

Auditor's Recommendations:

1. Modify depreciation schedule used for OTIS equipment to more accurately reflect its expected useful life.
2. Each fund should be credited with appropriate interest revenue.
3. The ESD should implement a policy on uncollectible debts.

1991-92 Audit Letter to Management:

Auditor's Recommendations:

1. Integrate the accounting records of OTIS with the rest of the ESD financial records.

ESD Administrative Response:

1. A new depreciation schedule has been completed and is in use.
2. The 1992-93 Budget Document includes an interest revenue line item in each fund. Gwen Gardner is working with the auditor to determine the most appropriate process for calculating interest to be credited for each fund.
3. Policy #611: Uncollectible Debts, was developed, and has been adopted by the Board.

ESD Administrative Response:

1. This recommendation will require substantial study and reformatting of financial records prior to adoption. Further, the Administration believes that both the OTIS Executive Board and the ESD Board should be engaged in discussions of this change in a practice that has been in place since 1968. The Administration recommends that we plan to implement this recommendation no earlier than July 1, 1994, after it has been considered by both the OTIS Executive Board and the ESD Board and a careful implementation plan has been developed.

1991-92 Audit Letter to Management:
(continued)

Audit Letter Recommendation:

2. Change budgetary accounting policy from the purchase method to the consumption method.

3. Provide detailed records to substantiate the value of building and improvements displayed in the general fixed assets account group.

ESD Administrative Response:

2. This recommendation was particularly directed at Fund 610: Cooperative Purchasing. Richard Ellingboe provides the following illustration:

On July 30, 1992, Fund 610 had an inventory, the value of which was \$75,855. It had a Fund Balance of \$12,386. Under our current method, (Purchase) the fund balance would have to equal or exceed the value of the inventory to show a positive balance. Since that was not the case, it reflects a negative balance of \$63,469 (\$75,855 - \$12,386).

Using the consumption method, the inventory becomes an asset of the general fund until it is actually used. In this illustration, the balance in Fund 610 would be \$12,386 and the inventory treated as a general fund asset.

The Administration recommends that the Board of Directors accept the auditor's recommendation and approve a resolution changing the policy from the purchase method to the consumption method.

An appropriate resolution will be provided at the March meeting for action by the Board.

3. These records are required by the Auditors for historical purposes. This is not a high priority of the Administration because it does not materially affect the accuracy of ESD financial records. The data are now being collected as time allows in the Accounting office. We anticipate that it will be completed prior to the end of the current fiscal year.

POLICY

Lane Education Service District

No. 325/429

BLOODBORNE PATHOGENS

It is the policy of the Lane Education Service District that reasonable efforts will be made to prevent the transmission of disease by blood and other bodily fluids. Administrative regulations of the Oregon Occupational Safety and Health Agency (OR-OSHA) require all public agencies to develop and implement a bloodborne pathogen exposure control plan.

The Board directs the Superintendent to prepare regulations and implement practices which comply with the requirements of Oregon law and administrative regulations and assure that reasonable efforts are being made by Lane ESD and its employees to prevent the transmission of disease by bodily fluids.

OAR 437-02 1910.1030

Date Adopted: February 23, 1993

page 1/1

300-39

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, January 26, 1993

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, January 26, 1993, under provisions of 192.660(1)(d) to discuss negotiations. Board members present in addition to the Chair were Directors Lewellen, Nearing, Schibler, and Swanson. Others attending were Superintendent Jim Maxwell; Administrative Staff members Marv Wilkerson, Bill Ford, Jeff Foreman, Richard Ellingboe, Sara Jane Bates, Linda Boren and Sallie Rainville and ESD labor consultant Joe Richards.

2. Call to order

2A The Chairperson called the regular meeting to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

2A Attendance

Board members:

Glen Weathers, Chairperson
Frank Nearing
Jim Swanson

Bill Lewellen
Lois Schibler

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville
Shirley Marchbanks

Sara Jane Bates
Bill Ford
Jeff Foreman
Linda Boren
Jon Elvert

Others:

Richard Greene
Jerry Miller

David Wilde

2B Communications

2B The following written communication was included in the Board's agenda packet:

- A Copy of letter sent to local district members of ESD Budget Committee
- B Letter from South Lane School District commending Dorothy Dilliplane, Lane School SED Consultant for the District
- C Memorandum regarding COSA/OSBA Legislative Conference
- D Memo regarding filings for March Board election

3. Statements

3A Homelessness proposal and response

3. The Board received and reviewed a copy of a memo from the Eugene Human Rights Commission titled "Homelessness Proposal." The Chairperson introduced Richard Greene, a member of the Commission's subcommittee on homelessness. Mr Greene reviewed the proposal which would temporarily designate a corner of Alton Baker Park as an area where homeless people may legally sleep in their vehicles or tents.

The proposal affects the ESD because that corner of the Park is part of the parking lot used by those attending ESD Planetarium shows in the Park's Museum building.

3A Homelessness
Proposal
(continued)

3A (continued)

Mr Greene said that the Commission hopes to have up to 30 sites at the campground, which would operate through May 31 under supervision of staff to be hired by the City. The proposal was submitted to the City Council at its meeting Monday, January 25 and a public hearing on the proposal will be held on February 9.

Superintendent Maxwell expressed regret that the Board had first learned of this issue through an article in the newspaper. He said that the article on Friday was also the first information that the administration received about the proposal; he said members of the Task Force have apologized for not informing the ESD staff earlier.

The Superintendent said that the ESD's lease with the City includes a non-exclusive license to use the associated parking lot. This means that the lease is broad enough to allow any use authorized by the City including use as a camp. Joe Richards concurred that the ESD is without legal authority to control alternative uses of the parking lot. He believes that the City has the authority to determine use and, therefore, all liability that may arise from that use.

The Superintendent detailed several concerns which the ESD has expressed to the City and County with regard to the safety and comfort of school children and other members of the public who use the parking lot while visiting the Planetarium. Safety of school children is of paramount concern. He pointed out that bus loads of children are transported into and out of the parking lot on a daily basis. The Planetarium does not have staff members who can be assigned to monitor the safety of students. In addition, the Planetarium is used during evening and night hours. The parking lot for patrons has very limited lighting.

The Superintendent said that the financial status of the Planetarium is quite fragile. Subsidies from the City, County, LCC and UO which were a part of the original intergovernmental agreement on which the complex was established were withdrawn several years ago. In addition, the ESD is now required to pay the City more than \$10,000 in annual lease fees. To fund the lease fee and other expenses, the ESD now uses a funding plan that includes resources from tax revenues, entry fees for classes and individual admission charges for non-school users. If the presence of the camp discourages use by either public school or other patrons and a corresponding reduction in fees, the financial stability and continued existence of the Planetarium will be threatened.

Board members expressed concerns related to safety, especially risks to children, as well as asking questions about the ESD's liability.

The Superintendent said that the group proposing this camp site has acknowledged that residents may impact users of nearby facilities; the proposal specifically locates the camp away from the Casanova Center and the riverside jogging trails. He said that no discussions were held with the ESD Administration or Planetarium staff members in order to understand the impact on users of that facility. The Camp is expected to attract single individuals and couples and is not likely to be a family camp. The Superintendent said he has been told that incidence of socially problematic behaviors among the single homeless is higher than for other homeless populations.

The Superintendent said he believed that the proposal should be withdrawn and reformulated after analyzing the potential impact on school children and other users of the area.

3B Planetarium report

3B Sara Jane Bates reported that the portable StarLab dome was stolen from the Planetarium office during the weekend of January 15. A police report has been filed. The loss is covered by insurance, except for the deductible, and a replacement has been ordered. Both the main and portable planetarium continue to be heavily booked for school showings. Attendance at public showings has also remained high. The Planetarium has contracted with an outside agency to present musical laser shows on weekends through May and most recent showings have been sold out.

4. Consent agenda

4. **DIRECTOR SWANSON MOVED** to adopt the consent agenda as presented.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, NEARING, SCHIBLER, 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 the December 15, 1992, Lane ESD Board Meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated January 26, 1993 as presented.

5. Business affairs

5A Audit Management
Letter and audit
report

5A The Board reviewed the management letter received from Mike Lewis following the audit review at the December 15 meeting. No material weaknesses were reported in either the audit report or the management letter. The letter includes the following three recommendations to strengthen accounting practices:

- 1. Integration of OTIS financial practices with the rest of the ESD to create a single financial statement. Under this recommendation, the two special OTIS funds would remain as discrete entities but would be summarized in the overall ESD financial statements in the same way as other special funds.
- 2. Change the District accounting method so that the value of items in inventory are treated as an asset in the regular financial statements.
- 3. Reconstruct the historical basis for the value listed as "Building and Improvements" in the annual financial statement, so that the assets which constitute that value are clearly identified.

The Administrative response to these recommendations will be an item on the February Board meeting agenda. Superintendent Maxwell recommended that the Board accept the audit report.

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 1991-92,

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the audit report as received.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, NEARING, SCHIBLER SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-49)

5B Financial
Statements

5B Richard Ellingboe reviewed ESD and OTIS financial statements for December, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

5C Remodeling
project

5C At the December 10 meeting, the Board was notified of the intent of the administration to proceed with planning for a project to remodel space in the OTIS Division to create a classroom, storage area, conference room and printer room and to return a section of the Warehouse back to its original use.

Superintendent Maxwell reported that the building architect estimated the total amount for the project to be less than \$25,000. As such, the project was not subject to the expense of a formal bid process. Public contracting rules require competitive quotations from at least three vendors. The architect identified and sought quotations from seven qualified vendors; five responded.

The Board reviewed a chart detailing quotations received. (A copy is attached to the official copy of these minutes.) The lowest quotation was presented by the Morris P Kiely Company. Superintendent Maxwell recommended that the Board authorize the contract and a line item transfer within the OTIS fund in order to fully fund the project.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into a contract with the Morris P. Kiely General Contracting Company for the purpose of remodeling OTIS facilities as specified.

BE IT FURTHER RESOLVED that the Board authorize \$10,527 to be transferred from Budget Line 500-2660-540 to Budget Line 500-2660-530 for the purpose of fully funding the project.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, NEARING, SCHIBLER SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-50)

6. Action items
6A OSBA policy
services

6A Superintendent Maxwell recommended that the Board authorize a contract with the Oregon School Boards Association to perform the following services:

1. Translate existing Lane ESD Board policies and administrative regulations into a nationally standardized format and coding system,
2. Provide drafts of recommended revisions to existing policies,
3. Provide drafts of recommended additional policies, and, upon completion of the above
4. Provide a camera ready copy of the revised policy/administrative regulation document and a digitized copy on computer disc.
5. Provide assistance in updating policies as needed for one year following completion of the project.

Cost for the above services is \$5,400. In subsequent years, the ESD can continue to subscribe to the updating service. (Current annual subscription fee is \$240.)

6A OSBA Policy
Project
(continued)

6A (continued)

The Superintendent said that long-term cost savings would result from having our policies standardized with a national coding system. The system would allow ease of access to new policy drafts which have been developed and reviewed by policy specialists and legal staffs of both NSBA and OSBA. This access will substantially reduce ongoing costs for staff and legal counsel in creating policies to comply with changing state and federal statutes and court decisions.

In addition, the Superintendent said that the recently completed policy analysis indicated that several changes and additions should be implemented in our policies in the immediate future. These changes will require staff and legal counsel time, which will be substantially reduced by using the OSBA service. Also, access to systems for computerized indexing and searching of our policies will make the specific content more accessible to users.

Funds for the project would come from an existing line item for contracted professional/technical services for the Board. About half would come from this year's budget and the remainder from 1993-94 budget. It is estimated that the project would be completed by December 31, 1993.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to enter into a contract with the Oregon School Boards Association for OSBA to provide services related to Board policy as detailed above.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, NEARING, SCHIBLER SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-51)

6B ESD Service
Resolutions,
1993-94

6B Service resolutions for 1993-1994 were presented for a second reading.
DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1993-94 ESD service resolutions as written and authorizes them to be submitted to the local Lane County school boards for review and action.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, NEARING, SCHIBLER SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-52)

7. Discussion items
7A Policy, Blood-
Borne Pathogens

7A Federal and State governments are taking additional measures to implement controls on the spread of diseases transmitted by bodily fluids. Diseases particularly being targeted are Hepatitis-B and HIV-AIDS. The Board reviewed a draft policy which would provide authority for the administration to adopt specific rules to comply with the OSHA requirements.

The ESD is required to implement a "bloodborne pathogen exposure control plan" which is to include training of all employees in protecting themselves and others in techniques to avoid potential transmission of disease. Superintendent Maxwell said that Marv Wilkerson is working with McKenzie-Willamette Hospital to provide the first OSHA-certified training session on January 29.

Other elements required by the plan include provision of readily available protective equipment and cleanup supplies and an opportunity for Hepatitis-B vaccinations at ESD expense for all employees who are exposed to a transmission incident.

7B Sabbatical Leave

8. Reports

8A Legislative Report

9. Future agenda items

10 Next Meeting

11. Adjourn

Attachments to official minutes:

Quotations, OTIS remodel

Minutes approved:

(Date)

SR

7B One application for a Sabbatical leave for 1993-94 has been received. The deadline for applications is March 31. District policy and administrative rules provide for action by the Board following a review by a committee. Director Schibler volunteered as the Board representative to the Committee, which will meet following the application deadline. It will review all applications in accordance with District criteria and make recommendations to the Board.

8A A summary of Senate Bill 26 was included for the Board's review. This new legislation would significantly amend ORS Chapter 334 which governs Education Service Districts. This bill is based on the report of the ESD task force appointed by the Oregon Board of Education. Superintendent Maxwell reviewed significant features.

9. Future agenda items include:

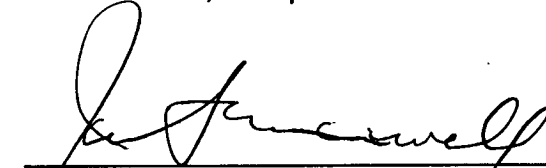
- A. Authorize renewal, probationary certificated staff
- B. Response to Audit Management Letter
- C. Second reading, Blood-Borne Pathogen policy
- D. Recommendation of Sabbatical Leave Committee

10 The next regular meeting of the Lane ESD Board of Directors is scheduled for 6 p.m., Tuesday, February 23, 1993, at the Lane ESD Center.

11. The meeting was adjourned at approximately 8:00 p.m.



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

LANE
EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: January 20, 1993
TO: Board Members
FROM: Jim Maxwell
SUBJECT: OTIS Remodeling Project

At the December 10 meeting, the Board was notified of the intent of the administration to proceed with planning for a project to remodel space in the OTIS Division to create a classroom, storage area, conference room and printer room and to return a section of the Warehouse back to its original use.

In the interim, the staff has worked with the building architect, Unthank Poticha Waterbury, to design the project and seek competitive quotations from qualified vendors. The total amount of the project was estimated by the architect to be less than \$25,000 and, as such, is not subject to the expense of a formal bid process. Public contracting rules require competitive quotations from at least three vendors for such a project. The architect identified seven vendors in the area known to be qualified to do the project and who had successful experience in doing construction work for public agencies. Quotations were sought from the seven. Five responded. The following are the responses:

<u>Company</u>	<u>Basic Quotation</u> ¹	<u>Alternate #1 Quotation</u> ²	<u>Total</u>	<u>Job Completion Days</u>
Morris P. Kielty General Contractors	\$16,695	\$3,832	\$20,527	30
McKenzie Commercial General Contractors	\$17,400	\$3,675	\$21,075	45
Emerald Valley Construction, Inc.	\$17,372	\$3,720	\$21,092	45
Dorman Construction	\$17,922	\$4,228	\$22,150	45
2-G Construction	\$20,586	\$3,437	\$24,023	90

¹ Base quotation includes the entire project except conference room and printer room.

² Alternative quotation #1 includes completion of conference room and printer room.

I recommend that the administration be authorized to enter into a contract with the firm providing the lowest quotation to complete the OTIS area remodeling project.

JM:jv
otis-remod.mem

RESOLUTION:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into a contract with the Morris P. Kiely General Contracting Company for the purpose of remodeling OTIS facilities as specified.

BE IT FURTHER RESOLVED that the Board authorize \$10,527 to be transferred from Budget Line 500-2660-540 to Budget Line 500-2660-520 for the purpose of fully funding the project.

LANE ESD BOARD OF DIRECTORS MEETING

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, December 15, 1992, under provisions of 192.660(1)(d) to discuss negotiations. Board members present in addition to the Chair were Directors Lewellen, Medford, Nearing, and Swanson. Others attending were Superintendent Jim Maxwell; Administrative Staff members Marv Wilkerson, Richard Ellingboe, Sara Jane Bates, Jeff Foreman, Linda Boren and Sallie Rainville and ESD labor consultant Joe Richards.

2. Call to order

2A The Chairperson called the regular meeting to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

2A Attendance

Board members:

Glen Weathers, Chairperson
Bill Medford
Jim Swanson

Bill Lewellen
Frank Nearing

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Jeff Foreman
Carol Wiggins

Sara Jane Bates
Bill Ford
Sallie Rainville
Shirley Marchbanks

Others:

Mike Lewis
Mike Wittmayer

Forrest Arnold
Gail Perkins

2B Communications

2B The following written communication was included in the Board's agenda packet:

1. Letter from Siuslaw High School administrators expressing appreciation to Nancy George for in-service presentation on Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder.

2C Any action to be taken as a result of Executive Session

2C No action was taken as a result of Executive Session discussion.

3. Statements

3. No statements were presented.

4. Consent agenda

4. **DIRECTOR NEARING MOVED** to adopt the consent agenda as presented.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, 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 the October 27, 1992, Lane ESD Board Meeting as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated December 15, 1992, and approves the following personnel recommendation: Maternity leave, Monique Siemerink.

5. Business Affairs

5A Auditors' Report

5A Chairperson Weathers and Superintendent Maxwell welcomed Mike Lewis and Forrest Arnold of Jones & Roth, who were present to review the 1992 audit report. Copies of the report had been distributed earlier to Board members and a copy is on file in the Superintendent's Office.

Mike Lewis thanked staff members for their help and cooperation throughout the audit process. He said excellent progress is being made toward the District's goal of achieving an ASBO Certificate of Excellence. Lewis said several changes in the audit format were made as a result of ASBO requirements for achieving the Certificate.

Lewis and Arnold said that no significant weaknesses were found in the audit. Suggestions will be included in the management letter to be issued prior to the January meeting.

5B Expansion of Film
Library

5B The Board reviewed a briefing memo recommending expansion of the ESD film library. The Oregon State System of Higher Education has recently decided that it can no longer economically operate its educational media library. The library, which is a function of the Division of Continuing Education, is located at Portland State University. It provides services on a rental basis to public schools, other state government agencies, private schools, and private, non-profit organizations.

The State has expressed interest in granting Lane ESD its collection and support equipment at no cost if we would give assurance of continuing the operation for several years or until we no longer provide media library services.

Superintendent Maxwell said that staff members have reviewed the operations and believe that the library could be incorporated into the existing media library system without increasing permanent staffing. He said that the average rental rate charged by DCE is approximately \$20.00 per item, plus shipping costs. After paying for increased overhead and temporary labor costs, \$25,000 to \$30,000 per year would remain for collection development or for offsetting the costs of Lane ESD's current operation. He said that the collection would enhance services to Lane County Districts by providing titles that are not in our collection.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to:

1. Continue discussions with DCE to develop for further Board review a plan which would assume operation of the DCE Media Library beginning during the 1993-94 school year, and
2. Enter into a short-term agreement to provide management and operational services for DCE while the viability of assuming the operation is being considered.

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

(ESD Board Resolution #92-43)

5C US West
Foundation Grant

5C US West Foundation has invited the ESD to apply for an \$18,000 grant to finance equipment and installation costs for the initial LaneNET/InterNet connection. US West has indicated it is impressed with the possibilities for student use of InterNet.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes application to the U S West Foundation for a grant in an amount up to \$18,000 for development of LaneNet/InterNet connection.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of a special fund for grant monies received and appropriation of such funds if the grant is received.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-44)

5D Professional
Development
Center Grant

5D The Professional Development Center continues to receive more requests for service than funds available through the initial grant can provide. Administration has brought this to the attention of the State Department of Education, which has given preliminary approval to increase the grant by \$10,000.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the ESD Board authorizes the Superintendent to receive an additional \$10,000 for the Professional Development Center and, if received, appropriates the amount to Fund 222.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-45)

5E ISTE Competition

5E Board members reviewed a briefing memo describing an annual competition sponsored by the International Society for Technology in Education. Competition winners receive state-of-the-art instructional network computing equipment provided to the Society by major computer manufacturers. The ESD applied for a \$70,000 award with a paper describing LaneNet, its long-range plan and its support for teaching and learning.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to accept any prize should it be awarded in the 1993 International Society for Technology in Education networking contest under the provisions of Board Policy #706: Gifts, Grants, and Donations.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-46)

5F Financial
Statements

5F Richard Ellingboe reviewed ESD and OTIS financial statements for December, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

6 Action Items

6A L-COG
Membership

6A The Board reviewed a memo describing services provided to the ESD by Lane Council of Governments (L-COG). Superintendent Maxwell recommended that membership be continued.

DIRECTOR SWANSON 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 Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-47)

6B Board Conference
Attendance

6B Director Lewellen had earlier expressed interest in attending the American Association of Education Service Agencies/American Association of School Administrators (AAESA/AASA) annual conference to be held in Orlando, February 10 through February 15.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Bill Lewellen at the AAESA/AASA Annual Convention in Orlando, Florida, February 10 through 15.

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 Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #92-48)

7. Discussion items

7A Policy Analysis
Review

7A Superintendent Maxwell introduced Mike Wittmayer and Gail Perkins, the OSBA staff members who recently completed an in-depth analysis of the Lane ESD Policy Manual and related material. OSBA earlier provided a detailed written analysis to administrative staff. A briefing memo summarizing OSBA's key recommendations was received by the Board and is attached to the official copy of these minutes.

Mike Wittmayer briefly reviewed OSBA's recommendations and answered questions. Discussion generally centered on the recommendation to adopt the policy coding system used by NSBA and OSBA rather than continuing with the current locally-developed numerical system. Wittmayer said that the national coding system would make it easier to change or update policy as a result of changing statutes or court decisions. There are several methods by which the transfer could be accomplished.

In addition to the specific recommendations reviewed, Mr. Wittmayer pointed out that OSBA's philosophy is that Boards should not wait until an issue becomes controversial before writing a covering policy. The organization tries to do as much advance trouble-shooting as much as possible.

7B ESD Service Resolutions

7B The 1993-94 ESD service resolutions were presented for first reading and discussion. All of the current resolution programs were recommended for continuation with only minor modifications in three resolutions. The Board reviewed the timeline for action on the resolutions.

Each resolution is written to allow a recommendation for reductions to be made by the local districts and ESD staff once legislative action has been completed, since approximately 90% of the property taxes lost as a result of Ballot Measure No. 5 must be replaced if services are to be offered at the same level as 1992-93.

Superintendent Maxwell said that if the level of replacement funding in the Governor's budget (68%) prevails, funds for resolutions will need to be reduced by approximately \$730,000. The final determination will be the responsibility of the ESD Board.

7C OTIS Facilities Remodeling

7C The Board reviewed a proposal for a remodeling project in space occupied by OTIS. The proposed classroom area would utilize space made available by removal of the old mainframe computer equipment. It includes an on-line workstation classroom, storage area, and conference room. When the project is completed, OTIS would vacate the section of the ESD warehouse into which it had expanded several years ago.

Superintendent Maxwell said that the new classroom would make on-site training of OTIS users more efficient and also provide much-needed overflow classroom space. The design also improves security of the OTIS Operations area.

Funds in the amount of \$10,000 are included in the current budget to begin the project. Building architects have estimated the total cost, if completed at one time, to be \$20,000 to \$25,000. If done in phases over a two- to three-year period, the cost would be somewhat greater.

The Board agreed that the Superintendent and administrative staff should begin preliminary planning plan to complete the project during the 1992-93 year with the understanding that a request for authority to transfer funds to the Building Remodeling Fund will be brought to the Board when the total cost of the project is known. The Superintendent said that proposals will be sought to perform the contracting work during the winter months.

8. Reports

8A Legislative Report

8A Jeff Foreman reviewed remarks made by Rep. Larry Campbell at a meeting of the Lane County School Superintendents held earlier this month.

Superintendent Maxwell presented an overhead transparency detailing major revenue sources for the ESD from 1990-91 through 1994-95. The chart illustrated the effects of Ballot Measure 5 on the ESD budget by comparing estimated replacement dollars using various percentages.

8B Special Ed Advisory Council

8B Marv Wilkerson provided a brief summary of the Special Education Advisory Council meeting held earlier on this date. Minutes from the October 27 Council meeting were included in the Board's agenda background materials.

8C Board conference report

8C Director Weathers said he appreciated having had the opportunity to attend the NSBA Technology and Learning Conference last month and shared a few highlights from sessions he attended.

9. Future agenda items

9. Future agenda items include the following:

- A. Review probationary certificated staff/Authorize renewal
- B. Approve resolution package; authorize submission to local districts
- C. Audit management letter; approve audit
- D. Recommendation: Board policy analysis review
- E. OTIS remodeling recommendation

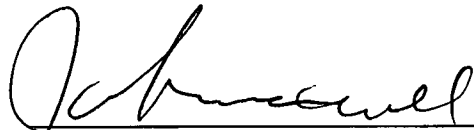
10 Next Meeting

10 The next regular meeting of the Lane ESD Board of Directors is scheduled for 6 p.m., Tuesday, January 26, 1993, at the Lane ESD Center.

11. Adjourn

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


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Policy Analysis Summary

Minutes approved:

(Date)

SR

**LANE
EDUCATION SERVICE DISTRICT**



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: December 9, 1992
TO: Board Members
FROM: Jim Maxwell
SUBJECT: OSBA Policy Review

Mike Wittmayer and the OSBA staff have completed an analysis of the Lane ESD Policy Manual including Board Policies and Administrative Regulations, District Handbooks, labor contracts, Board meeting minutes and other related documents. The purpose of the analysis was to determine internal consistency among the documents, identify policy/rules that were obsolete, identify areas of district operation where policies or rules were missing, incomplete or otherwise inadequate in light of statutory changes or case law changes, and to make other recommendations to make our efforts more efficient and effective.

The OSBA staff has provided a very detailed written analysis. OSBA has also met with the Superintendent, Administrative Council and District legal counsel, Joe Richards, to present its recommendations and to answer questions.

The written analysis is available for Board members who would like to have copies. At the beginning of the study the Board directed, however, that the official report to the Board be in summary form.

Following is a summary of the key recommendations from OSBA. Mike Wittmayer will be at the December 15 meeting to review these recommendations and to answer Board member questions.

1. OSBA has identified several administrative regulations and statements from handbooks that are not specifically authorized by an ESD Board Policy. OSBA recommends that ESD rules typically dealt with by the Board because of district-wide staff/student impact be clearly authorized by District Policy.
2. OSBA recommends combining personnel policies and administrative regulations into one section where appropriate rather than recopying the same policies into two different locations for classified and licensed employees.
3. OSBA has found some language that appears both in policy and labor contract. It recommends removing this redundancy whenever possible.

Maxwell, 12/15/92

4. OSBA recommends breaking out important policy issues into separate policies for ease of Board, staff, and community reference.
5. OSBA has noted several policies and administrative regulations which should be updated to reflect current law. OSBA has recommended that these be reviewed and updated. Specifically significant are several issues related to the Americans With Disabilities Act. These are recommended for immediate attention.
6. OSBA has noted several areas in which the ESD Policy and Administrative Regulation coverage is not as complete as that found in exemplary policy systems. It is recommended that the ESD consider adding policies in those areas.
7. OSBA recommends that all policies and administrative regulations be reviewed regularly. OSBA notes that some policies display a review date as old as 1980. (OSBA notes no deficiency in the older policies but recommends that as a matter of practice the review should be made more frequent to reflect current district needs and Board direction.)
8. OSBA recommends that the ESD adopt the policy coding system used by NSBA and OSBA rather than continuing with the coding system developed locally. This would provide a much less labor intensive process when policies need to be changed as a result of changing statutes or court decisions.
 - Initial drafting of revised policies in the national system is completed by attorneys and other specialists on a nationwide or statewide basis. Our local review would be focused on determining the appropriate fit for local conditions.
 - Policy language developed by OSBA can be transferred electronically from OSBA to the ESD thus reducing clerical time.
 - The national format will allow much greater ease in electronic indexing and searching of our local policies.

OSBA estimates that the cost to the ESD for providing ESD Policies in the new format would be \$5,400 in addition to the \$1,300 authorized for the initial analysis.

9. If the national format is not adopted, OSBA recommends revising our policies manual so that the Board policies and their associated administrative regulations are in immediate proximity with each other rather than in separate sections of the Policy Handbook.

JM:jv

LANE ESD BOARD OF DIRECTORS MEETING

1. Executive Session

1. Vice-Chairperson Lois Schibler called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, October 27, 1992, under provisions of 192.660(1)(d) to discuss negotiations. Board members present in addition to the Vice-Chair were Directors Lewellen, Lewis, Medford, Nearing, and Swanson. Others attending were Superintendent Jim Maxwell; Administrative Staff members Marv Wilkerson, Ted Murray, Richard Ellingboe, Jeff Foreman and Sallie Rainville and ESD labor consultant Joe Richards.

2. Call to order
2A Attendance

- 2A The Chairperson called the regular meeting to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Lois Schibler, Vice-Chairperson
Jeff Lewis
Frank Nearing

Bill Lewellen
Bill Medford
Jim Swanson

ESD Staff:

Jim Maxwell, Superintendent
Ted Murray
Jeff Foreman
Linda Boren

Richard Ellingboe
Marv Wilkerson
Sallie Rainville
Shirley Marchbanks

Others:

Mike Lewis

Joe Richards

2A Communications

- 2A The following written communications were included in the Board's agenda packet:
- A Memo announcing March special district election date, Board positions expiring and filing dates
 - B Information requested by Board members on the use of social security numbers for student ID
 - C Progress report on OSBA Board Policy Review
 - D Letter from John Rollofson, Superintendent Blachly, thanking Kathryn Henderson for her work on the Youth Empowerment Conference
 - E Memo requesting assistance at OAESD's Booth at the OSBA convention
 - F Copy of position paper on technology by Ted Murray
 - G Memo re. article in Dead Mountain Echo "Reasons That Parents Select Home Schooling."
 - H Letter from Steve Swisher, Superintendent, South Lane, commending Marv Clemons for his help with a community meeting

3. Statements

3A Statements from
Superintendent

- 2B No action was taken as a result of Executive Session discussion.
3. Superintendent Maxwell requested that an item be added to the printed agenda in order to act on recommendations of the Special Education Advisory Committee made at a meeting held earlier on this date.

4. Consent agenda

4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA.** Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, and SWANSON 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 the September 29, 1992, Lane ESD Board Meeting as presented
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated October 27, 1992.

5. Discussion Items

- 5A Response to Board requests, Rosenbaum investigation

- 5A Two summary reports related to the Rosenbaum matter were prepared in response to discussion at the September 1 Board meeting. The first, a financial summary spread-sheet, details estimated losses, interest on those losses, costs of the investigation and recovery, and the amount and disposition of recovered funds. (A copy is attached to the official copy of these minutes.)

Superintendent Maxwell welcomed Mike Lewis, the ESD's Auditor, who was present to review the information and answer any questions. Lewis expanded on the summary, explaining how he had taken audit samples to calculate losses. These data, which he had begun to collect before the District attorney's involvement in the case, were later augmented by information from the District Attorney's investigation.

Mike Lewis also reviewed the calculation of amounts recovered from the bonding company and from the estate to date. He pointed out that all expenses of the investigation (auditor and legal counsel) were paid from OTIS accounts. Revenues received from the recovery process have been credited to the OTIS miscellaneous revenue account.

Board members had also asked for a review of actions that have been taken to assure that a loss such as that sustained in the Rosenbaum situation is not repeated. A memo from Superintendent Maxwell provided a summary of procedural modifications that have been taken. (Copy attached to official minutes of this meeting.) Mike Lewis reviewed his recommendations and actions taken as a result, as summarized in the memo. In summary, he said a similar event was not likely to re-occur.

6 Business affairs

- 6A Transfer of appropriations

- 6A The Board reviewed a briefing memo regarding a requested transfer of appropriations from the contingency fund to two grant funds. The special funds -- Science & Math Grant, Fund #226 and Substance Abuse Grant, Fund #238 -- carried forward from 1991-92 to 1992-93 more money than was estimated when the budget was adopted. Those two funds have more cash on hand than they have authority to spend.

Superintendent Maxwell explained that no transfer of money is involved. The action recommended would authorize the spending of money already on hand for the programs included in the two grants. It will, in turn, reduce the authority that the District has to spend from its contingency fund.

6A Grant Funds
transfer
(continued)

6A (continued)

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a transfer of appropriation of \$4,950 from the General Fund contingency account to the Science/Math Special Fund as follows: From General Fund contingency account #100/6110/810/100/016 to the following Science/Math Grant Fund accounts:

226/2212/312/000/000	\$2,475
226/2212/410/000/000	\$2,475
Total transfer	\$4,950.00

BE IT FURTHER RESOLVED that the Board authorizes a transfer of appropriation of \$19,900 from the General Fund contingency account to the Substance Abuse Grant Fund special fund as follows: From General Fund contingency account #100/6110/810/100/16 to the following Substance Abuse grant fund accounts:

#238/1290/310/000/000	\$15,000
#238/1290/312/000/000	\$ 4,900
Total Transfer	\$19,900.00

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #92-39)

6B FlexFund
Financing

6B At the September 29 meeting, Ted Murray had reviewed a summary of a proposal to refinance OTIS debt in the amount of \$207,000, which is the balance on the original purchase of the AS/400B. Superintendent Maxwell said that U S Bank will provide financing; the interest rate has been set at 3.55% for two years. The actual amount of debt on the effective date of November 1 will be \$207,245.

Agenda background material included copies of U S Bank's resolution authorizing the refinancing agreement (copy attached).

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the attached resolution approving an agreement with U S National Bank and authorizes the signing of necessary documents and certificates.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #92-40)

6C Financial
statements

6C Richard Ellingboe and Ted Murray reviewed ESD and OTIS financial statements for September, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

7 Action items

7A Appointments to
Advisory Council
for Special
Education Division

7A The Lane ESD Advisory Council for the Special Education Division met earlier on this date and presented the following recommendations for new members: John Loffer, Marcola School District (to fill an unexpired term as District representative); Galen Phipps/Sylvia Roehnelt, Looking Glass/Stepping Stone (shared one-vote position; to fill unexpired term as agency representative); and the following parent representatives, each to fill vacant two-year terms: Margaret Slade, Judith Voss, Christie Webb, and Glenda Nunes.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints the following persons to the Lane ESD Advisory Council for Special Education:

John Loffer: (term of office to run through June, 1993)
Galen Phipps/Sylvia Roehnelt: (term of office to run through June, 1994)
Margaret Slade: (term of office to run through June, 1994)
Judith Voss: (term of office to run through June, 1994)
Christie Webb: (term of office to run through June, 1994)
Glenda Nunes: (term of office to run through June, 1994)

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #92-41)

8. Discussion items

8. No additional discussion items were included on the agenda.

9. Reports

9A Legislative Report

9A Copies of OSBA's Policy Recommendations regarding the role and structure of Education Service Districts were reviewed. These recommendations were an update to a document "1992 OSBA Legislative Policy Committee Report and Recommendations" which had been mailed directly to Board members by OSBA. Superintendent Maxwell also called attention to recommendations affecting ESD Special Ed programs. He reminded Board members that those who attend the OSBA Convention in November will have an opportunity to participate in discussions regarding these recommendations.

9B Resolutions

Planning Visits

9B Superintendent Maxwell reported that the Administrative staff has met with each of the constituent districts for the purpose of planning ESD programs for 1993-94. The Board reviewed a summary of program priorities developed from these visits. The Superintendent said that the Districts have been apprised of the uncertainty of the level of replacement funding for money lost as a result of Ballot Measure 5 reduction in property tax collections.

A program of services is being developed which assumes replacement of the lost property taxes; however, a contingency procedure, using the program priority survey, will also be presented for District review. Using this information, the ESD and local districts will be able to collaborate on any reductions that may have to be made as a result of under-funding replacement revenues.

The first reading of these proposals will be at the December 15 Board meeting, with the second reading and adoption scheduled for January 26.

9C L-COG

9C The Lane Council of Governments (L-COG) will hold its monthly Board meeting at the ESD on December 10, at 7:30 p.m. A tour of the building is planned for 7 p.m. Superintendent Maxwell said the meeting will provide another opportunity to promote inter-agency cooperation. He encouraged Board members to participate in the tour and to be L-COG's guests at the meeting.

9D Advisory Council
for Special Ed

9D The agenda for the Special Education Advisory Council meeting held earlier on this date was distributed. Marv Wilkerson reported that the Committee is off to a good year.

9E OTIS Executive
Board

9E Ted Murray reported that May 1, 1993 will mark OTIS' 25th year of providing services for Oregon schools. He said that at its last meeting, on September 28, the OTIS Executive Board had begun to make plans to formally recognize this anniversary. Murray also told the Board that OTIS will have a booth at the November OSBA Convention.

10. Future agenda
items

10. Future agenda items include the following:
A. First reading, 1993-94 ESD Service Resolution Package
B. Review 1991-92 Audit Report
C. OSBA Policy Review

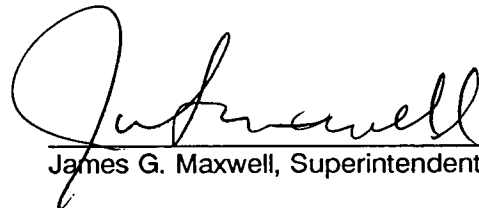
11. Next meeting

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 15, 1992, at the ESD Center, 1200 Highway 99 North, Eugene.

12. Adjourn

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


Lois Schibler, Vice-Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments to official
minutes:

U S Bank Resolution

Financial Summary and
Procedural Modifications:
W.R. matter

Minutes approved:

(Date)

SR

RESOLUTION APPROVING THE LEASE/PURCHASE AGREEMENT WHEREBY UNITED STATES NATIONAL BANK OF OREGON LEASE/PURCHASES CERTAIN EQUIPMENT TO THE LANE EDUCATION SERVICE DISTRICT; AND AUTHORIZING THE OFFICERS OF THE DISTRICT TO EXECUTE THE LEASE/PURCHASE AGREEMENT AND SUCH OTHER DOCUMENTS AND CERTIFICATES AS MAY BE NECESSARY TO CARRY OUT THE TRANSACTIONS CONTEMPLATED BY THE AFOREMENTIONED AGREEMENT.

WHEREAS, the Oregon Revised Statutes authorizes the Boards of Directors of school districts, education service districts, community colleges and community colleges service districts in the State of Oregon to enter into binding lease/purchase agreements for the lease with option to purchase of property; and

WHEREAS, the Oregon School Boards Association (the "Association") has established its cooperative financing program called the FlexFund Program (the "Program"), which allows school districts, education service districts, community colleges and community colleges service districts in the State of Oregon (the "Participating Districts") to participate in a pooling of the individual Participating Districts' lease/purchase agreements to achieve better interest rates and lower administrative and legal costs; and

WHEREAS, to accomplish the Program the Association has entered into that certain Master Financing Agreement, dated June 15, 1991 (the "Master Financing Agreement"), with United States National Bank of Oregon ("US Bank") pursuant to which lease/purchase financing will be made available by US Bank to Participating Districts under the terms set forth in the Master Financing Agreement; and

WHEREAS, the Lane Education Service District (the "District"), is authorized under the Oregon Revised Statutes to lease/purchase property; and

WHEREAS, the District desires to refinance the lease/purchase of the property set forth in Exhibit 2 of the hereinafter defined Lease/Purchase Agreement (the "Property") pursuant to the Program from US Bank; and

WHEREAS, to accomplish the lease/purchasing of the Equipment the District, as lessee, will enter into the Lease/Purchase Agreement, dated as of November 1, 1992, with US Bank, as lessor (the "Lessor") (the "Lease/Purchase Agreement" being attached hereto as Exhibit A); and

NOW, THEREFORE, THE BOARD OF THE DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Approval of Lease/Purchase Plan. The Lease/Purchase Agreement is hereby approved in substantially the form submitted to and reviewed by the Board, and as attached hereto, with such changes therein as shall be approved by the representative of the District executing said documents, said representative's execution thereof to be conclusive evidence of said representative's approval.

L.B(1)

Attachment 10/27/92

The Superintendent of the District is hereby authorized and directed to execute and deliver the Lease/Purchase Agreement on behalf of and as the act and deed of the District (the "Executing Official"). The Clerk or such other officer or official of the District, to the extent deemed necessary and appropriate, is authorized to attest the Lease/Purchase Agreement.

Section 2. Terms of Financing. The District shall participate in the Program. The total principal component of rental payments shall not exceed \$225,000. The interest rate for the Lease/Purchase Agreement shall not exceed the interest rate under the Program for the term of the financing for the Property in the month of closing for the Lease/Purchase Agreement. In no event shall the interest rate exceed 4.30 per annum. The term of the financing shall not exceed 2.5 years. The Executing Official shall approve the final Payment Schedule to the Lease/Purchase Agreement.

Section 3. Further Authority. The District shall, and the officers and agents of the District are hereby authorized and directed to, take such action, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this resolution and to carry out, comply with and perform the duties of the District with respect to the Lease/Purchase Agreement approved by this resolution.

Section 4. Effective Date. This resolution shall take effect and be in full force and effect from and after its passage and approval.

ADOPTED BY THE BOARD OF THE DISTRICT THIS _____ DAY OF _____, 1992.

APPROVED BY THE [] CHAIRMAN THIS _____ DAY OF _____, 1992.

[] Chairman

Attest:

Clerk



EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: October 15, 1992
TO: Board members
FROM: Jim Maxwell
SUBJECT: Summary of action in Rosenbaum matter

In response to our discussion at the September 1 Board meeting, we have prepared the two enclosed summary reports related to the Rosenbaum matter.

1. Financial Summary. Two-page spreadsheet detailing estimated losses, interest on estimated losses, costs of investigation and recovery, and amount and disposition of recovered funds.
2. Procedural modifications. Measures taken to reduce the risk of a similar incident in the future.

I have requested that Joe Richards and Mike Lewis be in attendance at the October 27 Board meeting to assist in presenting the summary of the activity and to answer questions that Board members may have.

JM:sr

Attached. 10/27/92

LANE
EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: September 17, 1992
TO: Board members
FROM: Jim Maxwell
SUBJECT: Procedural modifications resulting from expense account audit

The Board has requested that a review of the actions that have been taken to assure that a loss such as that sustained in the Rosenbaum situation is not repeated.

1. As part of its assignment to conduct the investigation of the complaint filed in the case, the District's auditing firm was requested to make recommendations for changes in the District fiscal procedures that would help to assure that a similar situation did not occur in the future.

The Board received the Auditor's recommendations in a letter dated November 14, 1990 (copy attached).

The Board reviewed the audit letter at its meetings on February 19 and May 28, 1991, and passed a resolution directing the Administration to implement the recommendations contained therein. (Copy of Board discussion and resolution attached.)

Specifically, fiscal procedures have been modified in the following ways:

- A. IRS guidelines for substantiating expenses have been adopted to replace those previously used by the ESD.
- B. Expense reimbursement forms used for claiming personal vehicle mileage have been modified to require more supportive data, including vehicle odometer readings and license numbers.
- C. Expenses claimed by Division Directors now must be approved by the Superintendent or designee.

- D. Following adoption of the changes recommended by Jones & Roth, they were reviewed with all administrative staff, including Division Administrative Secretaries.

In early 1992, Jones & Roth selected a random sample of expense reports to determine if the new procedures were being followed. At that time the auditors reported "procedures related to VISA expense reports was generally good, although one deviation from procedure was noted." (The one instance was a situation in which an expense claim of a Division Director was paid without the written approval of the Superintendent or designee.)

The information about new procedures was again shared with the entire management staff.

2. One of the job functions of the Accounting Supervisor has historically been that of "Internal Auditor." This function is defined by the District Fiscal Procedures and Policies Handbook:

"The Accounting Supervisor should report in writing any unsound or illegal fiscal practices, or the failure of staff members to carry out fiscal procedural responsibilities to the Director of Administrative Services, Superintendent and the Director of the division involved."

This function is under review by the Administration and District's auditing firm with the purpose of clarifying the function and providing any additional appropriate training needed by the Accounting Supervisor to carry out this function.

3. Other actions taken to reduce the risk of fraudulent activity that have been taken within the past several years, but do not relate to the Rosenbaum situation include:
- A. All purchase orders for capital items require counter-signature by the Superintendent, in addition to the signature of the division director.
 - B. All purchase orders for \$10,000 or more require counter-signatures by the Superintendent in addition to the Division Director's signature.

10/27/92

4. There is currently no position at the ESD that presents the equivalent risk for expense account fraud as that posed by the Rosenbaum position from the time of his hiring in 1982 until he was transferred to a new position on July 1, 1990.

Rosenbaum was hired and assigned to use his extensive statewide contacts to determine if OTIS users were supportive of "saving" the obsolete OTIS data processing system by redesigning it to reflect contemporary practices.

Once the user support level was determined to be positive, Rosenbaum assumed the responsibility for marketing the system and retaining the user base while the five-year redesign plan was implemented. Rosenbaum's assignment was at least partially derived from the need to protect Lane ESD's financial commitment to the debt load which it incurred in purchasing the new communications system equipment and computer hardware for OTIS.

The field contact and marketing responsibilities are now less intense and spread among several OTIS employees, thus a risk of the magnitude posed by the Rosenbaum assignment is not present at the ESD at this time nor in the foreseeable future.

JM:sr

I. CALCULATION OF ESTIMATED LOSSES, INTEREST, AND RECOVERY COSTSA. ESTIMATES OF SUMS MISAPPROPRIATED

1. Meals and Expenses claimed on District credit card	\$26,592.00
a. Audit sample period 11/88 - 2/90 (16 months)	
b. Audit estimate of expenses not verifiable for business purposes: 30%	
c. Applied to expenses claimed over period of 7/1/83 - 6/30/90 (84 months) 30% x \$88,640 = \$26,592	
2. Mileage claimed on personal expense account	\$109,499.00
a. Audit period: 6/30/82 - 6/30/90	
b. Auditor used D.A. report of DMV mileage records of vehicles owned by Rosenbaum from 6/30/82 - 6/30/90 and apportioned 80% to business purposes and 20% to personal purposes. Auditor then compared the resulting business mileage with that claimed for reimbursement by Rosenbaum and disallowed any mileage that did not fall within the "80% business mileage."	

TOTAL ESTIMATE OF FUNDS MISAPPROPRIATED:	\$136,091.00
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B. INTEREST ON SUMS ESTIMATED TO BE MISAPPROPRIATED

1. Interest calculation on estimated credit card misappropriation	\$9,037.00
The auditor estimated the amount of loss at the end of each fiscal year and calculated interest at 8% compounded annually, to December 1990.	
2. Interest calculation in estimated misappropriated mileage expenses	\$23,008.00
The auditor estimated the amount of loss at the end of each fiscal year and calculated interest at 8% compounded annually, to December, 1990	

TOTAL INTEREST ON SUMS ESTIMATED TO BE MISAPPROPRIATED:	\$32,045.00
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C. COST OF RECOVERY OF SUMS ESTIMATED TO BE MISAPPROPRIATED AND INTEREST

1. Cost of Audit Investigation	\$17,022.97
2. Cost of Legal Counsel	\$42,265.50
a. Investigation phase 6/28/90 - 12/20/90	\$6,258.00
b. Suit against Rosenbaum	\$20,579.50
c. Suit against insurance company	\$15,428.00

TOTAL COST OF RECOVERY OF SUMS ESTIMATED TO MISAPPROPRIATED PLUS INTEREST	\$59,288.47
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TOTAL OF ESTIMATED LOSSES, INTEREST, AND COST OF RECOVERY	\$227,424.47
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10/27/92

II. RECOVERY CALCULATIONS

A. FROM ROSENBAUM ESTATE

1. Cash payment		\$53,987.51
2. Gun collections on consignment		
a. Estimated value on date received		\$5,729.50
b. Amount collected to date	(\$3,996)	
3. Land Sales Contract		
a. Estimated value on date received		\$7,344.56
	10% interest. Paid quarterly.	
	Estimated pay-off date: July 1998.	
b. Amount collected to date	(\$803.96)	
	Principal	(\$444.99)
	Interest	(\$358.97)

B. FROM INSURANCE COMPANY

1. Cash Payment of \$50,000	\$50,000.00
2. Legal fees reimbursement of \$17,000	\$17,000.00

TOTAL RECOVERY

\$134,061.57

III. EXPENSES OF INVESTIGATION

All expenses of investigation (auditor and legal counsel) were paid from OTIS accounts. All revenues received from the recovery process have been credited to the OTIS miscellaneous revenue account.

BT

10/15/92

1-cost-sum

10/27/92

LANE ESD BOARD OF DIRECTORS

1. Executive Session

1. Vice-Chairperson Lois Schibler called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, September 29, 1992, under provisions of 192.660(1)(d) to discuss negotiations. Board members present in addition to the Vice-Chair were Director Lewis, Nearing, and Swanson. Others attending were Superintendent Jim Maxwell; and Administrative Staff members Marv Wilkerson, Ted Murray, Richard Ellingboe, Sara Jane Bates, and Jeff Foreman and Sallie Rainville.

2. Call to order

2A Attendance

- 2A The Chairperson called the regular meeting to order at 7:05 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Lois Schibler, Vice-Chairperson
Frank Nearing

Jeff Lewis
Jim Swanson

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville
Shirley Marchbanks

Sara Jane Bates
Ted Murray
Jeff Foreman
Randy Trummer

2A Communications

- 2A The following written communications were included in the Board's agenda packet:
- A Progress report regarding reports requested by Board members
 - B Letter from Karen Brazeau, SDE, approving Comprehensive Application for Special Education programs
 - C Letter from Superintendent Maxwell thanking Special Education Supervisors Michael George and Carol Knobbe for their presentations on the ESD's Sexual Harassment Policy at the staff inservices

2B No action was taken as a result of Executive Session discussion.

3. Statements

3A Statements from Superintendent

3. Superintendent Maxwell introduced Shirley Marchbanks, newly-elected co-president of the employee association, LCEA. The Superintendent also welcomed Randy Trummer, Telecommunications specialist, OTIS.

4. Consent agenda

4. **DIRECTOR SWANSON MOVED TO ADOPT THE CONSENT AGENDA.** Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON 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 the September 1, 1992, Lane ESD Board Meeting as presented
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD endorses the Chairperson's committee and liaison appointments for 1992-93 as presented.
(ESD Board Resolution 92-27)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated September 29, 1992, and approves the following recommendations:
Employ: Susan Smiley, MSMT Teacher, Temporary for 1992-93
Change of status: Dorothy Dilliplane, FTE Change to .70 for 1992-93
(ESD Board Resolution 92-28)

5. Business Affairs
5A Employee Benefits
Agent of Record

5A At the July meeting, the Board decided to seek competitive proposals from vendors who wish to act as the ESD Agent-of-Record for Employee Benefits. The Board reviewed a proposed timeline and process for seeking applicants.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the timeline and criteria for seeking proposals for Employee Benefits Agent-of-Record and authorizes release of the "Request for Proposals" document in accordance with that timeline. (Copy attached to official minutes of this meeting.)

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #92-29)

5B Custodial Services

5B The Board reviewed background material regarding custodial services. E&T Services was awarded the bid at the June Board meeting. Because of injury to one of its working partners, that firm has withdrawn. The Superintendent recommended that the ESD contract with ScanKraft to perform custodial services for the building until June 30, 1993. Although not the apparent next lowest bid in the June process, the Superintendent said that after the staff had analyzed remaining bids, it was determined that ScanKraft Inc. had originally included an amount in its bid for carpet cleaning. He said that with that amount subtracted, their bid was the second lowest.

Director Nearing asked about how carpet cleaning for the building is handled. Richard Ellingboe said that historically the ESD has contracted for this service through a quote process. The current vendor of this service is Service Master. He said it is his expectation that ScanKraft will be the low bidder this time. He said it was his experience that building carpet cleaning into the custodial services bid narrowed the pool of applicants for general custodial services.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into a contract with ScanKraft Janitorial Services to provide custodial services for the ESD Center Building for the period October 1, 1992, through June 30, 1993, in accordance with ESD bid specifications and the bid documents previously received by the ESD in the amount of \$1,620 per month.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #92-30)

5C Service Learning
Grant Proposal

5C Superintendent Maxwell requested that the Board authorize the submission of a grant application in the amount of \$10,000 to the Oregon Department of Education to support service learning funds program development in Lane County. Service Learning, one of the new areas of curriculum emphasis in the Oregon School Reform legislation, is a method in which students learn through active participation in organized community service experiences.

5C Service Learning
grant application
(continued)

5C (continued)

The Superintendent said that the Instructional Services Division proposes to develop at least eight pilot service learning school programs in Lane County. About half of the money would be used to hire substitutes so that teachers can be released to participate in the project. The remaining funds would provide consultants and other resources to support the pilot sites.

Sara Jane Bates answered Board members questions about the school-community partnerships that would be the result of the project. She said that the project would primarily serve smaller districts in the county by providing service learning opportunities not always easily available outside of the larger metropolitan area.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes application to the Oregon Department of Education for a service learning funds grant in the amount of \$10,000.

BE IT FURTHER RESOLVED that the Board authorizes establishment of a special fund for grant monies received and appropriation of such funds.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #92-31)

5D Lane School Grant

5D The Board reviewed a background memo requesting authorization to apply for a grant from the Borden Foundation to equip Lane School with a computer network to be used in classroom instruction.

Superintendent Maxwell said that development of word processing skills would enhance written communication for Lane School students who are particularly susceptible to the frustration that all students experience in completing hand-written assignments. Mastery of computer literacy would also provide skills to help the students with their eventual transition from school to workplace.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to apply for a grant from the Borden Foundation in an amount not to exceed \$75,000 for the purpose of equipping Lane School with a computer network for instructional purposes.

BE IT FURTHER RESOLVED that the Board authorizes establishment of a special fund for this purpose and appropriates grant monies received.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER and SWANSON VOTING YES.**

(ESD Board Resolution #92-32)

5E Purchase of
Equipment for
LaneNet

5E Superintendent Maxwell told the Board that two local districts, Junction City and McKenzie, are ready for connection with LaneNet. He said that additional equipment is needed to install these links. The Superintendent asked Ted Murray to provide background.

Murray said that the routers requested at this meeting are the final pieces of equipment required to complete installation for the two districts. He said that the technology committee, Paul O'Driscoll and Randy Trummer, have conducted extensive investigation of available equipment and compared the various brands against the functional requirements of the LaneNet network.

Murray provided the following summary of the Committee's findings:

Five widely advertised products were investigated. One (IBM) has not yet come into production. Of the others, Crosscom, Wellfleet, and Cisco, were found deficient in one or more key criteria. The sole survivor of this screening proved to be Proteon.

Since Proteon was the only router tested that met the network's requirements, Murray requested that the Board exempt OTIS from the time and expense of proceeding with an RFP process and authorize purchase of the following Proteon equipment from Davison Associates, the licensed vendor:

1 CNX 500 T/R Router	\$12,958.25
2 DNC 300 M Bridging Routers	<u>11,891.50</u>
Total	\$24,849.75

The Board reviewed a proposed resolution to exempt. Richard Ellingboe explained that, according to statute, the Board can authorize an exemption to competitive bidding if it is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and if the awarding of public contracts pursuant to the exemption will result in substantial cost savings to the public contracting agency. He said that these criteria are met by this request.

Ellingboe also said that because the total amount for this equipment is under \$25,000, it could technically be purchased without formal bidding or exemption action. But since the total amount is close and also because additional similar equipment will be needed when more districts are added, he recommended that action to exempt be taken.

Board members had a number of questions about the process used in the product review. There were also questions about additional equipment that will be needed as more districts are ready to be connected with the network and the projected costs for that equipment. Members were concerned that all interested vendors be notified when additional equipment is needed.

Ellingboe said he would recommend that for subsequent purchases a pre-bid notice be developed. The process would include specifications and public advertisements and would be distributed to known vendors. A successful demonstration of the product would be a part of such procedure.

5E LaneNet Equipment
(continued)

5E (continued)

DIRECTOR SWANSON MOVED TO APPROVE THE FOLLOWING RESOLUTION to exempt a public contract from competitive bidding and to authorize a contract to purchase equipment for installation of LaneNet:

WHEREAS Subject to ORS 279.015, Section (2), subsection (5), paragraph (b), the Board of Directors may exempt certain public contracts from competitive bidding upon approval of findings by the agency that:

- (a) It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; and
- (b) The awarding of public contracts pursuant to the exemption will result in substantial cost savings to the public contracting agency.

AND WHEREAS In requesting a waiver by the Board of Directors, the staff has:

- Developed criteria based on input from the local districts
- Contacted all major vendors who could potentially meet the requirements
- Arranged vendors demonstrations

AND WHEREAS based on the above, the staff has determined that:

- On the basis of the criteria and the vendor contacts, only one vendor met all qualifications. Therefore, the administration believes the process meets the requirement that the process will not in any way diminish the competition for public contracts.
- Substantial savings to the agency will occur because to proceed with the RFP process would incur additional cost in time and resource with no prospect of discovering a better solution.
- The installation will occur on a timely basis and allow the ESD to meet its commitment to have all installations completed by June 30, 1993.
- The completion of this installation will significantly enhance the telecommunication with all Districts in Lane County thereby providing substantial dollar savings to all agencies affected by this installation.

THEREFORE, the Board of Directors finds that the exemptions to Competitive Bidding as required by ORS 279.015 (2) are met and hereby awards a contract to Proteon for purchase of 1 CNX 500 T/R Router (\$12,958.25) and 2 DNC 300 M Bridging Routers (\$11,891.50).

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER and SWANSON, VOTING YES.**

(ESD Board Resolution #92-33)

5E(2) Resolution:
Future LaneNet
Purchases

DIRECTOR NEARING MOVED to require that any further purchases related to equipment for installation of LaneNet will be preceded by a pre-bid proposal process.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER and SWANSON VOTING YES.**

(ESD Board Resolution #92-34)

5F Financial
Statements

5F Richard Ellingboe reviewed ESD financial statements for August, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; and Investment Reports for the General Fund and OTIS.

Ellingboe said beginning balance figures may be modified upon the auditors' completion of the 1991-92 Annual Audit.

Ted Murray reviewed the Revenue/Expenditure Summary for OTIS funds and OTIS Equipment Contract Obligations, as well as a summary of a proposal for OTIS Equipment Debt Retirement.

The proposal recommends paying off the remaining amount owed for the System 38, UPS and token ring cards from Fund 410, equipment replacement funds (about \$84,000). OTIS general funds budgeted for equipment payment would be used to retire \$86,000 of debt for memory and DASD upgrades that have been added to the AS/400A system.

Debt in the amount of \$207,000 is the balance on the original purchase of the AS/400B. A proposal will be brought to the Board to refinance this amount through US Bank at current interest rates of 4.35% over two years.

Murray said that this plan, which was endorsed by the OTIS Executive Board at its September 28 meeting, will result in an earlier debt retirement at reduced interest rates, without severely reducing OTIS cash position or reserves.

6. Action items
6A Board Goals and
Management Plan

6A The Board reviewed proposed 1992-93 ESD organizational goals, which had been presented for a first reading at the September 1 meeting. These goals, with related objectives, activities, and staff assignments, comprise the ESD's management plan for the year.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1992-93 organizational goals. (A copy is attached to the official copy of these minutes.)

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #92-35)

6B Board conference
attendance

6B Directors Schibler and Nearing had expressed interest in attending the American Association of Education Service Agencies (AAESA) annual conference to be held in Orlando, February 10 and 11.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Board members Frank Nearing and Lois Schibler at the AAESA Annual Conference in Orlando, Florida, on February 10 and 11, 1993.

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 Lewis seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #92-36)

6C. Annual Report

6C Board members received copies of the 1991-92 ESD Annual Report. In addition to meeting a state requirement, Superintendent Maxwell said, the Annual Report is also used as an information tool for constituent school districts. Copies are distributed to local district Board members, superintendents, principals, and curriculum coordinators.

Director Nearing suggested that the report could be useful for libraries and the media.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD has reviewed and approves the 1991-92 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 following this meeting.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #92-37)

6D Added Personnel
Action

6D Superintendent Maxwell said that interviews to fill a remaining vacancy in the Special Education Division were conducted on Friday, September 26, after the agenda packet had been completed. The position is a temporary one to fill a vacancy created by a staff member on approved leave from a Lane School faculty position.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the hiring recommendation dated September 24, 1992, subject to verification of training and experience by the personnel office:

Employ: Linda Smart. Temporary replacement, 1992-93, Lane School teacher

Director Lewis seconded and the **MOTION CARRIED WITH DIRECTORS LEWIS, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #92-38)

7. Discussion items7A Reclassification
Committee report

7A The current collective bargaining agreement directed establishment of a joint committee to review ESD secretarial jobs in relationship to job descriptions. The committee recently completed its work and has filed its report with the Administrative Council and the Board in accordance with the bargaining agreement.

Copies of the final report were distributed. Superintendent Maxwell said that the Administrative Council has scheduled a meeting to review the recommendations and prepare appropriate responses. Recommendations will be brought to a future meeting of the Board.

8. Reports

8A Legislative Report

8A The Board reviewed information from Oregon School Boards Association (OSBA) relating to Ballot Measures affecting schools. Jeff Foreman reported on recent meetings of the Joint Interim Education Committee and the Revenue and School Finance Committee.

8B ESD Staff
Development
Report

8B The Board reviewed a summary of staff development at Lane ESD during 1991-92. The report was divided into agency-wide and area-specific categories. Agency-wide staff development involves general training opportunities in skill areas that have application throughout the organization. Job-specific staff development occurs in discrete areas calling for skill enhancement to better perform individual or departmental responsibilities.

8C Policy
Development

8C Superintendent Maxwell reported that OSBA's policy review report will probably be completed by the October 27 Board meeting agenda. Mike Wittmayer, OSBA policy development specialist, will be present to summarize the review and provide recommendations.

9. Future agenda
items

9. Future agenda items include the following:

- A. Public Records policy/administrative regulations
- B. Report on resolutions planning visits
- C. Review/accept audit report
- D. Board Policy Review - OSBA

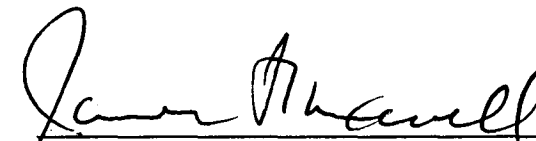
10. Next meeting

10 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 27, 1992, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

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


Lois Schibler, Vice-Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments to official
minutes:

Agent-of-record
proposals, timeline and
criteria

1992-93 Board goals

Minutes approved:

10/27/92
(Date)

SR

AGENT OF RECORD PROPOSAL FOR EMPLOYEE BENEFITS

Recommended Timeline:

Actual Service: June 1, 1993 - May 30, 1996, medical/vision, dental and term life contracts all expire on September 30, 1993. This will allow the agent-of-record time to secure bids (June and July) and to meet with the employee benefit committee and staff prior to the October 1, renewal date.

September 29, 1992: Board reviews proposal and application form

October 27, 1992: Board approves timeline and application form.

January 4, 1993: Advertisement for RFP's sent out.

February 12, 1993: Applications closed

March 1, 1993: Screening completed

March 8-9, 1993: Interviews conducted

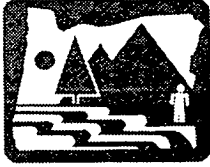
March 16, 1993: Board interviews and/or acts on administrative recommendations.

April Board Meeting: Board designates Agent-of-Record

May __, 1993: District/Agent-of-Record sign Agreement

June 1, 1993: Agent commences duties

attach. 9/29/92



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

Agent of Record for Employee Benefits Applications Invited

The Lane Education Service District is inviting proposals for providing agent (or agents) of record services for employee benefits programs. The period of the appointment will be June 1, 1993, on an annual basis to a maximum of three years. The District will select the agent(s) on _____, 1993, and invites any qualified person who is licensed under the State of Oregon to apply for the agent(s) of record appointment.

The District provides coverage for 195 employees and their dependents in the areas specified below.

- Hospital-medical/vision insurance (SelectCare and Options)
- Dental insurance (Oregon Dental Service)

The District provides coverage in the areas specified below for the 195 employees only. Minimum benefit levels are governed by the current employee labor contract.

- Income protection/long-term disability insurance (Standard Insurance Company)
- Life insurance (Guarantee Mutual)

The District provides optional opportunities for employees to select benefits in the following areas and for payment to be made through payroll deduction:

- Supplementary life insurance (Guarantee Mutual)
- Accidental death and dismemberment insurance (American Home Insurance Company)

Interested persons are requested to submit a completed proposal form on or before 3:00 pm ____, 1993. Please direct your resume to Richard Ellingboe, Lane Education Service District, P.O. Box 2680, 1200 Highway 99 North, Eugene, Oregon 97402, telephone (503) 689-6500.

All submissions will be reviewed by an ESD committee. After a review of the written submissions, selected vendors will be invited to an interview with the Superintendent and designated staff members. The Superintendent will recommend to the Board one or more individuals or firms to act as Lane ESD Employee Benefits Agent-of-Record

5A(1)

Board of Education

Douglas McKay
Eugene

Frank Nearing
Eugene

Bill Medford
Springfield

Bill Lewellen
Springfield

Glen Weathers
Florence

Lois Schibler
Creswell

James Swaen
Eugene



AGENT OF RECORD FOR EMPLOYEE BENEFITS

PROPOSAL

Date: _____

Name and address of your firm: _____

Telephone number: _____

Name of person preparing proposal: _____

If you have a prepared brochure or other documentation on your firm we would like to see it, however, in addition we ask that you complete and return this form, using the space provided to give the information requested.

1. How many years has your firm been in business?
2. Indicate your firm's approximate annual health and life insurance premium volume at the local agency.

- ___ Under \$500,000
- ___ \$500,000 to \$1,000,000
- ___ \$1,000,000 to \$2,500,000
- ___ Over \$2,500,000

3. Would our account be serviced from your office at the above address? _____
If from a branch office, address _____

4. Name person or persons who will be directly responsible for our account. Please attach a brief resume for each individual. Resume should include the extent of experience in handling political entity employee benefits programs.

Names: _____

5. How frequently would your Account Manager call on us for insurance program review, updating, and consulting? _____

Attach. 9/29/92

6. Describe claims handling assistance your agency will provide us.

7. Describe the assistance your firm will provide us in developing detailed and summary claims data.

8. Describe method you will use to assist in estimating future insurance premium costs.

9. Describe the method you will use to secure competitive premium quotes for our insurance coverage.

10. List the companies you would use to provide quotes on health, life, dental, LTD, and vision insurance.

11. List at least two political entities that you now are serving as Agent of Record (preferably ones near our type and size) and show name and telephone number of person to contact for reference.

a. _____

b. _____

12. Does your firm carry Professional Liability Insurance? If so, please indicate company and amount.

Company: _____

Amount: _____

13. Please specify your fee requirements as an Agent of Record.

13a. Would your firm be willing to negotiate a fee for Services Agreement? ___ Under this arrangement, any commissions received by the Agent of Record for the placing of the insurance will be offset against the compensation owed to the Agent of Record, to the extent legally possible.

14. Does your firm have an Affirmative Action Plan? _____

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1992-93 MANAGEMENT PLAN

GOAL #1

Within its fiscal resources, the ESD will provide programs and services 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 are better provided on a regional basis due to economy of scale, improved quality, or countywide availability.

OBJECTIVES

- 1.1: A written plan and timeline for gathering information from districts about service priorities will be completed.
- 1.2: A program of services requested by local districts for the next school year will be determined and presented to the ESD Board and local district boards for approval.
- 1.3: Services that are required by Oregon Statute or Administrative Regulations will be made available to constituent school districts and other appropriate recipients.

GOAL #2

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

OBJECTIVES

- 2.1: The plan to identify potential new regional programs will be continued.
- 2.2: Information on possible service additions to ESD programs will be available to constituent districts.

GOAL #3

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.

OBJECTIVES

- 3.1: Selected programs will receive in-depth reviews using methods appropriate to each program including evaluative information from users and comparisons with state/national standards and recognized "best practices."
- 3.2: 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.

6A(1)

attached 9/29/92

GOAL #4

The ESD will maintain and enhance methods of informing educators and the general public about the role, objectives, accomplishments and needs of the organization.

OBJECTIVES

- 4.1: Produce and distribute media that explain services and goals of the ESD.
- 4.2: Produce an annual report explaining ESD services, districts' use of services, districts' evaluations of those services and the ESD's plan to maintain and improve services.
- 4.3: 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.
- 4.4: Continue to coordinate a "low key" marketing effort to encourage awareness of the ESD among educators and the general public.

GOAL #5

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

OBJECTIVES

- 5.1: Facilitate meetings with local school district representatives throughout year to provide and receive information.
- 5.2: Provide and receive information on resolution programs from local districts (staffs and boards) during the resolution development and approval process.
- 5.3: Facilitate one-to-one, ongoing contacts with local districts.
- 5.4: Continue to review and document the existing two-way communication system between the ESD and the local districts and seek ways to enhance it.
- 5.5: Select and implement activities to enhance two-way communication among staff, administration and Board.
- 5.6: A system for monitoring and responding to issues and concerns expressed by Board members will continue in an effort to improve communications between the Board and staff.
- 5.7: Board Policies and Administrative Rules will be reviewed and analyzed, and appropriate changes will be implemented.
- 5.8: Facilitate meetings and the exchange of information with other agencies cooperating on mutual projects.

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.

OBJECTIVES

- 6.1: Identify areas of need for individual employee staff development, and where appropriate, coordinate ESD-wide participation.
- 6.2: Support staff development training opportunities which meet the identified needs of employees and programs.
- 6.3: Review and modify current ESD practices in employee evaluation to assure they are in line with recognized "best practices" and in full compliance with applicable law.

GOAL #7

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.

OBJECTIVES

- 7.1: Review the balance between revenues and expenditures to maintain adequate working capital.
- 7.2: Develop a system of monthly and annual financial reports with comparisons to prior years, and where fiscal practices have been revised to provide more comprehensive data.
- 7.3: Identify sources of grant funds which will enhance the current missions of the ESD.

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.

OBJECTIVES

- 8.1: The current team management model for the Administrative Council will continue to be used and modified as appropriate.

GOAL #9

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

OBJECTIVES

- 9.1: The process for determining and negotiating Board positions with the bargaining unit will be developed and implemented.

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- 9.2: ESD administrative staff will assist in establishing collective bargaining positions.
- 9.3: The ESD administrative/supervisory staff will be provided training in appropriate administration of the labor contract and related policies.
- 9.4: The process for administrative and confidential staff to consult with the Superintendent and Board about wages, benefits and conditions of work will be implemented.

GOAL #10

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

OBJECTIVES

- 10.1: Goals and objectives will be completed for each identified program, which will be used in the evaluation of programs.

GOAL #11

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.

OBJECTIVES

- 11.1: Legislative proposals and initiative measures which have impact on the ESD's ability to deliver needed services will be identified and monitored.
- 11.2: The ESD will provide information to the legislative assembly and, when appropriate, take positions regarding proposals that will affect the ESD's ability to deliver services needed by the constituent districts.
- 11.3: The ESD will monitor and participate in the rule-making activities of SDE, TSPC, Department of Revenue.
- 11.4: The ESD will monitor and participate in the activities of legislative interim committees related to education.
- 11.5: The ESD will monitor federal legislative activities in areas of concern to regional agencies.
- 11.6: The ESD will, when appropriate, work with its professional associations to seek new legislation.

GOAL #12

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

OBJECTIVES

- 12.1: Identify and support the physical environment needs of the programs housed at the ESD Center.
- 12.2: A plan for maintaining and enhancing a safe and healthy work environment will be developed.
- 12.3: A plan for identifying and providing support systems, including new technology, to improve program efficiency will be determined.
- 12.4: A five-year plan and timeline for capital maintenance and improvement projects to the ESD Center and Lane School will be updated.

LANE ESD BOARD OF DIRECTORS
Tuesday, September 1, 1992

1. Executive Session

1. Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, September 1, 1992, under provisions of 192.660(1)(d) to discuss negotiations; 192.660(1)(h) to consult with legal counsel and 192.660(1)(f) to consider records exempt by law from public disclosure. Board members present in addition to the Chairperson were Directors Lewellen, Lewis, Medford, Nearing, Schibler, and Swanson. Others attending were Superintendent Jim Maxwell; Jeff Foreman, and Sallie Rainville. Board legal counsel Joe Richards also attended the latter part of the session.

2. Call to order

2A Attendance

2A The Chairperson called the regular meeting to order at 7:05 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Chairperson
Jeff Lewis
Frank Nearing
Jim Swanson

Bill Lewellen
Bill Medford
Lois Schibler

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville

Sara Jane Bates
Ted Murray
Jeff Foreman
Mel Boyer

Others:

Joe Richards

2B Communications

2B The following written communications were included in the Board's agenda packet:

- A Letter from Ed Waterbury, AIA re. ESD Building design (earthquake safety).
- B Letter from Superintendent Dale Nees, Mapleton School District, thanking the Board for ESD cooperation during a major personnel turnover in the Mapleton District and expressing appreciation to Gwen Gardner and Lois Beard for their assistance, guidance, and advice.
- C Letter from National Center for Educational Statistics inviting Paul O'Driscoll to be a part of a national task force on automated education information record systems.
- D Letter from Randy Harvey, Principal, Shasta Middle School, expressing appreciation for Marilyn Olson's help with integrating curriculum and strengthening student performance in analytical writing.
- E Letter from Dick Hicks, Principal Crest Drive Elementary, commending Marilyn Olson for her work with the Crest Drive staff in the area of writing.
- F Memo from Ozzie Rose, COSA, regarding legislative activities and the 1993-94 Budget.
- G Memo announcing availability of 4A League Athletic passes for Board members.

2C Press release distributed following Executive Session

2C No action was taken as a result of Executive Session at this time. During the Executive Session, the Board discussed with its legal counsel the settlement of an insurance claim involving a former employee charged with misrepresenting his expense account. A press release to be issued discussing the settlement was distributed. A copy is attached to these minutes.

3. Statements

3A Statements from
Board members

3A At a later point during the meeting, Director Lewellen requested that a final financial accounting of the claim against the Rosenbaum estate be prepared. He said he was pleased that the settlement had been received and had no problems with it, but felt it would be a good idea to have a final accounting on the record. Director Nearing requested that a brief summary be prepared showing all of the changes made to ESD policies and practices as a result of this matter.

3A Statements from
Staff

3A Jeff Foreman reminded Board members of the Lane County School Boards Association Fall Meeting to be held September 16.

4. Consent agenda

4. **DIRECTOR SCHIBLER MOVED TO ADOPT THE CONSENT AGENDA.** Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, 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 approves the minutes of the July 14, 1992, Lane ESD Board Meeting as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD appoints **CONNIE KELLEY** to the ESD Budget Committee representing ESD Board Zone 4. The appointment is to a three-year term, ending June 30, 1995.
(ESD Board Resolution 92-13)

BE IT RESOLVED that the Board of Directors of Lane ESD appoints **SANFORD RICE** to an at-large position on the ESD Budget Committee. The appointment is to a three-year term, ending June 30, 1995.
(ESD Board Resolution 92-14)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated September 1, 1992, and approves the following personnel recommendations:

Accept resignation, contingent upon locating a suitable replacement:

Karen Sheehan

Change of status: Jeanne Mallchok (recalled from RIF)

Ann Warberg .50 to .60 FTE

Elizabeth Fernandez .50 to .60 FTE

Margie Myska

(return from maternity leave .50 FTE from 9/2/92 to 11/20/92)

Maternity Leave: Stephanie Smith

Employ: Elizabeth Ryan (MSMR teacher)

Nancy Vollmer (PDC Grant)

Kathy White (PDC Grant)

(ESD Board Resolution #92-15)

5. Discussion item

5A Public Records

5A This discussion item was moved to an early point on the agenda so that ESD legal counsel Joe Richards could be present to advise the Board. At the July Board meeting, the Board had asked for a comprehensive review of its policies on the availability of ESD records for public inspection and copying.

Superintendent Maxwell called attention to the background information on this issue that had previously been mailed to the Board. The information included several pages from the "Attorney General's Public Records and Meetings Manual" relating to public records, charges that may be made for access to these records, and the personal privacy rights of staff members.

5A Public Records
(continued)

5A (continued)

Also included in the background information were relevant Board policies and administrative rules as follows:

- Board Policy #801: Public Records
- Administrative Rule #1801: Public Records
- Board Policy #313/420: Personnel Files
- Administrative Rule #1313/1420: Personnel File Access
- Board Policy #505: Student Records
- Board Policy #507: Privacy of Students

The Board discussed the issue of providing records to the public. Board members expressed the wish to make public records readily available upon request while still assuring staff members of those personal privacy rights to which they are entitled. The Board also discussed the differences between pro forma requests and requests for information that might require extensive staff time and other costs to prepare.

No suggestions for changes in existing policy were made at this time. Board members indicated they would like the opportunity to see what the OSBA policy review points out in this area. The Superintendent and staff will write additional Administrative Regulation language specifically addressing the availability of records.

Recess declared.

Chairperson Weathers declared a 10-minute recess at this time. Following the recess, the Chairperson reconvened the Board meeting.

Director Schibler left the meeting at this time. Joe Richards also left.

6. Business affairs
6A Official
depositories

6A Board action on June 16 designated official depositories for District funds during the 1992-93 year. One financial institution was included which is no longer in existence. That bank, Benjamin Franklin Savings & Loan Assn., was at one time a depository for tax deferred compensation funds; those funds have now been transferred to other institutions.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD that the Board rescinds ESD Board Resolution #91-101, dated June 16, 1992. **BE IT FURTHER RESOLVED** that the Board designates the following financial institutions as official depositories for District funds during the 1992-93 Fiscal Year: First Interstate Bank of Oregon, United States National Bank of Oregon, Key Bank, SELCO Credit Union, Local Government Investment Pool.

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

(ESD Board Resolution #92-16)

6B Mentor Teacher
Program

6B The Board reviewed background information related to an application for Mentor Teacher Program grants. Through this program, the State Department of Education makes available grant funds to provide special services to assist beginning teachers during their first year. Funds are used to pay for training and additional services provided by the experienced teacher and for substitutes while the beginning teacher observes in the master teacher's classroom or attends special training workshops.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves application to the State Department of Education for Mentor Teacher Program grant funds and authorizes establishment of a special fund for grant monies received.

BE IT FURTHER RESOLVED that the Board appropriates the amount of \$2,500 per teacher contingent upon receipt.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-17)

6C Recycling

6C The Board reviewed background information relating to recycling at the ESD. A vendor reimburses the ESD based on the current market rate for various types of paper collected for recycling. During the period that the ESD and OTIS were generating large quantities of computer paper printouts, \$2,000 to \$3,000 per year was returned to the ESD by the recycling vendor. With the new "paperless" OTIS system in place, however, revenues have declined to approximately \$500 per year.

The Wellness Advisory Committee has requested that revenue from recycling be earmarked for its use in carrying out their responsibilities under Board Policy #322/426: Wellness. The Superintendent recommended that the Committee be so authorized.

The Superintendent and Richard Ellingboe said that the ESD's auditor has advised that this arrangement is in compliance with local budget law if authorized by the Board. Ellingboe said that recycling revenues are not currently earmarked for any purpose but are put in miscellaneous revenue. He said that the Wellness Committee fund is similar to a student body fund in a school district.

Director Nearing cautioned that materials awaiting collection can become an eyesore if not stored properly.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to authorize the Wellness Committee to be responsible for ESD recycling programs and to establish a special account for collecting and expending monies for recycled products for Wellness Committee projects as authorized by Board Policy #322/426.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-18)

6D Financial Statements

6D Richard Ellingboe reviewed final 1991-92 ESD and OTIS financial statements. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for the General Fund and OTIS.

There may still be some audit adjustments as some payments for the fiscal year are still to be received. These adjustments will be shown in the official audit report.

Ted Murray reviewed the OTIS Equipment Contract Obligations report in detail. The balance has been reduced during this year from \$1,501,565 to \$1,086,456. Murray said the balance will continue to decline and no further major hardware additions are anticipated during the current fiscal year.

6E Employee Benefits

6E The Board reviewed the Employee Benefits Committee analysis of rates quoted for employee benefits for the 1992-93 year. Superintendent Maxwell told the Board that the rate increase is less than has been reported for other agencies. The ESD will be able to provide the basic plan for the year and stay within the rate limit "cap" in the collective bargaining agreement. Employees who choose the higher option plan will pay \$15.95 per month, a reduction of \$1.50 per month as compared with 1991-92.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to enter into contractual agreements to provide the employee benefits as recommended by the Employee Benefits Committee in its report of August 31, 1992.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-19)

7. Action items
7A Budget Committee Calendar

7A Board members reviewed a proposed calendar for preparation of the Lane ESD Budget for 1993-94. The organizational meeting will be held at 7 p.m., Tuesday, April 13. Additional review sessions will be May 4 and May 11 (and May 18 if needed). The public hearing on the budget is scheduled for 7 p.m., Tuesday, June 22. Action to adopt the budget, appropriate funds, and levy taxes will be scheduled on the regular Board meeting agenda for that date. Legal notice of the first Budget Committee meeting, the first review session, and notice of the budget hearing, including a budget summary, will be published according to statute.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget calendar for preparation of the 1993-94 Lane ESD Budget as presented.

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

(ESD Board Resolution #92-20)

7B Editorial Change,
Chapter 300

7B The Board reviewed background information related to a statutory change which affects Board Policy Chapter 300. The 1991 Legislature changed the term "certificate" to "license." This was done to enable Oregon to recognize "certificates" that will be awarded by the National Board of Teaching Standards. This means that the Teacher Standards and Practices Commission (TSPC) will no longer issue certificates, only licenses. Given this change, it will be necessary to edit policies, administrative regulations and job descriptions to reflect this requirement.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves an editorial revision of Board Policy Chapter 300 which would substitute the word "licensed" for "certificated", in accordance with ORS 342.121.

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

(ESD Board Resolution #92-21)

7C OSBA appointment

7C Each Board member received a copy of an invitation from OSBA to suggest nominees for Association offices and committees, state boards and state commissions. Frank Nearing has indicated an interest and willingness to serve on the Teacher Standards and Practices Commission (TSPC).

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD strongly supports the candidacy of Frank Nearing for the position on the Teacher Standards and Practices Commission (TSPC) representing Board members and commends Mr Nearing for his willingness to volunteer the two days per month required to fulfill the service obligation on the Commission.

7C OSBA offices
(continued)

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

(ESD Board Resolution #92-22)

7D. Conference
Attendance

7D Director Weathers expressed interest in attending the National School Boards Association's Technology and Learning Conference to be held in Dallas October 21-23. (Background information about the conference was distributed earlier to Board members.)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves Glen Weathers' attendance at the NSBA Technology + Learning Conference in Dallas, Texas, October 21-23, 1992.

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

(ESD Board Resolution #92-23)

7E. OSBA-sponsored
Board Conferences

7E The Board reviewed preliminary information about two State Board conferences sponsored by OSBA. Several Board members indicated interest.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OSBA Fall Collective Bargaining Conference on September 18-19 for Jeff Lewis and to the OSBA Annual Convention on November 13, 14, and 15 for Lois Schibler, Frank Nearing, Bill Medford, 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 Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-24)

7F Oregon Museum
Park Commission

7F Superintendent Maxwell reported that he had represented Lane ESD at a meeting of the Oregon Museum Park Commission held August 25. The Commission was the original consortium of five agencies which administered the development and operation of the Alton Baker Park Museum site which houses WISTEC and the ESD Planetarium. The Commission's responsibility as landlord for the building was transferred to the County in the mid-1980s. The Commission has not met since 1987. Within the past two years, official ownership of the site was transferred to the City which is now maintaining the building and grounds and acting in the role of landlord.

Representatives of the five Commission agencies (Lane ESD, Lane County, University of Oregon, LCC, City of Eugene) met on August 25 and voted to dissolve the intergovernmental contract which established the Commission. The Commission also voted to transfer all responsibility for administering the museum site to the City of Eugene; transfer all remaining Commission assets to the City for the purpose of maintaining and improving the facility (\$4,347.87 is in the Commission treasury); and designate Lane County as the responsible agency for any future action regarding the Commission's role in development of the Oregon State National History Museum.

The Superintendent recommended Board ratification of the Commission's action.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD ratifies the August 25 decision of the Oregon Museum Commission to dissolve the intergovernmental contract which established the Commission and to distribute assets and responsibilities as detailed above.

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

(ESD Board Resolution #92-25)

7G Action resulting from discussion during Executive Session

7G During the earlier Executive Session, the Board had discussed determination of the Board's spokesperson for labor negotiations to bargain a successor agreement with the employees' association (LCEA). The current agreement will expire June 30, 1993.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD designates Joe B Richards as labor relations consultant and District Spokesperson for labor negotiations to bargain a successor agreement with LCEA.

Director Lewellen seconded. **DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, and WEATHERS VOTED YES.** Director Swanson said he wished to abstain from voting. **THE MOTION CARRIED.**

(ESD Board Resolution #92-26)

8. Discussion items
8A Board Committee Assignments

8A Chairperson Weathers presented his recommendations for Board Committee assignments for the 1992-93 year. Following discussion and input from Board members, the appointments were made as follows:

Lane Council of Governments (L-COG): Bill Medford/Jeff Lewis
Advisory Council for the Special Education Division: Glen Weathers
OTIS Executive Board: Bill Lewellen. Jeff Lewis, alternate
Georgia-Pacific Scholarship Committee: Bill Medford
Administrative/Confidential Salary Review Committee:
Bill Lewellen/Jim Swanson/Lois Schibler
Input Committee: Glen Weathers
Superintendent's salary and contract review:
Glen Weathers/Lois Schibler
OSBA Legislative Network Liaison: Frank Nearing

8B Goals and Management Plan

8B ESD Board Goals for 1992-93 were included in agenda background materials as a first reading. The Superintendent and Administrative Council are in the process of developing a draft management plan which will include Board-adopted goals, objectives relating to the goals, and activities designed to meet them. Copies of the complete Management Plan will be available at the September 29 meeting for interested Board members.

8C Service Resolution Calendar

8C A calendar being used by the Administrative staff for recommending service resolution programs for the 1993-94 school year was included as background information.

9. Reports
9A L-COG

9A Frank Nearing reported that the L-COG Administration recommended that its Board of Directors officially support State Ballot Measure 7, the "Split Roll Initiative." He said the L-COG Board members declined to cast such a vote until they had determined their respective jurisdiction's position on this measure. Nearing said that the senior services program manager had brought this request because that program is being severely impacted by budget cutbacks.

Superintendent Maxwell reported that he has checked with OSBA and COSA regarding the potential impact on the ESD of the passage of Ballot Measure #7. Both are in close touch with the Department of Revenue and the Department of Education which are studying and analyzing the measure. It is not expected that these analyses will be available prior to mid-September.

Board members' consensus was that the ESD should take no position on the initiative.

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 29, 1992, at the Lane ESD Center.

11. Adjourn

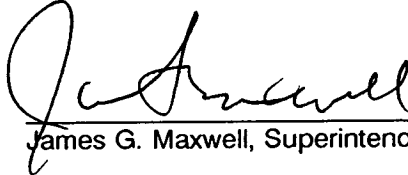
11. The meeting was adjourned at approximately 8:45 p.m.

Attachments to official minutes:

Press release

Minutes approved:


Glen Weathers, Chairperson


James G. Maxwell, Superintendent-Clerk

(Date)

SR



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

September 2, 1992

(Included in Board members' packets for information only. Release planned after Sept. 1 meeting.)

FOR IMMEDIATE RELEASE

Lane ESD Board accepts final payment on claim against former employee

The Lane Education Service District Board Tuesday, Sept. 1, accepted \$67,000 from its insurance company as final payment in a claim involving a former employee charged with misrepresenting his expense account.

The insurance company paid \$50,000 as reimbursement for business expenses wrongfully claimed and \$17,000 as reimbursement for legal fees.

The \$67,000 was added to \$66,343 paid earlier as the entire net estate of Wyatt Rosenbaum. This brought to \$133,343 the total amount received by the Lane ESD. The ESD filed a lawsuit against Rosenbaum on Dec. 28, 1990, to recover expense account funds obtained by false representation. Rosenbaum died Jan. 14, 1991.

Auditing samples put estimated losses in excess of \$100,000. In the lawsuit, the ESD sued to recover \$136,000 paid to Rosenbaum on false claims. The lawsuit also sought interest, punitive damages and audit expenses.

Settlement of the insurance claim concludes the ESD's actions to recover losses during Rosenbaum's eight years of employment.

- 30 -

For more information, contact Joe Richards, ESD attorney, 484-9292

Board of Education

Jeff Lewis
Eugene

Frank Nearing
Eugene

Bill Meador
Springfield

Bill Lawellen
Springfield

Glen Weimers
Florence

Los Scribner
Creswell

James Swanson
Eugene

LANE ESD BOARD OF DIRECTORS
Tuesday, July 14, 1992

1. Executive Session

1. Vice-Chairperson Glen Weathers called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, July 14, 1992, under provisions of 192.660(1)(h) to consult with legal counsel and 192.660(1)(f) to consider records exempt by law from public disclosure. Board members present in addition to the Chairperson were Directors Lewellen, Lewis, Medford, Nearing, Schibler, and Swanson. Others attending were Board legal counsel Joe Richards; Superintendent Jim Maxwell; Jeff Foreman, and Sallie Rainville.

2. Call to order

2A Attendance

- 2A The Chairperson called the regular meeting to order at 7:10 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Glen Weathers, Vice-Chairperson
Jeff Lewis
Frank Nearing
Jim Swanson

Bill Lewellen
Bill Medford
Lois Schibler

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Jeff Foreman
Jon Elvert

Sara Jane Bates
Marv Wilkerson
Sallie Rainville
Jerry Miller

2B Communications

- 2B The following written communication item included in the Board's agenda packet was noted: Board Procedures Handbook, updated for 1992-93.

2C No action was taken as a result of discussion during the Executive Session.

3. Statements

3A Statements from
Board members

- 3A Chairperson Weathers welcomed Jeff Lewis to his first meeting as a member of the Board.

Board members congratulated Director Swanson on his new position as Math Specialist for Grades 6-12 for the Portland Public Schools.

3B Statements from
Staff

- 3B Richard Ellingboe provided a brief progress report on current building projects -- repairing concrete flooring in the warehouse and other areas and paving of the parking lot. Superintendent Maxwell gave an update on grant applications recently authorized by the Board.

4. Consent agenda

4. **DIRECTOR SCHIBLER MOVED TO ADOPT THE CONSENT AGENDA.** Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, 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 approves the minutes of the June 16, 1992, Lane ESD Board Meeting as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated July 9, 1992, and approves the following personnel recommendations: Employ: Kelly Powell-Smith (temporary, school psychologist) (ESD Board Resolution 92-1)

5. Business affairs

5A Change order,
Lane School facility

5A Board members reviewed the following change order presented by the architects for the Lane School facility project. Superintendent Maxwell said that this is expected to be the final change order.

Dorman Construction

Paint four speedbumps at driveway with specified paint. Stencil "COMPACT" at each of the spaces in the lower bank of parking. \$143.75

Repair/replace vandalized gate and fence post. Set new posts in concrete. Rehang gate to new post. \$185.38

Provide credit to delete concrete aprons at cleanouts remote from building (\$200.00)

Total change adds \$129.13 to project cost.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors authorizes the Superintendent to approve the above listed change order to the contract with Dorman Construction.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-2)

5B Financial
statements

5B Richard Ellingboe reviewed the most recent end-of-year financial statements for the ESD and OTIS. He said that a few encumbrances and some accounts receivable are not yet reflected. The books will be completely closed by the end of this month. Reports presented included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

5C Grant Application

5C Board members reviewed a grant application presented on behalf of the Lane County Professional Technical Consortium. Superintendent Maxwell said the ESD was notified after the last Board meeting that the ESD was eligible to apply for this grant to assist disadvantaged students. Grant funds would be used to provide professional technical training, career guidance and work experience opportunities for disadvantaged students in rural areas of the county.

The proposal provides for a model program to be developed in McKenzie School District during 1992-93 and implemented in subsequent years in other rural districts (Lowell, Oakridge, Blachly, Mapleton, Crow-Applegate-Lorane, and Marcola).

The general goals of the project are 1) To increase the school retention ratio for the target disadvantaged population; 2) To provide the target population with technical skills training in an actual work site; and 3) To increase the success of students in making the school-to-work transition.

The grant proposal is in the amount of \$35,468 which must be matched locally. The match will be jointly provided by the McKenzie School District and the Lane County Professional Technical Consortium. The grant funds are available from federal Job Training and Partnership Act (JTPA) administered by the State Department of Education.

5C Grant Application
(continued)

5C (continued)

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the application to the Oregon Department of Education on behalf of the Professional Technical Consortium for JTPA Funds in the amount of \$35,468.

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 Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-3)

6. Action items
6A Board calendar

6A The proposed 1992-93 Board meeting calendar was before the board for a second reading.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves the regular Board meeting calendar for 1992-93 as follows: July 14, September 1, September 29, October 27, and December 15, 1992, and January 26, February 23, March 23, April 27, May 25, June 22, 1993.

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

(ESD Board Resolution #92-4)

6B Policy,
uncollectible debts

6B A draft policy on uncollectible debts was reviewed at the June meeting. In accordance with the direction of the Board at that meeting, Superintendent Maxwell said, the staff removed part of the language included in the policy draft to a corresponding administrative rule. The Board reviewed both the redrafted policy and the rule.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy 611: Uncollectible Debts as a part of its official Policy. The policy as adopted is made a part of the official minutes of this meeting.

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

(ESD Board Resolution #92-5)

6C Reimbursement of
Legal Expense

6C During the past several meetings, the Board had sought the advice of its legal counsel, Joe Richards, regarding reimbursement of employees who expend personal funds for legal fees related to their work-related responsibilities. Board members had requested that employees having claims for personal legal fees expended in the course of job-related responsibilities related to the Rosenbaum investigation present them to the Board for its consideration.

The Board reviewed a claim which was submitted by Superintendent Maxwell.

DIRECTOR SWANSON MOVED:

WHEREAS the Superintendent has expended his personal funds for 81.35 hours of independent legal counsel during the period from October 1990 through May of 1992 for advice with respect to the Superintendent's actions in supervising Wyatt Rosenbaum, in investigating the complaint filed against Rosenbaum and in defense of a complaint filed with respect to his actions, and

WHEREAS the actions of the Superintendent with regard to his duties have not been found by any legal or administrative body or the Board to be unlawful or to deviate from the policies of the Lane ESD, nor the expectations of the Board as expressed through the superintendent's employment contract or his job description, and

WHEREAS the investigations and complaints represented a potential conflict of interest between the Superintendent and the District, it was appropriate for the Superintendent to employ independent legal counsel and to not use the Board's general counsel.

THEREFORE BE IT RESOLVED that the Board of Directors of Lane ESD authorizes reimbursement of the Superintendent for legal fees and independent counsel at the rate specified in draft Board Policy #109, estimated to be \$10,251.25. The amount of payment is subject to review by the ESD's internal auditing staff.

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

(ESD Board Resolution #92-6)

6D Board Policy #109:
Legal fees

6D In accordance with direction of the Board, a proposed policy relating to reimbursement of legal fees was reviewed at the June meeting and was on this agenda for a second review.

Superintendent Maxwell said that the proposed language had been reviewed by legal counsel Joe Richards.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy #109: Compensation for Legal Fees for Board Members and Employees as a part of its official Policy. The policy as adopted is made a part of the official minutes of this meeting.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-7)

6E Re-adopt Board Policies; Authorize review of policy document

6E A recommended procedure for Oregon school boards at the beginning of each year is to re-affirm the District's Policies. Such a step signifies the Board's recognition of the importance of this basic document.

DIRECTOR SCHIBLER MOVED:

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, as recorded in the Policy Document and official minutes of the Board.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, LEWIS, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #92-8)

Superintendent Maxwell said that the last overall comprehensive review of Board Policies by an outside specialist occurred in the late 1970s and was completed in the 1979-80 school year, when the current policy document was originally adopted. Since that time, the Board has reviewed policies on a one-by-one basis as they became the basis for Board action.

The Board has also comprehensively reviewed two chapters (Chapter 000: Board Governance and Operations and Chapter 600: Finance) with the assistance of ESD legal counsel and auditor. A comprehensive review of Chapter 500: Students began several meetings ago, again with the assistance of legal counsel.

In order to expedite the review process and to minimize costs for legal counsel, Superintendent Maxwell recommended that the District contract with Oregon School Boards Association (OSBA) to complete an overall policy analysis. The cost for this analysis is \$1,300.

The Superintendent said that the analysis would identify any internal inconsistencies with the Policy and Administrative Rules; identify any inconsistencies among Policies/Administrative Rules, Labor Agreement, District Handbooks, and Board actions for the past two years; identify areas within Policy/Administrative Rules that are inconsistent with State and Federal statutes and court decisions; and identify areas of District activities for which policies do not exist.

The Board reviewed a proposed contract with OSBA.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board authorizes the Superintendent and Chairperson to enter into a contract with OSBA in the amount of \$1,300 to complete a policy analysis in accordance with the attached letter of understanding.

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

(ESD Board Resolution #92-9)

6F Board organization

6F Vice-Chairperson Weathers declared nominations open for the position of Board Chair for 1992-93.

Director Medford nominated Glen Weathers and moved that nominations cease and a unanimous ballot be cast to elect Glen Weathers as Chairperson. Director Lewellen seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

(ESD Board Resolution #92-10)

Nominations for Vice-Chair were opened. Director Schibler nominated Bill Medford, who declined.

Director Medford nominated Lois Schibler and moved that nominations cease and a unanimous ballot be cast to elect Lois Schibler as Vice-Chairperson. Director Lewellen seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

(ESD Board Resolution #92-11)

6G Planetarium fund-raising campaign

6G Superintendent Maxwell told the Board that it has become apparent in recent years that the original control system used to operate the main planetarium should be replaced with computer-aided automated controls. He said that the current system is very labor intensive, both with respect to maintenance and day-to-day operations. However, the primary reason to replace the original system is that it is incompatible with the systems used in all of the major planetariums around the US and the world. Their programs can only be used in our planetarium after a costly process of converting them to our older, pre-computer system.

The Superintendent said that he had been reluctant to recommend that the ESD budget the estimated \$25,000 needed to replace the older control system because of the tenuous nature of continuing support by local districts for the planetarium resolution.

He said that some funds have been placed in the equipment reserve fund in anticipation of this replacement. The Planetarium Director, Jon Elvert, and the Friends of the Planetarium have broached the idea of mounting a public campaign to raise the additional resources needed for this purchase.

Jon Elvert answered Board members' questions about the computerized controls. He said that the new purchase would provide many more possibilities for creating new programming which would benefit both Lane County students and the public.

Elvert also provided a brief summary of the planned fund-raising campaign. He said it would be based on "sales" of stars or chairs in the Planetarium chamber. Names of the donors would appear on stars projected on the dome at the start of public showings or be placed on a brass plaque on chairs in the chamber. He said this would be an attractive method of providing recognition for companies and individuals for their support. It is planned that the campaign would take place during a time period of six to nine months.

In a related development, Superintendent Maxwell told the Board that he had just been notified that the Planetarium was the recipient of a museum grant of \$500 from the Oregon Lottery Commission.

6G Planetarium Fund-
Raising
(continued)

6G (continued)

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves the planetarium capital fund raising campaign and authorizes the establishment of a special fund for receiving and disbursing of funds that are raised for the purchase of a new automated system and appropriates the amount of \$25,000.

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

(ESD Board Resolution #92-12)

Board members asked that they be kept informed as the campaign progresses.

7. Discussion items

7A Review of
Contracted Service
Providers

7A As specified in Board Policy, the Superintendent provided a brief written review of services provided during the past year by contracted service providers as follows:

Agent-of-Record, Employee Benefits: Del Johnson (medical, dental, vision, long-term disability, and life insurance benefits) and John Thomas (Tax Sheltered Annuity programs).

Legal Counsel: Joe Richards

Auditor: Jones and Roth

Agent-of-Record for Property-Casualty Insurance: Willis-Corroon
(Fred Greatwood, principal agent)

Labor Relations Consultant: Joe Richards

Board policy specifies that providers which are due for formal review during the ensuing fiscal year are to be identified at the July meeting. Superintendent Maxwell identified two such areas – employee benefits agent-of-record and labor relations consultant.

He said that during the past several years the Johnson & Thomas firm, in cooperation with the Employee Benefits Committee, has reviewed each benefit program and assisted in making adjustments to maintain a quality package within the available resources. The administrative staff is satisfied with the services provided. However, four years have elapsed since the last opportunity to review the services available from vendors in this field. The Superintendent recommended that a process be initiated to review established performance standards and to seek competitive proposals. A timeline for the process will be established which will include a review following the insurance renewal period in October.

With regard to the labor relations consultant position, Superintendent Maxwell said that Joe Richards was retained in 1989 to serve in this capacity. The current labor contract will be subject to renegotiation beginning on January 10, 1993. The Superintendent recommended that the Board initiate a process to determine its labor relations representation during the contract negotiations in the latter part of the 1992-93 year. He suggested that a work session for this purpose be included as a part of the September 1 Board meeting.

7B Earthquake insurance

7B The feasibility of earthquake insurance is part of the District's annual property-casualty insurance coverage review. Richard Ellingboe informed the Board that Fred Greatwood had received a quote for an annual premium of \$2,200 for a policy that carries a \$50,000 deductible.

The Board also reviewed background information on seismicity provided by Richard Ellingboe. The information, taken from a document prepared by the Federal Emergency Management Agency, did not indicate any significant risk of earthquakes in this area. However, both the Puget Sound and Northern California are high risk areas.

Ellingboe said that the ESD Center's architect has verbally stated that the building was designed in accordance with Building Code specifications for earthquake resistance for this region.

The Board indicated it had no interest in further consideration of earthquake insurance at this time.

8. Reports
8A ASCD

8A Director Swanson distributed a written summary of his attendance at the annual conference of the Association for Supervision and Curriculum Development (ASCD). He said it was a worthwhile and interesting opportunity.

8B Test Scoring

8B A copy of a memo being sent to Lane County testing coordinators was included in the agenda packet. The memo explained the alternate provision for test scoring since OTIS has had to discontinue this service. Through resolution funds, Lane ESD will now provide test scoring services to Lane County schools through a contract with Clackamas ESD.

8C OSBA Legislative Network

8C OSBA has again requested that a member of the Board act as liaison to the OSBA Legislative Action Network. Both Directors Nearing and Lewis expressed interest in the Network. Chairperson Weathers said he will add this appointment to the list of Chairperson's committee and liaison appointments which he will make in September.

9. Future agenda items

9. Future agenda items include the following:
A. Sabbatical Leave Policy
B. Policy Review: Chapter 500
C. Budget Committee Appointments

10. Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 1, 1992, at the Lane ESD Center.

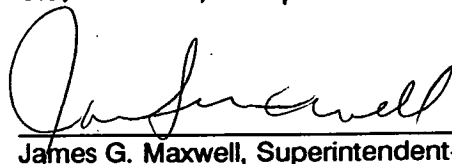
11. Adjourn

11. Chairperson Weathers thanked Board members for their support during his first meeting as Chairperson. He adjourned the meeting at approximately 8:45 p.m.

Attachments to official minutes:
Policy #611:
Uncollectible debts
Policy #109:
Compensation...
Contract: OSBA Policy review



Glen Weathers, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:
9/1/92
(Date)



**LANE
EDUCATION SERVICE DISTRICT**



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

UNCOLLECTIBLE DEBTS

PROPOSED POLICY NO. 611

The Lane ESD shall make systematic and reasonable efforts to collect monies that are owed to the agency. The Board of Directors authorizes the administration to develop the appropriate procedures for the implementation of this policy.

CB(1)

Attachments 7/14/92

ADMINISTRATIVE REGULATION 1611

PROCEDURES FOR COLLECTING UNPAID DEBTS

The Administrative Services Division has the responsibility to assure reasonable efforts are made to collect all monies due the agency. The accounting supervisor will assure a record is maintained of all unpaid invoices. Invoices more than thirty (30) days old will cause the business department to send follow-up letters or billings and/or make telephone contacts. Copies of the communication will be maintained.

Where these procedures have been carried out and the accounts are twelve (12) months or more past due, the Administration shall submit these accounts to the Board of Directors with one or more of the following recommendations:

- Write off the account as uncollectible
- Refer to a collection agency
- Initiate the garnishment of wages
- Keep the account open and make further efforts internally to collect the monies due, including the assessment of interest on the unpaid balance.

Attachm. 7/14/92

DRAFT

BOARD POLICY #109

LEGAL FEES

COMPENSATION FOR LEGAL FEES FOR BOARD MEMBERS AND EMPLOYEES

It is the policy of this District that employees and Board members should have adequate legal representation in any suit or action or administrative proceeding, when the complaint against such employee or Board member arises out of one or more good faith actions taken on behalf of the District within the scope of her or his assignment.

The District will not provide for the costs of legal representation for an employee or Board member who is guilty of intentional misconduct, malfeasance in office, or willful or wanton neglect of duty.

Except in situations where there is a real or apparent conflict of interest between the Board and the Board member or employee, Board members and employees will be provided representation by the District's general legal counsel at the District's expense.

In the event of a real or apparent conflict of interest (i.e., duty to contend for something on behalf of one that there would be a duty to oppose on behalf of the other), the District shall compensate the employee or Board member's choice of legal counsel. Compensation of independent legal counsel shall be at a rate no greater than that currently charged by the District's legal counsel in her or his independent practice.

When an employee or Board member seeks permission to hire independent legal counsel under this Policy, the Superintendent, when warranted by the interests of the District, in consultation with the District's legal counsel, may declare that a conflict of interest exists subject to a final determination by the Board at its next meeting.

Attachm. 7/14/92



May 21, 1992

Jim Maxwell
Lane ESD
PO Box 2680
Eugene, OR 97402-0374

Dear Jim:

The staff at OSBA would be pleased to assist you and your Board in whatever policy needs you might have. An analysis for a district your size is \$1,300, plus expenses. The service provides a good look at what is, and what should be, in place in your district policies. For OSBA to complete the analysis you will need to provide copies of your current policy document, handbooks, labor agreements, and the most recent two years of Board minutes.

Following completion of your policy analysis, a meeting is scheduled with you and your Board to discuss the findings as well as what steps might be taken next. Should you decide to work with us in a complete revision/update of your policy document, the cost of the analysis is deducted from the cost of the more expanded service. To contract with us for a complete revision, the cost to your district is approximately \$6,700. This amount includes all clerical and printing costs.

If you are interested in pursuing the analysis, please indicate this by signing the bottom of this letter and returning it to the OSBA offices.

Please call if there are questions I have overlooked. It will be a pleasure to work with you and your Board.

Sincerely,

Mike Wittmayer
Mike Wittmayer
Policy Specialist

Superintendent

Date

Board Chairman

Date

OFFICERS

- PRESIDENT**
Stephen C. Lewis
Barlow-Gresham UH
- PRESIDENT-ELECT**
David Geiger
Beaverton
- VICE-PRESIDENT**
Vinca Leedy
Ontario
- SEC./TREASURER**
Mike Collins
Pendleton
- PAST PRESIDENT**
Jearnie Fagnan
Reedsport

DIRECTORS

- Gordon Boorse
Oregon City
- Donald Bullard
Nyssa
- Diane Harr
Parkrose
- Dennis Hoffbuhr
Medford
- Penney Hoodenpyte
Reedville
- Marty Howard
Portland
- Max Kimmel
Roseburg
- Michael Lehman
Coos Bay
- Greg McKenzie
West Linn
- Alan Petersen
Springfield
- Ron Pittman
Willamina/
Yamhill ESD
- Terry Rahmsdorf
Bend-LaPine

EX-OFFICIO DIRECTORS

- Boyd Swent
OASE
- Edith Lippert
OAESD
- Katy Hurley
COSA
- Dale Weight
State Board
of Education
- Dana Anderson
OCCA

EXECUTIVE DIRECTOR

- Christopher L. Dudley

P.O. Box 1068
Salem, OR 97308
1201 Court St., N.E.
Salem, OR 97301
(503) 588-2600
FAX (503) 588-2813

Attachm. 7/14/92

LANE ESD BOARD OF DIRECTORS
Tuesday, June 16, 1992

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, June 16, 1992 under provisions of 192-660(1)(h) to consult with legal counsel; and 192,660(1)(f) to consider records exempt by law from public disclosure. Board members present in addition to the Chairperson were Directors Lewellen, Medford, Nearing, Schibler, Swanson, and Weathers. Others attending were Board legal counsel Joe Richards; Superintendent Jim Maxwell; Jeff Foreman; and Linda Boren.

2. Budget Hearing

2. Chairperson McKay opened the Hearing on the 1992-93 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 Register-Guard. Copies of the Budget were distributed and are available for public inspection. The Chairperson invited public comments on the budget. There were none. Chairperson McKay declared the Budget Hearing closed.

3. Call to order
3A Attendance

- 3A The Chairperson called the regular meeting to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson
Bill Medford
Lois Schibler
Glen Weathers

Bill Lewellen
Frank Nearing
Jim Swanson

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Ted Murray

Jeff Foreman
Linda Boren

Others:

Jeff Lewis
Edward Seat
Tammy Seat

3B Communications

- 3B The following written communications were noted:

- A. Letter from Jim Sheldrake, Multnomah ESD, thanking Paul O'Driscoll for his presentation on networking.
- B. Letter from Glen Fielding, Marion ESD, thanking Carol Wiggins for her assistance with videotapes of the OSBA's May 6 site council teleconference.

**3B Communication
(continued)**

- C. Letter from Governor Roberts reappointing Jim Maxwell to the Oregon Ed-Net Board.
- D. Letter from George Kloeppel, L-COG, thanking Jim Maxwell for offering to host an L-COG Board meeting at the ESD Center.

**3C Action as a result of
Executive Session**

- 3C. No action was taken as a result of the Executive Session

**3D Administer Oath of
Office and Presentation
of Certificate**

- 3D. The Oath of Office was administered to Jeff Lewis by Chairperson Doug McKay. Mr. Lewis will take office on July 1, 1992. He represents Zone 1. A signed copy of the oath of office is attached to the minutes located in the Superintendent's Office. A certificate from OSBA was presented by Vice-Chair Weathers to Doug McKay for his years of service to the ESD.

4. Statements

- 4A. No statements were made from audience.
- 4B. Director Schibler thanked Chairperson McKay for his years of dedication and support for the ESD and his fellow Board members. Director Medford indicated that he "seconded" what Director Schibler said in regards to Chairperson McKay.
- 4C. Superintendent Maxwell thanked Doug for his Board leadership, service to education and especially for his expertise and guidance over the years in regards to parking lots, roofs, and various other projects that required knowledge and advice not available among ESD staff members.

5. Consent Agenda

- 5. **DIRECTOR SCHIBLER MOVED TO ADOPT THE CONSENT AGENDA.**

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

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

- 5A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of the May 19, 1992, Lane ESD Board Meeting.
- 5B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated June 10, 1992.
Leaves of Absence - Holly Honeck, Margie Myska
New Employees Certified - Sherry Clark, Joe Dimino
(ESD Board Resolution #91-107)
- 5C. **BE IT RESOLVED** that the Lane ESD Board of Directors hereby:
 - 1. **DESIGNATES** James G. Maxwell as Clerk of the District and Custodian of Funds for Fiscal Year 1992-93, in accordance with ORS 334.225.

(ESD Board Resolution #91-96)

2. **APPOINTS** James G. Maxwell as Budget Officer for the District for Fiscal Year 1992-93, in accordance with ORS 294.331

(ESD Board Resolution #91-97)

3. **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 #91-98)

4. **DESIGNATES** James G. Maxwell and Richard Ellingboe as signatories for all district financial accounts for Fiscal Year 1992-93.

(ESD Board Resolution #91-99)

5. **AUTHORIZES** a Clerk's Bond for James G. Maxwell for the face amount of \$100,000 for Fiscal Year 1992-93.

(ESD Board Resolution #91-100)

6. **DESIGNATES** the following financial institutions as official depositories for District funds during the 1992-93 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 #91-101)

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 in conjunction with the Board the results of such elections to the Lane County Election Officer.

(ESD Board Resolution #91-102)

6. Business Affairs
6A Budget Transfer

6A Board members reviewed the transfer of funds to help implement a county-wide telecommunications network, LaneNet. This network will connect existing networks in the Eugene/Springfield school districts through Lane ESD/OTIS with each other and ultimately with the other fourteen districts in Lane County. LaneNet will also connect electronically with other County, State and national networks.

**6A Business Affairs
(continued)**

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors authorizes a transfer of appropriation of \$152,108.74 from Account #100-4300-713-100-015 to the transfer account of 100-4300-710-100-105 for the purpose of transferring the funds to the Lane County Telecommunications Development fund (LaneNet) for the purposes of reserving Resolution #2 funds to complete the LaneNet network project. Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING SCHIBLER, SWANSON, AND WEATHERS VOTING YES.**

(ESD Board Resolution #91-103)

6B Custodial Bids

- 6B** The Board members reviewed the bids for custodial services at the ESD Center Building, Lane School and the Planetarium. References have been checked and all were found to be positive.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to enter into a contract with E&T Services to provide custodial services to the ESD Center Building and to Scancraft to provide custodial services for the Planetarium and Lane School with the contracts to be in accordance with bid responses previously received by the ESD. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-104)

6C Lane School Financing

- 6C** Superintendent Maxwell indicated that the Lane School project is now substantially completed. The loan amount available for the project through the OSBA/JUS Bank FlexFund was not completely used. The bank will invest the remainder on the ESD's behalf to be applied on later loan installment payments. Maxwell also recommended that up to \$194,798.37 of excess working capital be transferred to the building reserve fund for use in funding future payments for the Lane School Project.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to leave unused funds from the Lane School project with the U S Bank to be applied to the first principal payment due on December 1, 1992.

(ESD Board Resolution #91-105)

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD authorizes a transfer appropriation of \$194,398.33 from contingency account 100-6110-810-100-016 to Account 100-4300-710-300-090 for the purpose of transferring to the Building and Maintenance Fund to reserve funds to pay off the five-year lease purchase plan for Lane School facilities. Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-106)

**6D Approval to apply for
REA Grant**

- 6D** The Board reviewed a memo describing the Rural Electrification (REA) grant application process and the potential dividends for Lane County schools and the ESD. It would enable funding of local area networks in each of the 14 rural districts. If the grant application is successful, funds would be available to more quickly provide opportunities for students in the rural areas.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to act on behalf of the District in filing an inter-agency grant proposal with the Rural Electrification Administration for the purpose of providing advanced communication technologies for educational purposes in rural Lane County. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS McKAY, NEARING, SCHIBLER, SWANSON, WEATHERS, MEDFORD, and LEWELLEN VOTING YES.**

(ESD Board Resolution #91-107)

6E FlexFund Financing

- 6E** At the May 19 Board meeting the Board authorized the purchase of an upgrade of one OTIS computer to an AS 400E-70, to be financed through the OSBA-US Bank FlexFund loan service. U S Bank requires that the authorization for financing be on their official form.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the resolution approving an agreement with U S National Bank and authorizing the signing of necessary documents and certificates. A copy of this resolution is attached to the official minutes of this meeting. Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-108)

6F Financial statements

- 6F** Richard Ellingboe reviewed ESD and OTIS financial statements for May, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General fund Revenue Summary; Revenue/Expenditure summary for OTIS funds; OTIS equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

**7. Action Items
7A,B,C**

- 7A,B,C** These resolutions are required in order to implement the 1992-93 budget.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Budget for 1992-93 as approved by the Budget Committee in the total sum of \$17,562,033. The Budget is on file in the Office of the Superintendent.

(ESD Board Resolution #91-109)

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1992, the amounts shown on the attached memo for the purposes indicated within the funds listed. Appropriations listed are on file in the Office of the Superintendent.

(ESD Board Resolution #91-110)

7C Levy ad valorem
(continued)

BE IT RESOLVED that the Board of Directors of Lane ESD determines the required tax levy for 1992-93 to be the aggregate amount of \$7,741,018; that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m. January 1, 1992; 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 #91-111)

7D Sexual Harassment
Policy

7D The Sexual Harassment policy correlates with and supports the existing Affirmative Action program, policy and administrative regulations. The implementation of such a policy will provide a standard for on-the-job behavioral expectations which will result in a safer and more productive workplace.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy 324/428 Sexual Harassment as part of its official Bylaws and Policy. The policy as adopted is made a part of the official minutes of this meeting.

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

(ESD Board Resolution #91-103)

7E School Year Calendar
ESD classrooms

7E Board Policy 202 provides that the Board will adopt an annual calendar stipulating "when classrooms shall be in session for instructional purposes" and "shall in each case be that of the school and district in which the classroom is located or shall be the calendar established by the ESD generally."

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the school-year calendar for 1992-93. A copy of the school-year calendar is attached to the minutes of this meeting. Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, MCKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-113)

7F Personnel Actions

7F Interviews to fill three vacancies in the Special Education Division were conducted. Each of the positions are temporary and have been created by staff members on approved leaves. The positions available are for two teachers in the MSMR program and one teacher/consultant at Lane School.

7F Personnel Action
(continued)

7F (continued)

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the hiring recommendation dated June 16, 1992 subject to verification of training and experience by the personnel office for the following:

Michelle Roy, teacher/consultant, Lane School, MA Step 5
Donna Florien Deurloo, teacher, MSMR, MA Step 2
Shannon Bayles, teacher, MSMR, BA Step 0

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

(ESD Board Resolution #91-114)

7G Superintendent's Salary 7G

Doug McKay and Glen Weathers, the Superintendent's Compensation Committee members, presented their recommendation for the Superintendent's salary increase. It was recommended that a 4.26% increase effective July 1, 1992 be given to the Superintendent. This rate of increase is equal to that granted Administrative/Confidential staff members on July 1, 1992.

DIRECTOR McKAY MOVED:

BE IT RESOLVED by the Board of Directors of Lane ESD that the salary for James G. Maxwell, Superintendent, be increased for the 1992-93 contract year by 4.26% in accordance with the recommendations of the Board's committee on Superintendent's salary.

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

(ESD Board Resolution # 91-115)

8. Discussion Items
Uncollectible Debt
Policy

8A

Board members reviewed a draft policy on uncollectible debts. The proposed policy relates primarily to billings of out-of-state schools for students enrolled in one of the ESD's special programs, especially Skipworth.

The ESD auditors have been making decisions during the annual audit regarding which ESD debts are uncollectible. The auditing firm has recommended that this function belongs more properly to the ESD Board and Administration.

**8B Reimbursement of
Legal Fees**

8B Board members reviewed a proposed policy that was drafted in accordance with their direction.

Board member comments about the proposed policy were noted and concerns and questions will be addressed when the policy is returned for a second reading.

**9. Reports
Legislative Update**

9A Director Nearing commended Jim Maxwell for his ability to conduct OAESD Conference and the Legislative Platform meeting at the OAESD Conference. His ability to keep the agenda flowing enabled Board members, superintendents, and others to give their feedback to the Legislative Committee. The recommendations of the Legislative Committee were basically approved with the exception of an editorial amendment dealing with ESDs and the school reform. The wording was changed from "Oregon School Reform Agenda" to "Oregon School Reform".

9B Vacation Carryover

9B Superintendent Maxwell reported that the staff continues to make good efforts in minimizing the use of vacation carryover from one year to the next. The amount has been reduced from a 280.75 day carryover on July 1, 1986 to a current carryover of 21 days as of July 1, 1992.

The 21-day carryover involves employees who have had unusually heavy responsibilities during the current year. All carryover days are scheduled for use during the month of July.

9C Projects Update

9C The concrete floor repair in the warehouse and media library areas was begun on June 6 and is proceeding. The bid was awarded to Industrial Concrete Coatings, Inc.

The Board authorized competitive quotations for repair of asphalt surfaces on access roads and parking lots at the ESD Center. In addition, restriping the parking lot and bringing concrete walkways into compliance with State and Federal regulations for access by persons with disabilities was authorized. All American Sealing and Striping was awarded the contract. Alternative parking will be arranged for staff during periods when access to the parking or walkway areas are restricted due to repair work.

9D Test Scoring

9D Ted Murray, OTIS Director, explained that a letter has been sent to all non-Lane County users of OTIS Testing Service. The Lane County users have been verbally informed of the termination of test scoring services, but OTIS will wait to formally notify them until a written response from Clackamas ESD is received. OTIS will then identify specific forms of tests to be serviced by Clackamas ESD and the cost of the service.

10. Future Agenda Items

10 Future agenda items include the following:

- A. Sabbatical Leave Policy**
- B. Policy Review: Chapter 500**
- C. Approve Board Calendar for 1992-93**
- D. Budget Committee Appointments**

11. Next Meeting

11 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, July 14, at the Lane ESD Center, 1200 Highway 99 North, Eugene.

12. Adjourn

12 Chairperson McKay adjourned the meeting at 8:22 p.m.

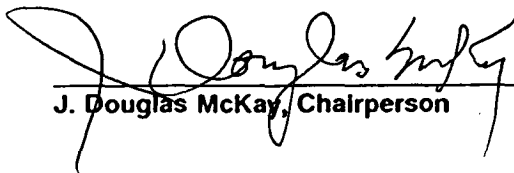
Attachments to official minutes:

Oath of Office

Flex Fund Financing

Fiscal Appropriations

Policy 324/428



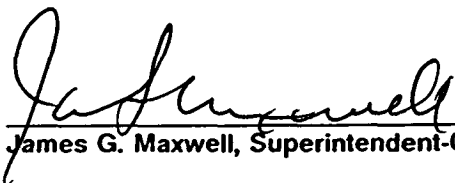
J. Douglas McKay, Chairperson

Minutes approved:

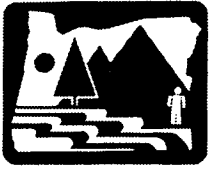
7/14/92

(Date)

llb



James G. Maxwell, Superintendent-Clerk



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500

Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

LANE ESD BOARD MEETING

TUESDAY, JUNE 16, 1992

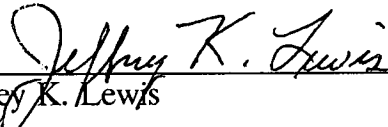
OATH OF OFFICE

I, JEFFREY K. LEWIS, 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

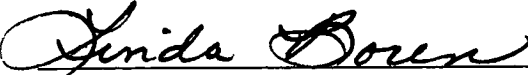
to the best of my ability throughout the four-year term, July 1, 1992, through June 30, 1996.



Jeffrey K. Lewis

Attest:

This oath of office was administered by Chairperson Doug McKay on June 16, 1992.



Linda Boren
Recording Secretary
Lane ESD Board of Directors

Attach. 6/16/92

Board of Education

Douglas McKay
Eugene

Frank Nearing
Eugene

Bill Medford
Springfield

Bill Lewellen
Springfield

Glen Weathers
Florence

Lois Copple
Creswell

James Swanson
Eugene

RESOLUTION APPROVING THE LEASE/PURCHASE AGREEMENT WHEREBY UNITED STATES NATIONAL BANK OF OREGON LEASE/PURCHASES CERTAIN EQUIPMENT TO THE LANE EDUCATION SERVICE DISTRICT; AND AUTHORIZING THE OFFICERS OF THE DISTRICT TO EXECUTE THE LEASE/PURCHASE AGREEMENT AND SUCH OTHER DOCUMENTS AND CERTIFICATES AS MAY BE NECESSARY TO CARRY OUT THE TRANSACTIONS CONTEMPLATED BY THE AFOREMENTIONED AGREEMENT.

WHEREAS, the Oregon Revised Statutes authorizes the Boards of Directors of school districts, education service districts, community colleges and community colleges service districts in the State of Oregon to enter into binding lease/purchase agreements for the lease with option to purchase of property; and

WHEREAS, the Oregon School Boards Association (the "Association") has established its cooperative financing program called the FlexFund Program (the "Program"), which allows school districts, education service districts, community colleges and community colleges service districts in the State of Oregon (the "Participating Districts") to participate in a pooling of the individual Participating Districts' lease/purchase agreements to achieve better interest rates and lower administrative and legal costs; and

WHEREAS, to accomplish the Program the Association has entered into that certain Master Financing Agreement, dated June 15, 1991 (the "Master Financing Agreement"), with United States National Bank of Oregon ("US Bank") pursuant to which lease/purchase financing will be made available by US Bank to Participating Districts under the terms set forth in the Master Financing Agreement; and

WHEREAS, the Lane Education Service District (the "District"), is authorized under the Oregon Revised Statutes to lease/purchase property; and

WHEREAS, the District desires to finance the lease/purchase of the property set forth in Exhibit 2 of the hereinafter defined Lease/Purchase Agreement (the "Property") pursuant to the Program from US Bank; and

WHEREAS, to accomplish the lease/purchasing of the Equipment the District, as lessee, will enter into the Lease/Purchase Agreement, dated as of July 1, 1992, with US Bank, as lessor (the "Lessor") (the "Lease/Purchase Agreement" being attached hereto as Exhibit A); and

NOW, THEREFORE, THE BOARD OF THE DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Approval of Lease/Purchase Plan. The Lease/Purchase Agreement is hereby approved in substantially the form submitted to and reviewed by the Board, and as attached hereto, with such changes therein as shall be approved by the representative of the District executing said documents, said representative's execution thereof to be conclusive evidence of said representative's approval.

6E(1)

ATTACH. 6/16/92

The Superintendent of the District is hereby authorized and directed to execute and deliver the Lease/Purchase Agreement on behalf of and as the act and deed of the District (the "Executing Official"). The Clerk or such other officer or official of the District, to the extent deemed necessary and appropriate, is authorized to attest the Lease/Purchase Agreement.

Section 2. Terms of Financing. The District shall participate in the Program. The total principal component of rental payments shall not exceed \$233,854. The interest rate for the Lease/Purchase Agreement shall not exceed the interest rate under the Program for the term of the financing for the Property in the month of closing for the Lease/Purchase Agreement. In no event shall the interest rate exceed 5.15% per annum. The term of the financing shall not exceed two years. The Executing Official shall approve the final Payment Schedule to the Lease/Purchase Agreement.

Section 3. Further Authority. The District shall, and the officers and agents of the District are hereby authorized and directed to, take such action, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this resolution and to carry out, comply with and perform the duties of the District with respect to the Lease/Purchase Agreement approved by this resolution.

Section 4. Effective Date. This resolution shall take effect and be in full force and effect from and after its passage and approval.

ADOPTED BY THE BOARD OF THE DISTRICT THIS ____ DAY OF June, 1992.

APPROVED BY THE CHAIRMAN THIS ____ DAY OF June, 1992.

Chairman

Attest:

Sally Rainville, Secretary

APPROPRIATION OF THE BUDGET

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1992, the amounts shown below for the purposes indicated within the funds listed:

	<i>1992-93</i>
GENERAL FUND	
INSTRUCTION	3,453,741
SUPPORT SERVICES	5,775,852
FUND TRANSFERS	102,750
DEBT SERVICE	10
CONTINGENCY	296,317
TOTAL GENERAL FUND	<u>9,628,670</u>
CHAPTER 1 - SKIPWORTH	
INSTRUCTION	25,000
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	200,000
SCIENCE/MATH 1991-92	
SUPPORT SERVICE	41,186
TRANSFER	4,298
TOTAL SCIENCE/MATH	<u>45,484</u>
SCIENCE/MATH 1992-93	
SUPPORT SERVICES	185,848
TRANSFER	17,671
TOTAL SCIENCE/MATH	<u>203,519</u>
SUBSTANCE ABUSE-PART A 1992-93	
INSTRUCTION	120,905
TRANSFER	6,363
TOTAL SUBSTANCE ABUSE	<u>127,268</u>
SUBSTANCE ABUSE-PART B	
SUPPORTING SERVICES	58,383
TRANSFER	2,645
TOTAL SUBSTANCE ABUSE	<u>61,028</u>
SUBSTANCE ABUSE PART A 91-92	
INSTRUCTION	9,000
TRANSFER	450
TOTAL SUBSTANCE ABUSE	<u>9,450</u>
SPECIAL EDUCATION RURAL TMR	
INSTRUCTION	55,000
SPECIAL ED ASSIST.	
SUPPORT SERVICES	15,000
TRANSFER	15,000
TOTAL SPECIAL ED. ASSIST.	<u>30,000</u>

MR(1)

ATTACH. 6/10/92

1 APR 2000 10:53 AM
CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET (continued)

CHAPTER 1 LOOKING GLASS		
INSTRUCTION		13,500
TRANSFER		1,500
TOTAL LOOKING GLASS		<u>15,000</u>
STEPPING STONE LODGE RESIDENTIAL		
INSTRUCTION		13,500
TRANSFER		1,500
TOTAL STEPPING STONE		<u>15,000</u>
STEPPING STONE LODGE		
INSTRUCTION		13,500
TRANSFER		1,500
TOTAL STEPPING STONE		<u>15,000</u>
WORK FORCE 2000		
SUPPORT SERVICES		150,000
VOC. ED. CONSORTIUM/YR. 5		
INSTRUCTION		500
SUPPORT SERVICES		20,000
TOTAL VOC. ED CONSORTIUM		<u>20,500</u>
VOC. ED. CARL PERKINS II		
SUPPORT SERVICES		270,000
SPECIAL EDUCATION RESERVE		
INSTRUCTION		150,000
TRANSFER		28,000
TOTAL SPECIAL ED. RESERVE		<u>178,000</u>
EQUIPMENT RESERVE		
SUPPORT SERVICES		184,000
TRANSFER		9,200
TOTAL EQUIPMENT RESERVE		<u>193,200</u>
OTIS EQUIPMENT RESERVE		
SUPPORT SERVICES		230,000
BUILDING MAINTENANCE		
SUPPORT SERVICES		300,000
TRANSFER		15,000
TOTAL BUILDING MAINTENANCE		<u>315,000</u>
BOOKING AND SCHEDULING		
SUPPORT SERVICES		93,000
TRANSFER		3,300
TOTAL BOOKING/SCHEDULING		<u>96,300</u>
LANE COUNTY TELE. LANENET		
SUPPORT SERVICES		170,000

4B(2)

CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET (continued)

<u>OTIS FUND</u>	
SUPPORT SERVICES	3,070,109
TRANSFERS	230,000
CONTINGENCY	59,838
TOTAL OTIS FUND	<u>3,359,947</u>
<u>COOPERATIVE PURCHASING</u>	
SUPPORT SERVICES	1,048,086
TRANSFERS	5,000
TOTAL COOPERATIVE PURCHASE	1,053,086
<u>WORKING CAPITAL</u>	
OTHER REQUIREMENTS	100,000
TOTAL APPROPRIATIONS	<u>16,566,452</u>

(There is an unappropriated ending fund balance of $\$995,581 + \$16,566,452 = \$17,562,033$)

7B(3)

6/16/92

LANE ESD BOARD OF DIRECTORS
Tuesday, May 19, 1992

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, May 19, 1992, under provisions of 192.660(1)(h) to consult with legal counsel; 192.660(1)(i) to evaluate the Superintendent; and 192.660(1)(f) to consider records exempt by law from public disclosure. Board members present in addition to the Chairperson were Directors Lewellen, Medford, Nearing, Schibler, Swanson, and Weathers. Others attending were Board legal counsel Joe Richards; Superintendent Jim Maxwell; and Sallie Rainville.

2. Call to order
2A Attendance

- 2A The Chairperson called the regular meeting to order at 7:15 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson
Bill Medford
Lois Schibler
Glen Weathers

Bill Lewellen
Frank Nearing
Jim Swanson

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Linda Boren

Sara Jane Bates
Ted Murray
Jeff Foreman
Sallie Rainville

2B Communications

- 2B The following written communications were noted:

- A. Memo from Sara Jane Bates announcing that Kimberly Tirrill of Thurston High School has been chosen to receive the Georgia-Pacific Scholarship. Each year, G-P requests that Lane ESD accept applications, conduct screening, and carry out the selection process for the award. Superintendent Maxwell thanked Director Medford for donating parts of two days to assist with the screening and selection. Director Medford said he had enjoyed the process and complimented the staff for organizing this project.
- B. Letter from Chalmers Blatch, Creslane Elementary principal, commending ESD School Psychologist Robyn Wallace for helping staff and students to deal with the sudden death of a student at the school.
- C. Memo from Superintendent Maxwell announcing the July 1 retirement of long-time staff member Dave Neal. Superintendent Maxwell told the Board that Mr Neal will be missed in his retirement. He has been at the ESD for 24 1/2 years, longer than any other employee. As production technician, he initially developed the audio and video-duplication services which have been instrumental in the ESD's capacity to provide tapes for classroom use. Neal has also been responsible for plastic engraving work.
- D. Letter announcing Soroptimist Award being presented to ESD staff member Nancy Fischer (Teacher at ESD classroom at Spring Creek Elementary)

2C Action as a result of
Executive Session

2C The following action was taken as a result of items discussed during an
Executive Session which preceded the regular Board meeting.

DIRECTOR MEDFORD 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 using a process and instrument adopted in open session at the Board's April 21 meeting. Composite ratings in the six areas of evaluation are as follows (with 1 being Excellent, 2 good, 3 average, 4 below average, and 5 poor):

<u>Personnel management:</u>	1.86
<u>Fiscal management:</u>	1.29
<u>Board operations:</u>	1.14
<u>Service programs:</u>	1
<u>State government relations:</u>	1.43
<u>Professional development:</u>	1.14

BE IT FURTHER RESOLVED that the Board agrees to extend its contract with the Superintendent in accordance with provisions of the contract. The Board also extends its appreciation to the Superintendent for his leadership and guidance in shepherding the agency through the past two difficult years.

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

(ESD Board Resolution #91-83)

3. Statements

3A Director McKay commented that he had attended and enjoyed the dedication of Lane School on May 7. He said that the Lane School staff seems to be very happy and proud of the new facility. Superintendent Maxwell thanked Director McKay for speaking on behalf of the Board as well as for his extra efforts on behalf of the facility project.

3B Director Nearing said he had enjoyed serving as Judge at the Lane County spelling contest held at the ESD on April 1. Sara Jane Bates and Superintendent Maxwell thanked Director Nearing for volunteering for this event.

4. Consent agenda

4. **DIRECTOR SWANSON MOVED TO ADOPT THE CONSENT AGENDA.**

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, 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 the April 21, 1992, Lane ESD Board Meetings and the ESD Budget Committee minutes of April 14, 1992 as presented.

B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated May 12, 1992.

5. Business Affairs
5A Cooperative
Purchasing

5A Board members reviewed the list of products recommended for purchase by various committees that review cooperative purchasing bids and product quality. A summary sheet identifying and explaining recommendations not based on low bid was also included and reviewed.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary is attached to the official copy of the minutes of this meeting. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-84)

5B OTIS Upgrade

5B Superintendent Maxwell recommended an upgrade of one of the OTIS AS400 B-70 computers to an E-70. This upgrade will include an increase in basic memory from 80 megabytes to 160, an increase of 2 Direct Access Storage Devices, and 6 additional communications posts. He said that the total cost of the upgrade is quoted at \$234,000. It would be financed through OSBA - U.S. Bank over a 24 month period.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to purchase an upgrade of one AS 400 B-70 computer to an AS 400E-70 computer for an amount of \$234,000 to be financed over a 24-month period through the OSBA-US Bank FlexFund loan service. Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-85)

5C OTIS debt
retirement

5C The Board reviewed Ted Murray's briefing memo and staff analysis of the status of OTIS long-term debt. Superintendent Maxwell recommended that funds available in the OTIS Equipment Replacement Fund (approximately \$180,000) be used to pay off contracts on AS400 A. He also recommended that funds recovered from the Rosenbaum litigation plus any additional funds in excess of anticipated cash carry forward in 1992-93 to restore the Equipment Replacement Fund at or near 1992-93 budgeted levels.

Interest charges on the debt to be retired range from 7.8% to 9.37%. Current interest earnings from the Local Government Pool are near 5%. Murray told the Board that the staff will again review debt and interest payments following completion of the current year's audit, and restoration of the Equipment Fund. At that time, it may be possible to recommend additional steps to reduce interest and long term debt.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to expend up to the total amount in Fund 410 -OTIS Equipment Replacement, for the purpose of retiring a portion of the debt of computer equipment. Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-86)

5D Floor Renovation

5D Superintendent Maxwell told the Board that concrete floors in the ESD Warehouse, Shipping Rooms and Media Library are evidencing generalized cracking throughout the floors and deterioration at the construction joints. In addition to concern about containing the deterioration, he said, there is a growing concern about employee safety with respect to the holes in the floors.

The Superintendent said that Richard Ellingboe and his staff have visited with two consultants who have recommended that the cracks (approximately 1,050 lineal feet) be injected with material that will bond and fill the cracks back to the existing floor level. They have also recommended that the construction joints be hewed out and rebuilt with an epoxy mortar up to the original floor level. Estimated cost of the total project for the three areas (Warehouse, Shipping Rooms and Media Library) is \$8,000 to \$9,000.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District authorizes the Superintendent to seek quotations for refurbishing concrete floors in three areas of the facility.

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent to select a quotation in accordance with specifications in an amount not to exceed \$9,000, and further authorizes the Superintendent to authorize the contractor to proceed with the project. The refurbishing project is to be financed from Fund 420: Building Maintenance and Replacement.

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

(ESD Board Resolution #91-87)

5E Proposed Grant,
Oregon Professional
Center

5E Superintendent Maxwell recommended that the Board authorize the staff to prepare and submit a competitive application for a grant to become the State of Oregon's Professional Development Center. The amount available for the grant is \$240,000 annually. From 1987 to 1991, that amount has been divided among three regional sites. The State Department of Education is no longer satisfied with having the amount divided and wants to concentrate its efforts into one Center.

The purposes of the Center are to provide an information clearinghouse on promising practices in school improvement; to provide technical assistance for schools to formulate school improvement and professional development plans including methods of evaluating the success of innovative practices; and to provide professional growth and career opportunities for teachers.

Superintendent Maxwell said that the application will identify Sara Jane Bates as the Director of the Center. If funded, an assistant director and a clerical staff person would be hired to carry out the day-to-day operations. A group of independent contractors or agencies, including ESDs and colleges, will be identified to assist individual school districts throughout the State to complete specific school improvement and professional development goals.

The grant will include the state approved fee to cover the cost of administering the program (9.45%).

5E Grant Application
(continued)

5E (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to prepare and submit a proposal for the Lane ESD to act as the Professional Development Center for the Oregon Department of Education in implementing its School Improvement and Professional Program and the Oregon Education Act for the 21st Century.

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

(ESD Board Resolution #91-88)

5F Financial statements

5F Richard Ellingboe reviewed ESD and OTIS financial statements for April, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS. He said that the Local Government Investment Pool continues to be the best interest rate available.

6. Action items

6A OAESD Conference

6A Several Board members indicated interest in attending the annual Oregon Association of Education Service District (OAESD) Conference in Bend June 14-16.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OAESD Annual Conference for the following Board members: Bill Medford, Frank Nearing, Jim Swanson, Bill Lewellen. (This resolution authorizes payment of registration, lodging, and meal and travel expenses in accordance with Board Policy #108 and Administrative Rule #1108-1, from Board expense account #100/2310/340/100/010).

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

(ESD Board Resolution #91-89)

6B Administrative
Salaries and
Benefits

6B The Board reviewed a recommendation from the Administrative/ Confidential Employee Salary Committee (Directors Lewellen, Schibler, and Swanson). The Committee recommended that the base salary schedule be adjusted upward by 4.26%, the same percentage applied to salary schedules for members of the bargaining unit.

The Committee also recommended that one special education supervisor position be increased to a 12-month position to provide adequate supervision during the summer months to the Skipworth and Looking Glass programs; that the TSA amount for Step 4 of the schedule for Manager I and II be increased to \$3,000 annually to bring those positions into line with other administrators; and that the TSA amount for Step 6 of the schedule for Administrative Secretary and Executive Assistant be increased to \$1,800 annually to provide an incentive to retain career employees in these positions.

6B Administrative
Salaries
(continued)

6B (continued)

Superintendent Maxwell said that the amount of the increase from 1991-92 to 1992-93 budgeted for these positions will be 3.3%. The relatively low rate of increase occurs because of significant turnover during the past year. Those leaving the ESD were at or near the top of the salary schedule; they were replaced with individuals near the low end of the schedule.

DIRECTOR LEWELLEN MOVED:

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

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

(ESD Board Resolution #91-90)

6C Test Scoring

6C The Board reviewed a recommendation from Ted Murray that OTIS discontinue its test scoring services at the end of the current fiscal year. Murray said that continuing decline in the volume of business eliminates the prospect of replacing obsolete equipment and software in a cost-effective manner. He said it was likely that if the test scoring operation were continued it would have to be subsidized by the consortium. Alternatives are available through test publishers and other ESDs to provide scoring services.

Superintendent Maxwell told the Board that scoring services to Lane County school districts (Resolution No. 3) could be provided through a contract arrangement with Clackamas ESD.

Director Lewellen, who represents the Board on the OTIS Executive Board, stated he had opposed this recommendation at the Executive Board meeting because he thought that districts using the test scoring services were not notified in a timely manner. He said he would now support the recommended action but would like to recommend that the staff ensure that notification of any further such recommendations be made on a more timely basis.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes OTIS to suspend its test scoring services following completion of the 1992 Spring test scoring season.

BE IT FURTHER RESOLVED that the Administration be authorized to enter into an agreement with Clackamas ESD for the scoring of standardized tests for Lane County schools as authorized by 1992-93 Resolution #3.

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

(ESD Board Resolution #91-91)

6D Affirmative Action
Plan

6D The Board reviewed the annual report of the Affirmative Action Committee and the ESD's Affirmative Action Employment Program policy and administrative regulation.

In spite of limitations due to reduced funding and a high unemployment rate in Lane County which has resulted in a lower turnover rate among existing staff members, the Committee concurred that the agency should continue to focus its efforts to recruit minority and handicapped applicants, with a goal to have the ESD workforce comparable to that of the county's population. The Committee also agreed that it will meet quarterly to review and discuss procedures for communicating the role of employees in curbing sexual harassment and also changes that will occur with implementation of the Americans With Disabilities Act.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Affirmative Action Committee report dated May 6, 1992, as presented.

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

(ESD Board Resolution #91-92)

7. Discussion items
7A Sexual Harassment
Policy

7A Board members reviewed a draft policy on sexual harassment.- The proposed policy correlates with and supports the existing Affirmative Action program, policy and administrative regulation.

Superintendent Maxwell said that up until this time the District has relied entirely on the affirmative action program to guide our actions in this regard. However, a number of societal factors are persuading both public and private employers that a specific policy on sexual harassment is needed to give guidance in processing issues that arise in this volatile area of human relationships while not attempting to regulate employees' personal lives. It is generally held that the implementation of such a policy will provide a standard for on-the-job behavioral expectations which will result in a safer and more productive workplace. It will also help to provide a positive defense for the District in any instances where employee complaints are being reviewed by the courts or other government agencies.

The Superintendent said that other employers who have systematically approached this issue generally report the value of a clear policy statement. However, the principal benefits result from the raised consciousness that comes from the employee training that accompanies the policy. To that end, the ESD Affirmative Action Committee will take leadership in developing educational opportunities for all employees.

Board member comments about the proposed policy were noted and concerns and questions will be addressed when the policy is returned for a second reading.

7B Budget Committee
positions

7B Two budget committee terms will expire on June 30, 1992. They are an at-large position currently held by Francisca Johnson and the Zone 4 position held by Connie Kelley. Ms Kelley was appointed in 1990 to fill a vacancy. Ms Johnson is completing her fifth year on the committee; she filled an unexpired term and was then re-appointed to a full term.

Since Ms Kelley is completing only her second year on the Committee she may be willing to be reappointed to a full term. Board members commented that Ms Johnson had done an excellent job during her five years of service. However, in the interest of attempting to keep some geographic balance over time, Board members suggested that the Superintendent might try to obtain an at-large representative from one of the districts which has not been represented in recent years. These include Mapleton, Blachly, Siuslaw, Marcola, and Creswell.

7C Board calendar for
1992-93; Summer
meeting schedule

7C The Board reviewed a proposed meeting calendar for 1992-93. Summer meeting dates have been proposed to maximize attendance while providing the least inconvenience during vacation time.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the following dates for its summer meeting schedule: Tuesday, July 14 and Tuesday, September 1, 1992.

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

(ESD Board Resolution #91-93)

The calendar for the remainder of the year will be on the July agenda for second reading and approval. Chairperson McKay asked that Board members let Jim know if there are any problems with the proposed schedule. He also reminded the Board that officers will be elected at the July meeting. Since his term of office will expire on June 30, Vice-Chair Glen Weathers will chair the July meeting.

7D OAESD Legislative
Platform

7D Superintendent Maxwell provided a brief summary of policy issues identified by the OAESD Executive Board and Legislative Committee. A position paper on each of the issues will be mailed to ESDs prior to the June conference. Review and discussion of the position statements is a part of the conference agenda. Approval of the positions will be requested at the OAESD meeting during the November OSBA conference.

The Superintendent said that the Board may wish to take specific positions on various items contained in the platform after the June conference.

8. Reports

8A Home Schooling

8A Sara Jane Bates provided a summary of registration statistics and other data collected with regard to the home schooling program which is coordinated by Lane ESD. Home schooling continues to increase, with 577 students currently listed. Dr Bates distributed copies of an information brochure that is provided to parents, educators, and test administrators. She told the Board that students enrolled in home schooling must be tested annually by a qualified neutral person on courses of study usually taught at their grade level.

Board members asked whether data is being collected, either locally or on a state-wide basis, on reasons that parents choose home-school.

8B NSBA

8B Director Nearing attended the National School Boards Association (NSBA) Convention April 25-28. The agenda for the meeting and Director Nearing's summary notes were included in the agenda mailing for Board members' information.

8CL-COG

8C Director Nearing reported that the L-COG Board focus group had expressed interest in learning more about what the ESD does. It may be possible to set up a meeting of the L-COG Board at the ESD Center.

9. Future agenda items

9. Future agenda items include the following:

- A. Sabbatical Leave Policy
- B. Official start-of-year designations
- C. Approve school-year calendar
- D. Policy Review: Chapter 500
- E. Policy regarding identifying uncollectible debts

10. Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 16, at the Lane ESD Center, 1200 Highway 99 North, Eugene.

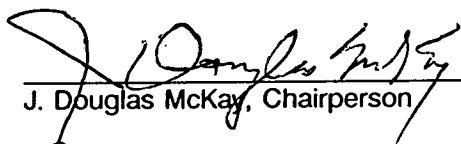
11. Adjourn

11. Chairperson McKay adjourned the meeting at approximately 9:00 p.m.

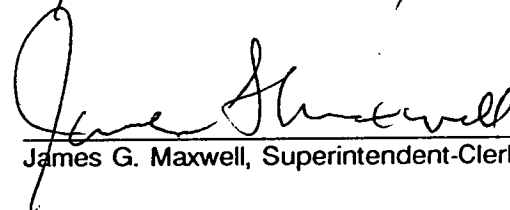
Attachments to official minutes:
Cooperative Purchasing Bid
summary
Adm/Confidential Salary and
Benefit Schedule

Minutes approved:

6/16/92
(Date)
SR



J. Douglas McKay, Chairperson



James G. Maxwell, Superintendent-Clerk

**LANE ESD
ADMINISTRATOR/CONFIDENTIAL SALARY SCHEDULE
1991-92
1992-93**

Supervisor I

**Supervisor, Media Library
Supervisor, Media Services
Supervisor, Special Education (M.A.)**

IA. Supervisor I, 218 work days (249 day contract, 11 non-contract 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	1.00	1.06	1.12	1.18	1.21
1991-92	37,685	39,946	42,207	44,468	45,599
1992-93	39,290	41,647	44,005	46,362	47,541

**Supervisor, Planetarium
Supervisor, Media Production
Supervisor, Accounting**

1B. Supervisor I, 12 months, (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	1.05	1.11	1.17	1.23	1.27
1991-92	39,569	41,830	44,091	46,353	47,860
1992-93	41,255	43,612	45,969	48,327	49,898

(6B(1))

ATTACH 5/19/92

Supervisor II

Supervisor, Special Education (Ph.D)

IIA. Supervisor II, 218 work days (249 day contract, 11 non-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	1.31
1991-92	39,946	42,207	44,468	46,729	49,367
1992-93	41,647	44,005	46,362	48,720	51,470

Supervisor, Lane School-Skipworth-Looking Glass (Ph.D)

IIB. Supervisor II, 12 months (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	1.12	1.18	1.24	1.30	1.38
1991-92	41,830	44,091	46,353	48,614	51,252
1992-93	44,005	46,362	48,720	51,077	54,220

Director

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

IIIB. Director, 12 months (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
1991-92	48,991	51,252	53,513	55,774	55,774
1992-93	51,077	53,434	55,792	58,149	58,149

5/19/92

Manager I

Manager, OTIS Programmer/Analysts
Manager, OTIS DP Operations
Manager, OTIS Communications
Manager, OTIS Field Services

Manager I, 12 months (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	1.19
1991-92	40,768	43,214	45,660	48,106	48,514
1992-93	42,505	45,055	47,606	50,156	50,581

Manager II

No position

Manager II, 12 months (earns 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	1.06	1.12	1.18	1.24	1.24
1991-92	43,214	45,660	48,106	50,552	50,552
1992-93	45,055	47,606	50,156	52,706	52,706

Manager III

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

Manager III, 12 months (earn 22 vacation days)

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

Step	0	1	2	3	4
Salary	1.12	1.18	1.24	1.30	1.30
1991-92	45,660	48,106	50,552	52,998	52,998
1992-93	47,606	50,156	52,706	55,257	55,257

Manager IV

Assistant Director, OTIS (not filled)

Manager IV, 12 months (earn 22 vacation days)

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
1991-92	48,106	50,552	52,998	55,444	55,444
1992-93	50,156	52,706	55,257	57,807	57,807

5/19/92

Administrative Secretary

Administrative Secretary, OTIS
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) \$150 x 12 = \$1800

Step	0	1	2	3	4	5	6
Salary	1.00	1.06	1.12	1.18	1.24	1.30	1.33
1991-92	19,166	20,316	21,466	22,616	23,766	24,916	25,491
1992-93	19,982	21,181	22,380	23,579	24,778	25,977	26,576

Executive Assistant

Information Assistant
Superintendent/Board Assistant

E.A. Executive Assistant, 12 months

TSA: (Step 6) \$150 x 12 = \$1800

Step	0	1	2	3	4	5	6
Salary	1.42	1.48	1.54	1.60	1.66	1.72	1.72
1991-92	27,216	28,366	29,516	30,666	31,816	32,966	32,966
1992-93	28,374	29,573	30,772	31,971	33,170	34,369	34,369

ADMINISTRATOR AND CONFIDENTIAL STAFF BENEFITS

Insurance (Medical, Dental, Vision)

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 composite 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

Any limit in increase in the cost of the medical, dental, and vision insurance package that is contained in the Labor Agreement is also applicable to administrative and confidential employees. The District will pay up to \$280.00 per month per employee during 1992-93 for medical, dental, and vision insurance. Employees will be responsible for any excess costs.

Administrators and confidential staff are also provided 12 month Long-Term Disability Insurance under the same plan provided through the current Labor Agreement.

In addition, administrators and confidential staff will receive \$50,000 Term Life Insurance Plan.

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, and IV.

This is increased for employees who are at Step 4 of the salary schedule, to \$3,000 for all Supervisors, Directors, and Managers. Administrative secretaries and Executive Assistants at Step 6 of their respective schedules receive a TSA in the amount of \$1800.

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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 required by the Superintendent.

Holidays

Benefits for administrators and confidential employees include the same paid holidays as provided the employees in the Bargaining Unit.

Labor Day	New Years Day
Veteran's Day	Memorial Day
Thanksgiving and day after	Fourth of July
Christmas Day and one other	Martin Luther King, Jr. Day

Vacation

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

Administrative secretaries and Executive Assistants earn vacation at the same rate as classified employees covered under the Labor Agreement.

- 10 days per year during the first five years of employment
- 15 days per year during the 6th through the 10th years of employment
- 20 days per year in the 11th through the 15th years of employment
- 22 days per year during 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 IRS approved rate. (Currently \$.28/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed by the District.

All employees must provide receipts for all meals claimed.

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. 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 retired employee is, at the time of the retired employee's death not eligible for Medicare, the District shall provide up to \$150.00 per month for 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. In no instance will the payments for the retired employee and spouse exceed 4 years.

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 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.

a-c-bene.man



**LANE
EDUCATION SERVICE DISTRICT**



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: May 14, 1992
TO: Board members
FROM: Jim Maxwell
SUBJECT: Cooperative Purchasing Bids

Richard Ellingboe and his staff are in the process of identifying products that have been recommended for purchase by the various committees that review bids and product quality for cooperative purchasing. A bid summary sheet and information identifying and explaining any recommendations which are not based on low bid will be distributed at Tuesday's meeting.

If there are no questions or concerns about the recommendations, I will recommend that the Board authorize acceptance of the recommended bids at this time, in order that the products may be ordered in a timely manner for local districts taking part in the program.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the cooperative purchasing bids as recommended by the selection committees. A copy of the bid summary will be attached to the official copy of the minutes of this meeting.

sr

5A

ATTACH: 5/19/92

DATE: May 18, 1992
TO: Richard Ellingboe
FROM: Sandy Higinbotham
RE: COOPERATIVE PURCHASING BID AWARD RECAP

Attached is the tabulation of bid awards recommended to be awarded. The process for developing these recommendations has been the same as that used in the past. Committees representing the participants who ultimately use the products have met and reviewed the bids received. The recommended products and vendor is, in most cases, the lowest bid for a product which meets our specifications, taking into account item group bids or minimum dollar orders.

The Board is requested to award contracts as indicated.

COOPERATIVE PURCHASING
BID AWARD RECAP
1992-93

<u>SECTION #10</u>	-	AUDIO VISUAL SUPPLIES	16,101.63
<u>SECTION #20</u>	-	LIBRARY SUPPLIES	4,817.28
<u>SECTION #30</u>	-	OFFICE/INSTRUCTIONAL SUPPLIES	229,080.63
<u>SECTION #35</u>	-	FILING CABINETS/FURNITURE	11,797.22
<u>SECTION #40</u>	-	CUT PAPER	117,363.65
<u>SECTION #50</u>	-	ART SUPPLIES	110,807.72
<u>SECTION #60</u>	-	CUSTODIAL SUPPLIES	76,114.97
<u>SECTION #78</u>	-	AUDIO VISUAL EQUIPMENT	44,052.85
<u>SECTION #70</u>	-	FIRST AID SUPPLIES	19,250.14
<u>SECTION #80</u>	-	PLAYGROUND/ATHLETIC SUPPLIES	<u>38,413.64</u>
		TOTAL	\$667,799.73

COOPERATIVE PURCHASING
BID AWARD SUMMARY
OF 1992-93 SUPPLIES

AUDIO VISUAL SUPPLIES:

#10

Abolins AV Fotografics	\$ 138.00
Snyder-Crecelius Paper	815.31
Boise Cascade Office Products	8,789.76
Paper Impressions	94.40
Vision Business Products	1,115.20
Astro Audio Visual Corp.	140.60
Force 4	310.50
Standard Stationery Supply	3,919.47
Tersch Products	556.39
JPD Global Marketing	<u>222.00</u>
TOTAL	\$16,101.63

LIBRARY SUPPLIES:

#20

Brodart	\$ 2,279.53
Demco	1,300.42
Gaylord Bros.	<u>1,237.33</u>
TOTAL	\$ 4,817.28

INSTRUCTIONAL/OFFICE SUPPLIES:

#30

American Envelope	\$ 7,538.37
Snyder-Crecelius Paper	58,991.61
Boise Cascade Office Products	61,639.96
G W School Supply	382.86
Paper Impressions	3,909.37
Vision Business Products	892.80
Rose City Awning	1,597.77
Automated Office Systems	18,626.25
Data Impressions	663.60
Elan Publishing	676.95
Elgin School Supply	15,096.32
Everett Pad & Paper	1,171.92
Force 4	259.05
Hammond & Stephens	1,353.45
Myron Manufacturing	723.86
Pacific Stationery Company	7,605.44
Prairie Carbon & Ribbon	2,774.51
Standard Stationery Supply	18,542.84
Tersch Products	42.78
West Coast Paper	6,669.62
West Coast Wholesale	843.71
Western Paper	6,568.77
Willamette Industries	5,193.36
World Wide Industrial Supply	429.14
Sunset Office Outfitters	11.96
Merchants Paper	4,284.76
JPD Global Marketing	<u>2,589.60</u>
TOTAL	\$ 229,080.63

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FILING CABINETS/FURNITURE:

#35

Boise Cascade Office Products	\$ 6,370.38
Liska School & Office Furniture	2,254.84
Virco Manufacturing	<u>3,172.00</u>
TOTAL	\$ 11,797.22

CUT PAPER:

#40

Unisource Corp.	\$ 14,790.04
West Coast Paper	10,076.58
Western Paper Company	<u>92,497.03</u>
TOTAL	\$ 117,363.65

ART SUPPLIES:

#50

Snyder-Crecelius Paper	\$ 40,182.05
Boise Cascade Office Products	9,227.70
American Tara	5,752.61
Chaselle, Inc.	2,137.68
Chromark	476.00
Dick Blick Company	1,681.22
Elgin School Supply	7,896.07
Everett Pad & Paper	3,961.70
Oregon Clay Company	3,778.48
Standard Stationery Supply	2,717.68
Unisource Corp.	12,547.15
West Coast Paper	103.32
Western Paper Company	4,679.91
Western School Supply	<u>15,666.15</u>
TOTAL	\$ 110,807.72

CUSTODIAL SUPPLIES:

#60

American Janitorial Supply	\$ 8,951.42
Bidall Chemical	1,989.00
Chown, Inc.	1,885.91
Forrest Paint Company	1,055.01
Galifco Oregon, Inc.	390.60
Joseph Gartland, Inc.	1,561.24
McDonald Wholesale	17,524.88
MCK Tool & Supply	3,459.81
National Builders Hardware	467.88
National Sanitary Supply	4,006.57
Paulsen & Roles Laboratories	2,483.10
Scot Supply	1,709.80
Spintex Company	176.75
Sysco Food Services	9,198.65
Unisource Corp.	490.80
Mt. Hood Chemical	1,704.00
Boise Cascade Office Products	75.36
West Coast Paper Company	5,039.12
Western Paper Company	4,908.37
World Wide Industrial Supply	2,837.41
Merchants Paper Company	5,114.64
Consolidated Electrical Distributors	<u>1,084.65</u>
TOTAL	\$ 76,114.97

FIRST AID SUPPLIES:

#70

Portland Athletic Supply	\$ 7,838.34
Coast First Aid Supply	1,637.07
Micro Bio-Medics	3,235.81
Moore Medical	201.60
National Health Supply	333.48
Normed	757.67
Rimstar	2,173.60
Sanderson Safety Supply	1,756.58
School Health Supply	860.14
Pleasant Hill #1	<u>455.85</u>
TOTAL	\$ 19,250.14

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AUDIO VISUAL EQUIPMENT:

#78

Aatronics	\$ 3,185.60
Abolins AV Fotographics	12,741.54
General Binding	5,868.70
Paper Impressions	539.00
Proline Industries	18,602.63
Learning Services	1,954.00
Columbia Audio Specialties	755.45
Northwestern, Inc.	59.85
USI, Inc.	<u>346.08</u>
TOTAL	\$ 44,052.85

PLAYGROUND/ATHLETIC SUPPLIES:

#80

Mohinder Sports	\$ 4,997.61
Portland Athletic Supply	9,922.16
Put On Athletics	5,426.80
BSN Corporation	5,577.69
Cascade Athletic	956.79
Coast First Aid Supply	395.70
McKenzie Outfitters	4,247.63
Passon's Sports	1,929.07
Professional Towel	2,631.90
Sanderson Safety Supply	570.25
Sportmaster	1,435.24
World Cup Soccer Shop	<u>322.80</u>
TOTAL	\$ 38,413.64

GRAND TOTAL ALL SECTIONS

\$ 667,799.73

May 19, 1992

COOP PURCHASING BID SELECTION EXPLANATION

The following is a list of Item Numbers where low bid meeting our specifications and/or brand shown on the bid forms was not selected. In almost every case the reason is because of a manufacturer's minimum that must be met or because of all-or-none (unit) bids by vendors. In regard to the all-or-none bids, we have added up the low bid group dollars (of our specification) and also the vendors bid amount for the all-or-none bid and selected the lowest dollar amount for the group.

<u>Item</u>	<u>Description</u>	<u>Low</u>	<u>Selected</u>	<u>Reason</u>
30-01350	BINDERS, DATA POLY	\$191.20	\$215.04	(1)
30-00140	BINDERS, 3-RING FLEXIBLE	70.20	93.60	(2)
30-02500	BOOKS, LESSON PLAN	520.98	566.68	(3)
30-04200 - 90156	INDEX CARDS	2917.02	2958.06	(1) (2)
30-11560	CLIPS, BINDER	156.80	184.24	(1) (2)
30-13740	CORRECTION PEN	515.58	561.60	(1)
30-13750 - 13790	CORRECTION POCKET PEN	68.00	70.35	
30-13900 - 14200	COVERS, BRIEF	452.25	472.50	(1)
30-16300 - 16450	ENVELOPES, WHITE	4765.99	4836.53	(1) (4)
30-16470 16700	ENVELOPES, MANILA	5922.98	7538.37	(1) (4)
30-18760 19950	FILES	320.96	345.50	(1)
30-23450 - 23480	FILE FOLDERS	1231.90	1242.05	(1)
30-90307 - 90310	FILE FOLDERS, SUSPENSION	784.85	794.42	(1)
30-30170 - 30200	LABELS	1369.28	1546.55	(1)
30-31500 - 31850	MARKERS, FELT - PERMANENT	5234.52	5639.40	(4)
30-35400	NOTEBOOKS, SPIRAL	574.08	761.28	(1) (2)
30-44800 - 44900	PENS, HIGHLIGHTER	1049.60	1210.32	(4)
30-49100 - 49110	PUNCH, 3-HOLE	1309.88	1655.39	(1)
30-61000 - 61970	RUBBER BANDS	253.79	436.87	(1) (2)
30-72000	THUMB TACKS	185.25	240.00	(4)
50-08460 - 90207	BUTCHER PAPER - COLORED	7892.25	7987.19	(5)
60-90014	BRUSH, COUNTER	202.76	206.46	(5)

5/19/92

60-90054	CANS, GARBAGE	141.40	157.36	(5)
60-90061	CANS, GARBAGE	1069.04	1169.47	(5)
60-14600	SPRAYERS	327.45	355.20	(2)
80-90230	BASKETBALLS	316.40	342.16	(4)
80-90231	BASKETBALLS	<u>273.84</u>	<u>303.84</u>	(4)
		38,118.25	41,890.43	

NOTE ON PAPER:

On all Colored Bond and Dual Purpose Cut Paper, we decided to buy Hammermill D.P. which we have used in the past. Most mills do not make a true bond now except on the white. The ink bled through on the Springhill that we tested (it was lower in price by .35/case).

21,735.00 22,041.25

REASON CODE:

- (1) Couldn't meet vendors \$ minimum
- (2) All-or-None
- (3) Teachers at meeting wanted style we selected
- (4) Quality of Product
- (5) Full pallets or full ctns required

BIDEX

LANE ESD BOARD OF DIRECTORS
Tuesday, April 21, 1992

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, April 21, 1992, under provisions of 192.660(1)(h) to consult with legal counsel; 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations; and 192.660(1)(f) to consider records exempt by law from public disclosure. Board members present in addition to the Chairperson were Directors Lewellen, Medford, Schibler, Swanson, and Weathers. Others attending were Board legal counsel Joe Richards; Superintendent Jim Maxwell; Richard Ellingboe, Sallie Rainville, and Jeff Foreman.

2. Call to order
2A Attendance

- 2A The Chairperson called the regular meeting to order at 6:45 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson
Bill Medford
Jim Swanson

Bill Lewellen
Lois Schibler
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Ted Murray
Michael George
Kathy Allison

Richard Ellingboe
Jeff Foreman
Sallie Rainville

Others:

Jeff Lewis

Fred Greatwood

2B Communications

- 2B The following written communication was noted:

Letter to Superintendent Maxwell from Steve Swisher, South Lane School District Superintendent, commending Sara Jane Bates for her help in presenting a parent forum regarding House Bill 3565.

3. Statements

- 3A Superintendent Maxwell told the Board that a team consisting of several staff members, family and friends will take part in the March of Dimes Walk America. Many other staff members have pledged donations. He said that several staff members have volunteered their time and leadership in coordinating this effort, which he praised as building ESD team spirit and staff morale as well as helping a worthy charitable organization.
- 3B Jeff Foreman distributed copies of the ESD Wellness Game, which takes place April 27 through May 22. Several Board members accepted his challenge to form a Board team. Jeff showed the Board the ESD-logo sports bottle, which will be presented to everyone who participates for the full period.
- 3C Superintendent Maxwell announced that Marv Wilkerson was not at this meeting due to a family emergency. He welcomed Michael George, Jeff Lewis, and Kathy Allison to the meeting.

3. Statements
(continued)

3. (continued)

3D Michael George reported that classes began in the new Lane School on March 19. He said the staff is very pleased with the facility. A formal open house is scheduled on Thursday, May 7.

3E Jeff Foreman invited interested Board members to attend the OSBA-sponsored teleconference on HB 3565 Site Councils scheduled for May 6. He also invited Board members to attend the annual Project Fair to be held May 6 and 7 at the Fair Grounds.

3F Action following
Executive Session

3F The following actions were taken as a result of items discussed during an Executive Session which preceded the regular Board meeting.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to pay employee benefit costs up to 50 cents per month in excess of the negotiated maximum contribution for the period from April 1, 1992, through June 30, 1992, upon execution of a Memorandum of Understanding acceptable to the ESD Board and the LCEA Executive Board.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #91-73)

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent, legal counsel, and auditor to act on the District's behalf in reviewing and approving the final accounting of the estate of Wyatt Rosenbaum.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #91-74)

4. Consent agenda

4. **DIRECTOR LEWELLEN MOVED TO ADOPT THE CONSENT AGENDA.** Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, 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 Lane ESD Board minutes of March 17, 1992, and April 14, 1992, 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 26 Director election and the certification of Jeffrey E. Lewis as elected to Board Position 1, for the four-year term commencing on July 1, 1992, and ending June 30, 1996. (ESD Board Resolution #91-75)

C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated April 15, 1992 and approves the following personnel recommendations as included in the report:
Maternity leaves: Betsy Fernandez, Ann Warberg
Non-paid leaves for 1992-93 school year: Ginevra Ralph, Mick Waggoner
(ESD Board Resolution #91-76)

5. Business Affairs
5A Property/Casualty
Agent-of-Record

5A The Board had been previously informed that only one response was received from the request for proposals to act as Agent-of-Record for property/casualty insurance. This was from Fred Greatwood of Willis Corroon Agency, which has been the insurance carrier since the 1986-1987 year. Board members had earlier received a copy of the Broker Qualification Questionnaire completed by Mr Greatwood as a part of the proposal.

Richard Ellingboe told the Board that the ESD has received high quality service and has established an excellent working relationship with Mr Greatwood and the firm. He introduced Fred Greatwood who provided answers to a prepared list of six questions. A summary of the questions and answers is attached to the official copy of these minutes.

Director McKay declared a possible conflict of interest in that Mr Greatwood is also his business insurance agent.

DIRECTOR SCHIBLER MOVED: BE IT RESOLVED THAT the Board of Directors of Lane ESD designates the firm of WILLIS CORROON as the District's Insurance Agent-of-Record for property-casualty insurance for the period of one year, renewable annually for a three-year period.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, MCKAY, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-77)**

5B Parking Lot
Renovation

5B Superintendent Maxwell told the Board that some deterioration is being experienced in the asphalt surfaces of ESD access roads and parking lots. He said that Richard Ellingboe and his staff have consulted with several advisors and contractors regarding the work that should be done to restore the asphalt and associated concrete work.

Ellingboe reviewed the nine sub-projects have been identified as a part of the project. Portions of this project will require that normal access to the building be unavailable for approximately one week. Alternative employee parking will be arranged and large group meetings shifted to another location during that week.

Cost for the total project, which may be separated into several sub-projects by specialty area, is estimated to be \$12,000 to \$18,000.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the administration to seek competitive quotations for repair of asphalt surfaces on access roads and parking lots, for restriping the parking lot and for bringing concrete walkways into compliance with State and Federal regulations relating to access for persons with disabilities; **BE IT FURTHER RESOLVED** that the Administration be authorized to pay for these services from Fund 420, Building and Maintenance Reserve in an amount not to exceed \$18,000.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, MCKAY, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-78)**

5C Special reserve
fund

5C During the 1990-91 and 1991-92 school years, the ESD and local districts developed a plan to implement a county-wide telecommunications network, LaneNet. This network will connect existing networks in the Eugene and Springfield school districts through Lane ESD/OTIS with each other and ultimately with the other fourteen districts in Lane County. Eventually, the network will also connect electronically with other County, State and national networks.

Superintendent Maxwell reiterated information initially provided during the budget review sessions. He said that the 1991-92 Data Processing Resolution included \$182,612 to be used for this purpose. Only a small portion of this will actually be spent during the 1991-92 year as the network connection begins. The Superintendent recommend that a reserve fund be established to hold the remaining balance to be used to connect the remaining county districts to the network as they complete their local planning.

DIRECTOR MEDFORD MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes establishment of a new fund, effective July 1, 1992, for the purpose of development of the Lane County Telecommunications Network (LaneNet).

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #91-79)

5D Financial
Statements

5D Richard Ellingboe reviewed ESD and OTIS financial statements for March, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS. The Local Government Investment Pool continues to have the best rate for ESD investment funds.

6. Action items
6A Special Ed. Council
Guidelines

6A Amended Guidelines for the Special Education Advisory Council were on the agenda as a second reading. The Board has been considering the need for modifications to the Council's operational procedures for several months and reviewed amended Guidelines at the March meeting. Some further modifications were made as a result of that discussion.

Director Weathers commented that Advisory Council members have approved the revisions.

DIRECTOR WEATHERS MOVED: BE IT RESOLVED THAT the Board of Directors of Lane ESD adopts the Guidelines for the Special Education Division Advisory Council as presented. A copy is attached to the official minutes of this meeting.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #91-80)

6B Sabbatical Leave
Request

6B The Board reviewed a Sabbatical Leave application from Joan Herburger, Teacher Consultant at Lane School. The application complies with criteria established in Board Policy and Administrative Rules, which were also included in agenda background materials.

Superintendent Maxwell said that the application had been reviewed by a subcommittee consisting of administrative staff members Sara Jane Bates, Marv Wilkerson, Michael George, and Jim Maxwell and Board member Glen Weathers. He recommended approval of the application.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves a Sabbatical Leave for the 1992-93 school year for Joan Herburger, in accordance with ESD Board Policy #310.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-81)**

Board members had some suggestions for possible modifications to Sabbatical Leave policy. The suggestions were noted by the staff and will be placed as a future agenda item.

6C Superintendent's
Evaluation

6C Board members reviewed a recommended process and instrument to be used for the Superintendent's annual evaluation. The employment contract with the superintendent also provides that the Board's goals for the year are to be included as part of the standard for evaluation.

DIRECTOR MEDFORD MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the attached instrument and the Board's annual goals as the standard to be used in evaluation of the Superintendent. A copy of the adopted criteria is attached to the official copy of the minutes of this meeting.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-82)**

Chairperson McKay requested that individual evaluations be returned by May 11. He said that an executive session for the purpose of evaluating the Superintendent will be held on May 19 in conjunction with the regular Board meeting scheduled for that date.

7. Discussion items
7A ESD Goals

7A Background materials for this meeting included an overview of the status of the twelve adopted Board goals for 1991-92 and their related objectives. Superintendent Maxwell said that Board members may find the document useful in planning for the evaluation of the Superintendent.

7B Subscriptions

7B Board members were asked to let Sallie Rainville know of any concerns related to their subscriptions to professional publications.

8. Reports

8A OTIS Equipment
Upgrade

8A Ted Murray reported that the OTIS staff is preparing a proposal to upgrade one of the computers from a B-70 to an E-70. The upgrade, at an anticipated cost ranging between \$230,000 and \$250,000, will provide a 43% increase in performance. He said that the current processing load is causing OTIS to process jobs all night and still not be caught up completely. Murray said he did not anticipate any further upgrades in the foreseeable future, except for occasional disk storage increases.

9. Future agenda items

9. Future agenda items include the following:

- A. Evaluation of the Superintendent, including direction to Superintendent for developing goals for 1992-93
- B. Review expiring budget committee positions
- C. Bid awards: co-operative purchasing
- D. Policy Review: Chapter 500
- E. Policy regarding identifying uncollectible debts
- F. Sexual Harassment Policy
- G. Home school enrollment report
- H. Affirmative Action Report
- I. Custodial Bids

10. Next meeting

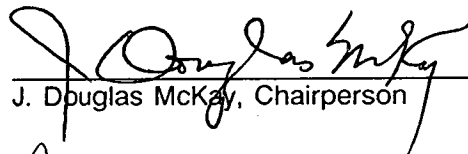
10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 19, at the Lane ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

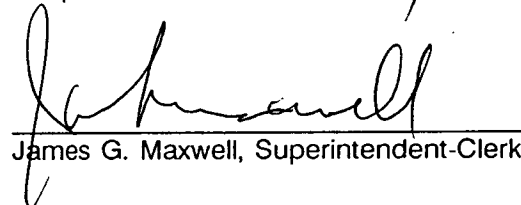
11. Chairperson McKay adjourned the meeting at approximately 8:00 p.m.

Attachments to official minutes:

Summary: Interview with
property/casualty agent-
of-record
Guidelines: Special Ed. Advisory
Council
Instrument: Evaluation of
Superintendent



J. Douglas McKay, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

(Date)

SR

TRANSCRIPT OF INTERVIEW
WITH FRED GREATWOOD
WILLIS-CORROON AGENCY

1. **Please provide a brief personal background including your experience and training that relate to your qualifications to act as our Property/Casualty Agent-of-Record.**

Willis-Corroon, about ten years ago, made a commitment to go into the public entity business -- schools, colleges, ESDs -- and we currently handle through brokerage as well as direct almost 70 schools and community colleges from throughout the State. We are well-qualified and we have an excellent program. What we do for you is to go out into the market place and make sure that we're getting the best possible coverage at the most competitive prices.

I personally handle Eugene School District 4J, Springfield School District, Lane Community College, Lebanon School District, Junction City, Crow-Applegate. So we handle quite a few of the areas around here in Lane County. We are well-versed, we try to keep ourselves up on what's going on in the legislature as well as insurance as it relates to school districts. I work with Dick very closely, keep him apprised of any new laws or any changes in tort liability laws, any funny claims that we see out there that could affect you. We have good communication in that area. We also work up a summary of insurance that each Board member can read in layman's terms, what type of coverages that you have, the coverage exclusions and things like that in the policies.

2. **You have consulted with the ESD for several years regarding its risk management and insurance needs. What do you consider to be the most significant accomplishments that you have made in that role?**

I believe basically providing an insurance market at very favorable rates. We feel that your insurance costs basically have gone down the last two or three years. This is attributed to the insurance market place, this is attributed because we are able to negotiate good terms with the insurance carriers and without compromising any coverages of this type. I think we are an agent that specializes in this type of coverage and we are able to go out and market your business and get the best possible coverages for you.

3. **How do you determine what level of deductible is appropriate for the ESD when seeking bids for insurance coverage?**

Basically we look at deductibles. We discuss them with Dick and find out what your comfort is and then look at and see if it is cost-effective to either increase or decrease these deductibles. We get alternate quotes on higher deductibles and lower deductibles and we work closely with the administrators to see if it is cost effective to do so.

4. **When the ESD enters into an agreement with an agency that uses self-insurance such as the City of Eugene, does it matter if the ESD has primary or secondary responsibility for indemnification? If the other agency has limited resources or coverage, does the ESD's insurer incur liability for the balance of any judgment?**

A good case in point was the WISTEC building. One of the services that we do provide we review your leases and I guess I will say that basically the City of Eugene was trying to, I feel, to do some things which they were not able to do and shouldn't do as a self-insured (agency). My feeling as a representative and the agent-of-record for Lane ESD was to review this, bring it to your attention, bring it to the attention of your legal counsel and work these out.

What we're trying to do is hold your risk at a minimum as far as signing any type of hold-harmless agreements and working with the County, working with the City. The more exposure that they're able to pass off to you, the better they like it. So you've got to watch those, you've got to watch the fact that you're not assuming more liability that you care to do so. In some areas, some of these lease agreements are even broader than basically even general basic insurance coverages will apply. So we are watching these very very closely and if there are any questions from the insurance standpoint, we can provide a lot of services and help you.

5. **What criteria is used to determine whether it is feasible to purchase insurance for certain contingencies, e.g., earthquakes, other acts of God?**

Well, we haven't had an earthquake, knock on wood. However, we do feel that, this is not saying that we should not just completely overlook that. We look in the media, they say that there are some professionals out there proposing that we could have an earthquake. We are I guess basically in the earthquake fault. We would say that we could get you a quotation based on earthquake coverage for your buildings and your personal property and then we would leave it up to you as a Board to see if you want to send them money to buy it. It is strictly a recommendation. I would say that probably 99% of the public schools do not buy earthquake insurance right now in Lane County or in the State of Oregon. And that's either because of a cost factor or it is because of the deductible that earthquake has - it's 5% of the amount of value and not just like a deductible on your automobile insurance or your fire insurance, but it is a value of a building. So if you took this building which we think we have around \$3 million, it's five percent of the three million dollars. And not a set deductible.

- JRS: **What about in cases like flooding. I know in the area over by the Planetarium, it used to flood a lot in the old days. Is that something that is more likely?**

I think it would be least likely to happen, with all the checks, the dams and things like that. I'm not saying it couldn't happen, but it would have to be a very large capacity which would take out two dams upstream... I think it's unlikely, but also there are flood plains in which the County and government have shown that over a hundred years there have been flood years so they sometimes do require flood insurance if you're a lending institution lending money on that property. But I personally feel it's pretty much gravy as far as selling insurance on floods.

6. **When does the insurance carrier determine whether the company is liable for a judgment against the agency as apposed to providing for the ESD's defense in a law suit? In such an instance, does the ESD reserve the right to determine whether a claim is settled or does the insurance company retain final jurisdiction on the disposition of any claim?**

Well basically the insurance company is going to use a law of negligence. If the ESD was in any way negligent, lack of supervision, employee acting in a negligent manner, having property that's insufficiently safeguarded, any of those type of things, then the insurance company is going to defend ESD for their liability and all defense costs. Defense costs can actually be very very costly and in case of a final judgement or in case of a settlement of a claim they will go in and negotiate with the defense attorney and take care of the claim. The Insurance Company has the right of final settlement. Insurance companies have been criticized in paying off claims where maybe some of us in the room including myself say 'you shouldn't pay that, you're not liable', but it's a matter of economics right now in the judicial system, in that you can fight claims and spend fifteen or twenty thousand dollars to defend it and still lose. And sometimes it's better to pay a three or four thousand dollar claim and not pay the ten, fifteen or twenty thousand dollars defense costs and you still can end up either losing a claim or settling it down the line anyway. And so this kind of how the insurance companies work, strictly a matter of economics and if there is a problem and this is where we as an agent will get involved and work with the insurance company and let you know, keep you apprised of what is going on in a particular case.

DMcK: Have there been very many instances at the ESD?

ESD has enjoyed a very excellent loss experience over the years that we've been carrying the records. And you are to be commended for that. You have good management in this area. And this reflects in your premiums.

Doug: Do any of the Board members have additional questions?
(none)

Have you anything else you'd like to say, Fred?

Well, I think that we can honestly say when your insurance comes up again in July that with what we're seeing in the insurance marketplace is pretty much status quo. There's no surprises out there. I don't know how many of you were around ten years ago when insurance was very difficult to obtain, rates doubled, tripled. We had a hard time doing it, I don't think, hopefully, we'll never see those days again. But we haven't had any indication that the rates are going to go up. So I feel that as far as budgeting, it's going to pretty close to the same and it could be even a little less this year.

- Proposed -
GUIDELINES
LANE ESD ADVISORY COUNCIL FOR
THE SPECIAL EDUCATION DIVISION

The following guidelines, duly adopted by the Board of Directors of Lane Education Service District (Resolution #78-19) and amended (Resolution #80-49; Resolution 84-78; Resolution 89-7), shall guide the deliberations and actions of the Council and serve as rules of procedure for the Council:

1. Purpose

The purpose of this Council shall be to advise the Lane ESD on policy issues pertinent to the educational needs of students with handicaps disabilities. Primary attention shall be placed on policy issues relating directly to students with handicaps disabilities whose educational requirements are the responsibility of the Lane ESD as requested by local public school districts via an ESD service resolution or service contract. The Council shall serve as the legal entity to fulfill the requirements of state and/or federal regulations for advisory committees.

2. Scope

The scope of concern and consideration of this Council shall extend to all handicapping disabling conditions for which the ESD has been delegated responsibility by the constituent school districts. The Board recognizes the appropriateness of an advocacy role for the Council, but expressly requires that advocacy be limited to policies and issues directly affecting the welfare of students with handicaps disabilities for which the ESD has responsibility and that it be exercised with the ESD Board, the body to whom the Council is advisory.

The Council shall annually review a report from the Director of Special Education or designee on each program provided by the ESD for students with handicaps disabilities. The Council will assist the Director to develop and implement at least once every three years a review of each ESD program for students with handicaps disabilities. The review shall include measurements of the satisfaction of parents, constituent school districts and appropriate others. At the discretion of the Director, and within the existing budgetary resources, such reviews may also include third-party evaluators.

3. Membership

- a. Membership of the Council shall consist of thirteen (13) appointed members.
- b. A majority of appointed members (at least seven) shall be parents of students with handicaps disabilities.
- c. Appointed members who are not chosen as parents shall be selected in a manner to provide representation for constituent school districts, for community agencies which share responsibilities for individuals with handicaps disabilities, and for the Board. Such representatives, excepting the Board representative, will generally be professionals employed in fields relating to special education, such as constituent district special education coordinators and other appropriate persons.

GA (1)

Guidelines for Special Education Advisory Council

3. Membership (continued)
 - d. One member of the Board shall serve as an appointed member of the Council.
 - e. The ESD supervisors of special education shall serve in a consulting role to the Council.
 - f. All Council members sit as individual members of the Council, and not as official policy representatives from any group or agency.
 - g. Members are encouraged to participate effectively in all Council meetings and activities. Upon missing two meetings without prior clearance, the Chairperson shall contact the Council member to establish his or her intent as to continued service. Any member who is unable or disinclined to attend will be replaced by the ESD Board upon the recommendation of the Council.
4. Terms of service and nomination procedures
 - a. Appointments will be made by the Board from nominations advanced by the Council or the Superintendent for terms of two years. Terms will be staggered so that approximately one-half of the appointive positions are filled each year.
 - b. Membership will generally be limited to two (2) terms. Exception may be made in the case of members who represent community agencies when it is the wish of the agency. If a parent representative wishes to enter a third term, approval needs to come from the Council, the Superintendent and the Board.
 - c. The appointment year is July 1 to June 30. Nominations shall be presented to the Board by the Superintendent at a meeting in June of each year, or at other times as needed.
 - d. Nominations should be considered and made in such a way as to provide the greatest possible breadth to the Council, in terms of the range of handicapping conditions that the ESD serves which are the Council's purview.
5. Officers and organization
 - a. The Council, at its first meeting of the school year, shall annually elect a chairperson, vice-chairperson, and such other officers as it shall deem necessary. A recording secretary will be provided by the ESD. The Director of the Special Education will function as Executive Secretary.
 - b. The chairperson shall be responsible for convening and conducting all meetings; ~~for convening the Executive Committee;~~ for carrying out the procedural guidelines of the Council; for ruling where necessary on such matters as the appropriateness of presentations made before the Council, and the time permitted for such presentations; and for such additional responsibilities as are generally associated with the chair.

Guidelines for Special Education Advisory Council

- c. The vice-chairperson shall assume the duties and responsibilities of the chairperson in his/her absence or in the event of resignation.
- d. The officers of the Council and the ESD Board representative shall constitute the Executive Committee of the Council. The Executive Committee shall assist the chairperson in developing meeting agendas.
- e. The Executive Secretary will assist the chairperson of Executive Committee in fulfilling the respective responsibilities as indicated in paragraphs "b" and "d," above.
- f.
- d. The recording secretary shall take and transcribe full minutes of each Council meeting, and shall distribute them to ESD Board members, the ESD Superintendent, ESD special education staff members, constituent district special education supervisors, and to all Council members.
- e. The Council may establish sub-committees or authorize the chairperson to establish sub-committees, which shall be ad hoc in nature. Areas of investigation or concern for such sub-committees shall be specified by the Executive Committee, and shall be ad hoc in nature.

6. Meetings

- a. The Executive Committee shall determine and announce. At the September meeting a schedule of regular meetings for the year will be set and an annual plan of work be adopted. Regular meetings so scheduled may be cancelled by the Executive Committee if no compelling business is pending. There will be at least three meetings during the school year to advise the ESD about its programs, funding, and future directions of special education services.
- b. Special meetings may be scheduled by the Executive Committee Chairperson, ESD Superintendent, Board Chair or upon the written request of a majority of Council members. or by a majority vote of the full Council at any regular meeting.
- c. Robert's Rules of Order, Newly Revised, shall govern the conduct of meetings in general, and particularly when action is to be taken on any issue.
- d. Council meetings are open to the public. Public comment, however, will be accepted at the discretion of the chairperson and/or in accordance with guidelines regarding agenda-building.
- e. A quorum shall consist of a majority of the members of the Council.

Guidelines for Special Education Advisory Council

7. Agenda development and procedural rules

- a. Topics requested to be placed on an agenda for a Council meeting should be presented to the Chairperson in a timely manner according to the schedule of regular and Executive Committee meetings and the Chairperson's schedule for preparing for such meetings.
- b. The discretion of the Executive Committee shall prevail in determining the appropriateness of suggested agenda items and their relationship to Sections 1 and 2 of the guidelines.
- c. When an agenda item requires or requests action or a position statement by the Council, such an agenda item shall be considered by the Council. After thorough discussion and research, as decided by the Council and Executive Committee, the item can be referred to the Board.

8. Relationships

- a. The council will report regularly to the Board, through the Board representative, through its minutes, and through formal reports as scheduled.
- b. The Council will establish and carry out a liaison function with the state advisory council on students with handicaps disabilities, receiving reports on the activities of the state council and scheduling reports of the state council for the Board when it deems appropriate.
- c. The Council will act in a liaison role with Advisory Councils for handicapped disabled children which may exist in constituent school districts. Minutes of the Council shall be regularly forwarded to constituent district councils.
- d. Publicity regarding Council activities and decisions will be released to any of the Council's or Board's publics only after approval by the Council and the Board or its authorized representatives.
- e. The Board will support the Council by providing services and funds as are suitable and feasible in the judgment of the ESD Superintendent.

Adopted: October 10, 1978
Revised: February 3, 1981
Revised: April 16, 1985
Revised: July 25, 1989
Revised: March 1992

guidelin.rpt

This draft instrument is being submitted for Board consideration on April 21. Copies of the adopted instrument (with additional space for writing comments) will be distributed to Board members following approval.

SR

D R A F T

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.

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:

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.

Comments:

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.

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.

6C(1)

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 Board Chairperson Doug McKay by May 11

LANE ESD BOARD OF DIRECTORS
Tuesday, April 14, 1992

1. Call to Order

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in a special meeting at 6:45 p.m., Tuesday, April 14, 1992, in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson
Bill Medford
Lois Schibler
Glen Weathers

Bill Lewellen
Frank Nearing
Jim Swanson

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville

Sara Jane Bates
Ted Murray
Jeff Foreman

2. Business Affairs

2A Lease, Planetarium
facility

- 2A. Since the March Board meeting, the City of Eugene and the ESD have continued to negotiate concerning a lease for the space in the Museum Building which houses the Planetarium program. The City has now agreed to retain responsibility for acts of its own employees. Paragraph 13 of the contract, Indemnification, has been revised to reflect this change.

Superintendent Maxwell said that the contract has been reviewed and approved by legal counsel and the ESD's insurance agent. The Board reviewed letters from legal counsel Jim Welty and Fred Greatwood of Willis Corroon, the ESD's property casualty agent. Mr. Greatwood is satisfied that the two agencies each assume the risk for the acts of its own employees. He does, however, raise issues regarding claims as a result of floods, earthquakes and similar events.

In 1991, the original architects for the ESD Center Building advised the ESD that the purchase of insurance covering those risks would not be cost effective.

The Superintendent said he has asked Richard Ellingboe to consult with Mr. Greatwood to review the risks associated with earthquakes, floods, and related natural disasters for all of the ESD's buildings whether owned or leased and to make recommendations to be considered at the time that property/casualty policies are renewed.

DIRECTOR SWANSON MOVED:

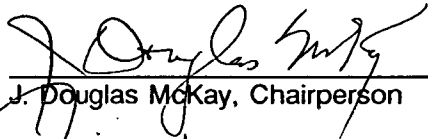
BE IT RESOLVED that the Superintendent be authorized to sign the lease agreement with the City of Eugene for the Planetarium and related facilities in the Alton Baker Park Museum Building.

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

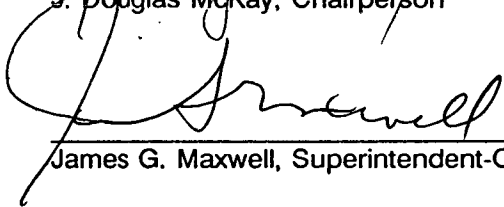
(ESD Board Resolution #91-68)

- 3. Next meeting 3. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 21, at the ESD Center, 1200 Highway 99 North, Eugene.

- 4. Adjourn 4. The meeting was adjourned at approximately 7:00 p.m.



J. Douglas McKay, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

(Date)

SR

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

OFFICE OF THE SUPERINTENDENT

LANE ESD BOARD OF DIRECTORS
Tuesday, March 17, 1992

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, March 17, 1992, under provisions of 192.660(1)(h) to consult with legal counsel; 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations; and 192.660(1)(f) to consider records exempt by law from public disclosure. Board members present in addition to the Chairperson were Directors Medford, Nearing, Schibler, Swanson, and Weathers. Others attending were Board legal counsel Joe Richards and Jim Welty; Superintendent Jim Maxwell; and Richard Ellingboe, Marv Wilkerson, Sallie Rainville, and Jeff Foreman.

2. Call to order

- 2A The Chairperson called the regular meeting to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

2A Attendance

Board members:

Doug McKay, Chairperson
Frank Nearing
Jim Swanson

Bill Medford
Lois Schibler
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville

Sara Jane Bates
Ted Murray
Jeff Foreman

Others attending a portion of the meeting were legal counsel Joe Richards and Jim Welty.

2B Planetarium Lease

- 2B The City of Eugene has assumed ownership of the Alton Baker Park museum building from Lane County. Superintendent Maxwell told the Board that the ESD and the City have been working for several months attempting to develop a mutually satisfactory written lease for the Planetarium facility portion of the building. The ESD's attorneys have recently completed review of the document and Jim Welty had earlier advised the Board that the proposed agreement is satisfactory except for the article on indemnification. As written, he said, that article leaves the ESD at too great a risk and is not satisfactory to the ESD's insurance carrier. For this reason, both he and Superintendent Maxwell recommended that the proposed resolution to authorize the lease not be approved.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Superintendent be authorized to sign the lease agreement with the City of Eugene for the Planetarium and related facilities in the Alton Baker Park Museum Building. Director Medford seconded. **DIRECTORS MEDFORD, MCKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTED NO.**

THE MOTION FAILED.

2B Planetarium Lease
(continued)

2B (continued)

Board members indicated that they wanted to be sure that the City is informed about why the Board is unwilling to sign the lease in its present form. The Board instructed Superintendent Maxwell to communicate this information to City staff. It was also suggested that, in addition, a separate correspondence be sent to the Mayor and City Council stressing that the Planetarium is a valuable community resource and indicating that while the contract with the City must meet with the approval of the ESD's insurance carrier and attorney, the ESD hopes to be able to continue to work together with the City for the good of Lane County's children and the community at large.

2C Communications

2C The following written communication was noted:

1. Letter to Superintendent Maxwell from Cathy Brown, State Department of Education Mathematics Education Specialist, commending Kermit Horn for his commitment to the growth of mathematics assessment statewide.

3. Statements

- 3A Director Medford said he had represented the ESD by Chairing a candidate fair at McKenzie School District. He reported that the event went very well and he enjoyed the opportunity.

4. Consent Agenda

4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA.** Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS McKAY, MEDFORD, NEARING, SCHIBLER, 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 Lane ESD Board minutes of February 11, 1992, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the following resolution: **WHEREAS** Oregon statutes require Lane Education Service District to note audit recommendations, and

WHEREAS the ESD Board has received the financial audit report for 1990-91,

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the audit report as received.

(ESD Board Resolution #91-58)

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated March 12, 1992 and approves the following personnel actions: Non-paid leave of absence for 1992-93 school year: Berry Broadbent; Maternity Leave for remainder of school year: Margie Myska

(ESD Board Resolution #91-59)

5. Business Affairs
5A Lane School
project

- 5A Marv Wilkerson reported that the Lane School staff is in the process of moving into the new facility; it is expected that students will begin there on Wednesday, March 18.

5A Lane School
(continued)

5A (continued)

The following change orders were presented:

Dorman Construction

Strobe-light addition to alarm system \$333.50

The fire marshal has required that a strobe-light system be added to the sound alarm system. This will assist hearing-impaired individuals to be aware if the hazard alarm system is activated.

Basketball backstop \$76.84

ESD staff asked for the basketball backstop be moved in order to minimize the possibility of balls rolling into the driveway traffic patterns and possibly down the hill into Bailey Hill Road.

Repair of "springs" \$1,444.69

Excessive sub-surface water "springs" developed in several locations in the driveway and parking area which required additional excavation, fill gravel and drainage capabilities.

Handrails (\$350.00)

Handrails for the entry stairs and ramps were originally specified to be galvanized steel with a painted surface. The delivered rails were not galvanized. In order to not delay occupancy, staff agreed to accept non-galvanized, painted rails.

Northwest Pacific Manufacturing Company

Hallway exit lights \$190.00

The hallway exit lights were mounted in a hanger from the ceiling. ESD staff believe that this configuration is overly susceptible to vandalism and requested that the front exit light be moved to a wall mounting. The cost for moving the rear exit light is being negotiated.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to approve the above-listed change orders to the contracts with Dorman Construction and Northwest Pacific Manufacturing Company.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-60)

5B Disk Storage

5B Board members reviewed a briefing memo and chart detailing disk storage requirements at OTIS. Ted Murray provided a brief summary of the Administrative recommendation to purchase two IBM disk storage units. He said that IBM is the only vendor of new model units that are completely compatible with the existing system. Used disk storage units are not recommended because the components contain active mechanical parts and failure can result in major system downtime. Murray said IBM provides free installation and first year service.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the staff to purchase two Model 9336/ 20 disk storage units at a total cost of \$39,326.00. The purchase is to be financed through the IBM Credit Corporation with a contract to be co-terminous with that of the AS/400B.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-61)

5C. Vehicle Purchase

5C The Board reviewed quotes on two vehicles for the ESD motor pool. Superintendent Maxwell recommended that the low bid on both vehicles be accepted. Four existing motor pool vehicles will be disposed of by auction when the new cars are delivered. Richard Ellingboe said that the cars will carry the standard warranty.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes purchase from Gibson Motors of a Ford Taurus at the cost of \$13,106 and a Ford Escort from Gibson Motors at a cost of \$10,746.90; payment to be made from Budget Line 400-2010-542 in the Equipment Reserve Fund.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-62)

5D Funds with Lane
County

5D Richard Ellingboe told the Board that Lane County has requested permission to extend certain of its investments from 18 to 36 months. All agencies which invest with the County must agree to the extension in order for it to be effected. The request has been reviewed by the ESD's auditors and is supported by them.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the request by Lane County to increase the maturity dates for certain investments to thirty-six (36) months, in accordance with the provisions of ORS 294.135(1)(a)

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-63)

5E Equipment
Replacement Fund

5E Equipment Replacement Fund 410 was established by the ESD Board on June 30, 1981, for the purpose of replacement of OTIS equipment. ORS 280.100 allows contributions to such special funds to exist for up to ten years, after which the fund can be used for expenditures but no further revenues can be added. In order for the fund to remain active, statutes require that the Board act to transfer the balance to the General Fund and establish a new Fund.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD, in accordance with ORS 280.100, authorizes the transfer of the fund balance in the Equipment Replacement Fund (Fund 410) to the General Fund as of June 30, 1992.

BE IT FURTHER RESOLVED that the Board authorizes establishment of a new fund, effective July 1, 1992, the purpose of which is for replacement of OTIS equipment.

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

(ESD Board Resolution #91-64)

5F (agenda altered)

5F (Agenda item 5F: Planetarium Lease, was discussed following the Executive Session.)

5G Financial Statements

5G Richard Ellingboe and Ted Murray reviewed ESD and OTIS financial statements for February, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

Ellingboe said that it appears certain at this point that receipts for this fiscal year will match projections. He pointed out that the Local Government Investment Pool continues to have the best rate for the ESD's investments.

6. Action items

6A ESD Service Resolutions

6A All local district boards except one have completed action on the ESD resolutions package for 1992-93. Approval was unanimous in fourteen of the sixteen districts. The Lowell Board voted no on Resolution No. 5 (Science/Planetarium services) and the Eugene Board has not completed its deliberations on Resolution No. 13 (Services for Students with Moderate to Severe Mental Retardation).

Each resolution has been approved by at least two-thirds of the school districts with a majority of the County's pupils. The resolutions package for 1992-93 has therefore been approved as required by ORS 334.175.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to implement the 1992-93 ESD Service Resolutions, as approved by action of local district boards, in the Lane ESD Budget for 1992-93.

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

(ESD Board Resolution #91-65)

6B Probationary teachers

6B The Board reviewed recommendations from the Superintendent with regard to notification to probationary staff of change of status as required by statute and to the need for employee reduction in force as a result of program reductions.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD concurs with the administrative recommendation and authorizes notification to all affected employees of their change of status. For these employees who are renewed, the effective date will be the first working day of the 1992-93 school year. (See attachment to official minutes.)

BE IT FURTHER RESOLVED that the Board of Directors hereby provides notice of non-renewal for reduction-in-force reasons to Mark Doll who was hired as a temporary teacher on October 14, 1991. This notification is in compliance with the provisions of ORS 342.835(2).

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-66)

6C ASBO Certificate of
Excellence

6C At the January meeting, the Board reviewed background material about the Certificate of Excellence in Financial Reporting offered by the American School Business Officials Association (ASBO).

Superintendent Maxwell said that the certification program would offer a worthwhile opportunity for staff development for key employees and would also provide an opportunity to achieve recognition for excellence of financial reporting. He requested authorization to include funds in the 1992-93 budget to engage Jones and Roth staff to provide additional assistance and staff training for this purpose.

Director Weathers stated that he does not believe that this is the proper time for such an expenditure; he said he thought that the funds could be better used in other areas. He also said he felt that applying for the certificate would increase employee workload.

Director Nearing stated he was in favor of staff development but would prefer to have it put out to bids rather than increasing the amount in the Jones and Roth contract. He said he felt that the auditors should be working at all times to help the agency achieve excellence in financial reporting.

Superintendent Maxwell responded that most of the assistance needed on this project is based on current accounts, experience that Jones & Roth already has. He also said that the initial request to apply for the certificate came from the accounting staff. He said it is his impression that affected staff members are eager to try to achieve the certificate and would appreciate the opportunity for professional growth.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to include funds in the 1992-93 budget to engage Jones & Roth to provide additional assistance and training for the ESD staff in pursuing the ASBO Certificate of Excellence in Financial Reporting.

Director Schibler seconded. **DIRECTORS MEDFORD, McKAY, SCHIBLER, and SWANSON VOTED YES.**

DIRECTORS NEARING AND WEATHERS VOTED NO.

THE MOTION CARRIED. (ESD Board Resolution #91-67)

7. Discussion items

7A Board Policy
Review: Chapter
500

7A The process of reviewing Board Policy Chapter 500: Students continued. The Superintendent provided a list of comments from Board and staff members accumulated since the Board's first review session last month.

Additional comments and suggestions by Board members were noted by the staff. Superintendent Maxwell said the next step will be to ask Joe Richards to review the policies and suggestions and provide input to the Board.

7B Task Force Report

7B The Board reviewed recommendations from the Report of the Task Force on Education Service Districts. Superintendent Maxwell provided a summary of the March 16 public hearing on the recommendations.

7B ESD Task Force
(continued)

7B (continued)

The Task Force recommendation now goes to the State Board of Education for action at its next meeting. The Legislative Committee of the Oregon Association of Education Service Districts will develop a position on the report as part of the Association's legislative platform during the 1993 session. This platform will be on the ESD Board agenda later in the spring and the Board will have an opportunity to deliberate about it prior to adoption by OAESD in November.

7C Special Education
Advisory Council
recommendations

7C Board members reviewed proposed changes to the guidelines for the Special Education Division Advisory Council. Director Weathers reported that the Council approved the recommendations at its meeting earlier on this date.

7D Sabbatical Leave
Policy and Request

7D The Board reviewed Policy 310 and Administrative Rule 1310 which provide for Sabbatical leave. Superintendent Maxwell said that one application for Sabbatical Leave has been received for 1992-93.

Superintendent Maxwell encouraged Board participation in the process to review leave applications following the March 31 deadline. Director Weathers volunteered to serve on this subcommittee and Director Nearing volunteered to be the alternate.

8. Reports

8A Wellness
Committee

8A The Board reviewed a summary of ESD Wellness Committee activities.

Superintendent Maxwell commended the volunteer members of the committee for their leadership in providing mental and physical health activities for the staff. Board members were encouraged to participate in the Wellness Game which will take place in April and May.

9. Future agenda
items

9. Future agenda items include the following:

- A. Review format and process for Superintendent's annual evaluation;
- B. Receive Superintendent's input and report on progress of ESD goals
- C. Affirmative Action report
- D. Review Board subscriptions and memberships
- E. Affirm Superintendent's canvass of Board election results
- F. Designate Property/Casualty Agent-of-Record
- G. Support for staff and board legal counsel needs
- H. Home school enrollment report
- I. Policy regarding identifying uncollectible debts
- J. Sexual Harassment Policy

10. Next meeting(s)

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 21, at the ESD Center, 1200 Highway 99 North, Eugene.

The Lane ESD Budget Committee will meet at 7 p.m. on Tuesday, April 7, and Tuesday, April 14.


11. Adjourn

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

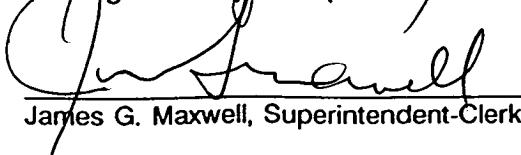
Attachments to official minutes:
Notice of change of status,
certificated employees

Minutes approved:

(Date)
SR



J. Douglas McKay, Chairperson



James G. Maxwell, Superintendent-Clerk

RECOMMENDED FOR RE-ELECTION

NAME	POSITION	HIRE DATE
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SECOND YEAR PROBATIONARY STATUS

BAILEY, MICHAEL	SCHOOL PSYCHOLOGIST	08/29/91
MAURICO, LINDA	TEACHER, SED	10/16/91

THIRD YEAR PROBATIONARY STATUS

AARON, GIGI	TEACHER - TMR	08/28/90
DILLIPLANE, DOROTHY	TEACHER - SED	08/28/90
GEORGE, MICHAEL	SUPERVISOR - PROG./PER.	09/06/90
GEORGE, NANCY	TEACHER/CONSULTANT	08/28/90
GREEN, SUSAN	SCHOOL PSYCHOLOGIST	08/28/90
KRENK, LAURA	TEACHER - TMR	08/28/90
MALLOCK, JEANNE	ADAPTIVE P.E.	10/19/90
THOMAS, SHEILA	TEACHER - TMR	09/29/90
WILEY, MARTHA	SPEECH THERAPIST	08/28/90

RECOMMENDED FOR PERMANENT STATUS

DADSON, STELLA	TEACHER - TMR	08/29/89
DEEKS, VIRGINIA	LANGUAGE/SPEECH THERAPIST	03/13/89
FAULKNER, CHERYL	TEACHER - TMR	08/29/89
JUNIPER, LEAH	TEACHER - TMR	08/29/89
MATHISEN, SUSAN	TEACHER - TMR	08/29/89
PERRIN, CARY	TEACHER - TMR	08/29/89
SHEEHAN, KAREN	TEACHER - TMR	08/29/89
SMITH, STEPHANIE	SCHOOL PSYCHOLOGIST	08/29/89
WARBERG, ANN	TEACHER CONSULTANT - SED	08/29/89

Attachment 3/17/92

LANE ESD BOARD OF DIRECTORS
Tuesday, February 11, 1992

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, February 11, 1992, under provisions of 192.660(1)(h) to consult with legal counsel; 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations; and 192.660(1)(f) to consider records exempt by law from public disclosure. All Board members were present. Others attending were Superintendent Jim Maxwell, Joe Richards, Richard Ellingboe, Marv Wilkerson, Ted Murray, Sallie Rainville, and Jeff Foreman.

2. Call to order

- 2A The Chairperson called the regular meeting to order at 7:00 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

2A Attendance

Board members:

Doug McKay, Chairperson
Bill Medford
Lois Schibler
Glen Weathers

Bill Lewellen
Frank Nearing
Jim Swanson

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville
Jon Elvert

Sara Jane Bates
Ted Murray
Jeff Foreman
Darryl Smith

Others:

Ray Hull

Jeff Lewis

2B Communication

- 2B The following written communications were noted:

- A. List of probationary teachers to be considered by the Board at the March meeting
- B. Letter from Superintendent to Jeff Lewis thanking him for filing for election to the ESD Board

- 2C No action was taken as a result of the Executive Session.

3. Statements

- 3A Director McKay introduced Jeff Lewis, who is a candidate for Board Position #1, and welcomed him to the meeting.
- 3B Director Swanson requested that the staff research the practice and policy of other districts with regard to meeting legal counsel needs of employees and Board members. He asked that discussion of this item be included on a future agenda.
- 3C Director McKay pointed out that the Register-Guard notice of this meeting had listed the wrong date. Superintendent Maxwell said that the paper receives the agenda packet at the same time as it is delivered to Board members; he said the staff will try to call special attention to the date each time. He added that the Civic Calendar is published as a courtesy; Oregon statute does not actually require publication before a regularly scheduled public meeting is held.

4. Consent agenda

4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA.**

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, 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 Lane ESD Board minutes of January 14, 1992, and the Lane County School District Boundary Board minutes of January 14, 1992, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated February 6, 1992.

5. Program report

5. Chairperson McKay introduced Ray Hull, Director of WISTEC, and welcomed him and Jon Elvert, Supervisor of the ESD Planetarium, to the meeting. Superintendent Maxwell said that the staffs of the ESD Planetarium and WISTEC have worked closely together over the past year toward achieving a good mutual working relationship. Both agencies have also worked closely with the City of Eugene to develop agreements about use of the building space, equitable procedures for paying for utilities and day-to-day maintenance, and a long-range maintenance plan.

Elvert and Hull reported that these cooperative efforts are benefitting Lane County students as well as the greater community as both the planetarium and WISTEC are experiencing an increase in usage. Elvert cited several instances where the two agencies have cooperated on presentations and events and previewed future plans.

Sara Jane Bates, Director of Instructional Services, reported that the staff is working to increase statewide awareness of the planetarium as an educational resource. The staff also is seeking additional sources for generating revenue now that the planetarium is allowed by law to do so.

Chairperson McKay extended the Board's thanks to both of the presenters and expressed its satisfaction with the good news.

6. Business affairs
6A Audit Management
Letter

- 6A In the Auditor's Report to Management for the year ending June 30, 1991, Mike Lewis and staff presented two recommendations to strengthen the agency's internal controls. One recommendation, for the ESD to establish a formal policy regarding bad debts, was generated in part because of Richard Ellingboe's request to the auditors for existing policies on this topic. Ellingboe told the Board that no policy currently exists. The ESD's long-standing procedure has been to write off uncollectible debts as a part of the audit.

The ESD is unique with regard to the collection process. Most state agencies and school districts have direct authority to collect from other agencies and therefore have no outstanding debts. The ESD's billing process for Skipworth and possibly certain other programs creates a different set of circumstances, especially in efforts to collect from out-of-state districts or agencies. Ellingboe said that the accounting supervisor is now in the process of reviewing uncollected debts for the past several years; after the data is collected, the staff will work with the auditors to draft a policy that will address procedures for identifying and writing off uncollectible debts. He said that the policy draft will be submitted to the Board before the end of this fiscal year.

6A Audit Management
Letter (continued)

6A. (continued)

The second recommendation addressed the OTIS division's monitoring of actual accrual basis expenditures during the year, specifically involving depreciation of equipment and interest expenses. Ted Murray reviewed corrective actions being taken by the staff which include reorganization of OTIS contract files and a closer working relationship with the ESD Accounting Supervisor. A process for ensuring accurate depreciation schedules and fixed asset inventory records is also being developed. Murray said all of the corrective measures will be completed by May 1992.

6B Vehicle purchase

6B Superintendent Maxwell recommended that the Board authorize the purchase of two passenger vehicles, a mid-size sedan and a compact wagon to replace existing vehicles in the ESD fleet. The staff has reviewed the need for passenger vehicles in view of reduced travel now that installation and training for the new OTIS system is completed. Four existing vehicles will be removed from the motor pool and sold.

Purchases are to be funded from the Equipment Reserve Fund. The cost for the two vehicles is expected not to exceed \$25,000. Bid specifications will be those used by the State Purchasing Division. The price available through the State will be used as one of the bids. In keeping with ESD practices, all dealers in Lane County selling vehicles meeting the specifications will be given an opportunity to give price quotations on similar vehicles.

DIRECTOR MEDFORD MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the call for bids for two motor pool passenger vehicles in accordance with specifications used by the State Purchasing Division

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #91-54)

6C Lane School Facility
Project

6C The Superintendent said that modular units for Lane School are now in place; the projected occupancy date for the new facility is March 2. The Board reviewed the following change orders:

Dorman Construction Company

Plans checking fee - City of Eugene. \$170.50. This item is in the original budget as a responsibility of the ESD. Since Dorman paid for the service, Board action is required to provide the authority to reimburse the contractor.

Water Meter Installation. \$205.91. EWEB installed the meter in the parking strip rather than across the sidewalk as originally planned. The contractor was required to remove the concrete sidewalk, lay the water lines and replace the sidewalk to City specifications.

Storm drain sleeve under driveway. \$334.65. Original specifications did not include a sleeve for a storm drain at the lowest point in the driveway. The architect advises that the inclusion of the sleeve at the point may save a costly project to remove asphalt, install the drain and replace asphalt at a later date.

Northwest Pacific

Change toilets. \$755.00. The ESD staff recommended changing from tank-type toilets to non-tank, flush valve units which are much less prone to vandalism.

Change door hardware. (\$518.00). The door hardware originally specified by the architect was not available in a timely manner. Northwest Pacific and the architect agreed to substitute commercial grade hardware that is less costly.

Corridor roofing. (\$1,200.00). The original specifications for roofing the corridor which connects the modular unit called for a type of roofing material that the contractor did not install in the factory. Since it was not factory installed, an agreement has been made to use a modified Bitumen built-up roofing. The architect advises that this will be an effective alternative and may even provide better service especially with respect to avoiding damage from unauthorized roof traffic.

Ceiling finish in corridor. \$300.00. Original specifications neglected to include all the trim needed to provide the corridor with a finished appearance.

6C Lane School Facility
(continued)

6C. (continued)

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to approve the above-listed change orders to the contracts with Dorman Construction and Northwest Pacific Manufacturing Company.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-55)**

Board members inquired whether an open house would be planned for the new facility. Superintendent Maxwell said that plans would be made after the occupancy date.

6D Property/Casualty
Agent selection
process

6D The closing date for proposals to act as ESD Agent-of-Record for Property-Casualty Insurance is February 21. Chairperson McKay recommended that the Board interview two or three applicants at its March 17 meeting and that a screening committee be appointed to develop a standard list of interview questions. If more than three completed proposals are submitted, the committee will also reduce the number to be interviewed.

DIRECTOR MEDFORD MOVED: BE IT RESOLVED that in the process to select an Agent-of-Record for Property-Casualty insurance: (1) A screening committee be authorized to act as described above, and (2) That no more than three finalists be recommended to the Board for interviews at the March 17 meeting.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-56)**

6E Financial
Statements

6E Richard Ellingboe reviewed ESD and OTIS financial statements for January, 1992. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

7. Action items
7A Personnel Report
addendum

7A Personnel information received too late to be included in the agenda background packet was distributed.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the following personnel actions in accordance with the Superintendent's recommendations:

Grant maternity leave to Holly Honeck
Employ Joseph Dimino (temporary certificated staff)

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-57)**

8. Discussion items
8A Board policy review

8A Policies which have not been recently considered by the Board as part of regular action or discussion are routinely scheduled for general review. Superintendent Maxwell said that most of the policies related to students (Chapter 500) have not been reviewed since the early 1980s. The Board supported the Superintendent's recommendation to begin a systematic review of the Chapter at this time.

8A Board Policy Review
(continued)

8A (continued)

The review will include identification of questions or concerns about existing policies by Board members, administrators, Special Education Division supervisors, and classroom teachers and other staff who express interest. The Administrative Council and Special Education supervisors will concurrently review administrative regulations which accompany the policies.

Following this review, the Superintendent will draft revisions to policies based on identified concerns. Existing policies along with suggested revisions will then be reviewed by ESD legal counsel. The Board will consider draft revisions and recommendations and act to adopt or re-adopt policies no sooner than the second meeting following review of the suggested revisions. The entire review process is expected to take several months.

Director Swanson had several suggestions and questions which were noted by the staff. Superintendent Maxwell suggested that Board members may wish to provide additional input in writing or phone with questions or concerns prior to the March Board meeting.

8B State Task Force on
Future of ESDs

8B Superintendent Maxwell reviewed the report of the State Task Force appointed by Governor Roberts to study the future of ESDs in Oregon public education. There were three major recommendations. The first was to reduce the number of education service districts from 29 to 15. Some current ESDs have very small student populations and few staff members; the combined regional districts would be stronger and able to provide a better economy of scale for providing services.

Because of the size of student population, Lane County and Clackamas and Multnomah Counties are continued as single county regions. All other areas of the state are in some way changed.

With regard to financing, the Task Force recommended that fifty cents of the \$5.00 per thousand in property taxes available for education under Ballot Measure 5 rules be set aside to fund cooperative regional programs provided by ESDs. The Task Force also recommended that there be a basic state grant for services required by the state, and that ESDs continue to be permitted to enter into contracts to provide specialized assistance.

The third major recommendation was that ESDs continue to be governed by popularly elected board members. Boards would also be encouraged to add two advisory positions representing employment training and social service agencies. The purpose of these advisory positions would be to assist in making decisions about integrating education and other human services.

The final report will go to the State Board of Education on February 13.

8C OSBA Legislative
Advocacy Process

8C Board members reviewed material from John Marshal, OSBA Director of Legislative Services, regarding the legislative advocacy process. The process is structured to provide an opportunity for all school districts and ESDs to become actively involved in a network that would establish OSBA's Legislative positions.

9. Reports

9A Resolutions
progress report

9A The Superintendent reported that eight districts have voted to approve Lane ESD's Service Resolutions for 1992-93; the other eight have scheduled a date when their Boards will act. According to statute, ESD service resolutions must be agreed upon before March 1 by resolution of at least two-thirds of the school districts which have a majority of the County's pupils. A final status report will be made at the March 17 meeting.

9B Fall Enrollment

9B The Board reviewed the Lane County Schools enrollment summary and three-year comparison developed by staff as part of the Budget planning process. Data are based on information provided at the end of September by the sixteen individual districts and the ESD.

Director Nearing requested a report on home school enrollment at a future meeting.

9C Special Education
Advisory Committee

9C Director Weathers reported that the Special Education Advisory Committee had met earlier on this date. He said that the Committee will recommend changes in its structure and number of meetings. The recommendation will be presented to the Board at the March meeting.

9D OTIS Executive
Board

9D Director Lewellen reported briefly on the February 3 meeting of the OTIS Executive Board. He said that the current Board is very well informed on the issues and believes strongly in the value of OTIS services.

10. Future agenda
items

10. Future agenda items include the following:

- A. Authorize renewal of probationary staff
- B. Continue Review of Board Policy Chapter 500
- C. Interview property/casualty agent-of-record applicants
- D. Wellness Committee Report
- E. Recommendations of Special Education Advisory Committee
- F. Final status report, ESD Service Resolutions

11. Next meeting(s)


11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, March 17, at the ESD Center, 1200 Highway 99 North, Eugene.

The first meeting of the Lane ESD Budget Committee will be Tuesday, April 7, at 7 p.m.

12. Adjourn

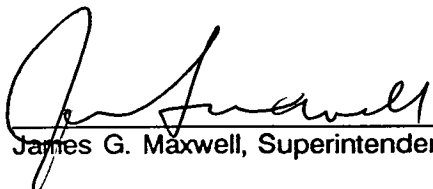
12. The meeting was adjourned at approximately 8:30 p.m.

Attachments to official
minutes:
(none)



J. Douglas McKay, Chairperson

Minutes approved:



James G. Maxwell, Superintendent-Clerk

(Date)

LANE ESD BOARD OF DIRECTORS
Tuesday, January 14, 1992

1. Executive Session
 1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:15 p.m., Tuesday, January 14, 1992, under provisions of 192.660(1)(h) to consult with legal counsel and 192.660(1)(f) to consider records exempt by law from public disclosure. All Board members were present. Others attending were Superintendent Jim Maxwell, Joe Richards, Richard Ellingboe, Marv Wilkerson, Sallie Rainville, Linda Boren, and Jeff Foreman. (Director Schibler left the meeting following adjournment of the Executive Session.)

2. Call to order
 - 2A Attendance

<u>Board members:</u>	
Doug McKay, Chairperson	Bill Lewellen
Bill Medford	Frank Nearing
Jim Swanson	Glen Weathers
 <u>ESD Staff:</u>	
Jim Maxwell, Superintendent	Sara Jane Bates
Richard Ellingboe	Ted Murray
Marv Wilkerson	Jeff Foreman
Sallie Rainville	Darryl Smith
Linda Boren	Kathy Allison

 - 2B Communication
 - 2B The agenda packet included an announcement that the IRS has established 28 cents per mile as the reimbursement rate for business use of automobiles effective January 2, 1992.
 - 2C No action was taken as a result of the Executive Session.

3. Statements
 - 3A Director McKay said he had been able last week to attend a Springfield School District 19 Board meeting representing United Way.

4. Consent agenda
 4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA.**

Director Lewellen 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 minutes of October 29, 1991, as presented.
 - B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts amended Board Policy 604: Purchasing as presented as a part of its official Policy document. **BE IT FURTHER RESOLVED** that Board Policy 607: Vendor Relations is deleted from the Policy document. The policy is attached to the official copy of these minutes.
(ESD Board Resolution #91-47)

4. Consent agenda
(continued)

4. (continued)

C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Letter of Clarification to the Memorandum of Understanding Adverse Weather Conditions to be attached to the current ESD-LCEA Employment Agreement. **(ESD Board Resolution #91-48)**

D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated January 7, 1992.

5. Business Affairs

5A Revenue
Projections

5A The Board reviewed a report regarding replacement revenue and revenue losses as a result of Ballot Measure 5. Losses are projected at \$300,000 for 1992-93 and \$466,000 for 1993-94. This loss will result from a shift of state revenue to support Special Education programs from ESDs to local districts and from the fact that state replacement rates for lost property tax revenues for ESDs is fixed at 85% for 1992-93. (The amount of loss projected for 1993-94 may change as the 1993 Legislature makes decisions about the replacement formula for 1993 and subsequent years.)

5B ASBO
Certificate of
Excellence

5B The Board reviewed a background memo explaining the American School Business Officials Association (ASBO) Certificate of Excellence in Financial Reporting, which had been briefly mentioned by Mike Lewis during his audit review at a previous meeting. The memo provided background information about the purpose of the certificate, application procedures, and costs.

Superintendent Maxwell said he believes it will be worthwhile to the ESD and beneficial to the staff to enter into this program. The District will have the benefit of a critique of its practices by a panel of specialists. The staff, including the Superintendent, Business Manager, Accounting Office personnel, Division Directors and secretaries, and others associated with fiscal management, will be engaged in a hands-on professional development project. The overall skill level of key employees in managing fiscal matters will increase. Achievement of the Certificate of Excellence would also add credibility in the eyes of the public.

The Superintendent said he plans to initiate the procedure in 1992-93 unless directed otherwise by the Board. Director Nearing stated some reservations because completing the Certificate would incur additional audit costs. He said he felt it was part of the auditors' regular responsibility to help the District to achieve excellence in financial reporting.

5C Financial
Statements

5C Richard Ellingboe reviewed ESD and OTIS financial statements for October, 1991. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS. (Director Swanson pointed out a typographical error on the Expenditure Summary Statement.)

5D Grant
application

5D The Lane ESD has been invited by the Oregon Department of Education to apply for a grant to sponsor an 18-clock-hour class intended to provide educators an awareness of gender/ethnic bias and its effects on student aspirations and achievement. The particular focus of the grant is on teachers of vocational subjects.

5D Grant
Application
(continued)

5D (continued)

The Board reviewed a briefing memo describing the grant's purpose and desired outcomes. The grant is in the amount of \$24,527, which will cover instructional costs, costs for substitutes for the participants and a 5% indirect cost to support Lane ESD administration of the program.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED THAT THE Lane ESD Board of Directors approves the submission of a grant application to the Oregon State Department of Education in the amount of \$24,527 to support a class in Gender/Ethnic Expectations and Student Achievement and appropriates the grant amount to a special fund contingent upon receipt.

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

(ESD Board Resolution #91-49)

6. Action items
6A ESD service
resolutions

6A The 1992-93 ESD Service Resolution package was included in the agenda packet for a second reading. Superintendent Maxwell said the resolutions have been reviewed and are supported by the Lane County Superintendents group. The resolutions include program reductions necessary to compensate for projected revenue reductions during the 1992 fiscal year, resulting from the last legislative session.

The Superintendent noted reductions or cost-shifts of approximately \$301,000 in order to balance projected revenue with expenditures. He called attention particularly to reduced funding for the planetarium program; Districts have requested that significant resources be shifted from this program in order to focus on the education of special needs students. He said the planetarium is a valuable community resource and Districts as well as the ESD continue to hope it can be retained for the community's benefit, as well as for students. The Superintendent said he plans to investigate other possibilities for long-term support for this community-wide resource.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the 1992-93 ESD service resolutions as presented and authorizes them to be submitted to the local Lane County school boards for review and action.

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

(ESD Board Resolution #91-50)

6B Property/
casualty
agent of record

6B The Board reviewed a recommended "request for proposals" document to be circulated to interested property/casualty insurance brokers. Applications will be reviewed during the week of February 24. Board involvement in the screening committee and the screening process will be an item for discussion at the February meeting.

6B Property/
casualty
insurance
(continued)

6B (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the timeline and criteria for seeking proposals for a property/casualty insurance agent-of-record and authorizes release of the "Request for Proposals" document.

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

(ESD Board Resolution #91-51)

6C Audit
Management
Letter

6C Board members received Jones & Roth's report to management for the 1991 audit. A background memo summarized the three recommendations made by the auditor. Superintendent Maxwell said that a more complete explanation of specific actions to be taken will be provided to the Board as the processes are developed.

6D Conference
Attendance

6D Directors Lewellen and Schibler had indicated that they would prefer to attend the American Association of ESD and American Association of School Administrators (AAESA/AASA) Annual Conference, which is being held February 19-24, instead of the April meeting of the National School Boards Association.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the AAESA/AASA Annual Conference February 20-24 for Directors Bill Lewellen and Lois Schibler and rescinds the December 10 action to approve their attendance at the NSBA Conference in April. 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 Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-52)

Director Medford said his plans have changed since the December meeting and he will not be able to attend the NSBA Convention in April.

6E Meeting date
changed

6E Director Lewellen requested that the Board consider changing the February Board meeting date to Tuesday, February 11 (two weeks earlier than originally scheduled), to facilitate his attendance at the AAESA Conference.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby revises the adopted Board calendar by changing the regularly scheduled February Board meeting from Tuesday, February 25 to Tuesday, February 11.

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

(ESD Board Resolution #91-53)

7. Discussion items

7A Special Ed
Advisory
Committee

7A The Advisory Council for Special Education became a topic of discussion at the December Board meeting because review of the monthly Council minutes had surfaced an apparent lack of interest on the part of its members. Attendance is light and four of the seven parent positions are unfilled. The Board asked the Superintendent to schedule a review of the Council's purpose, activities and membership.

Superintendent Maxwell summarized the Council's history. It was established in 1978 at the time that Public Law 94-142 took effect, a time of significant change in special education. The Council's purpose was to hear the various points of view and advise the ESD Board on program and financial decisions to be made.

Since that time, there have been few substantive issues that the committee could hear. The Council's guidelines were revised in 1989 and it now functions as a general advisory committee for the Special Education Division. Its primary mission is advising the ESD about Special Education programs for which the District has responsibility. The Council also fulfills the ESD's legal responsibility to have an advisory committee with respect to federal chapter funding.

The Board encouraged the Superintendent and administrative staff to continue to study the committee's function and purpose. Suggestions also included exploring the possibility of holding fewer meetings, or holding an annual business session to which all parents would be invited plus ad hoc meetings as topics of interest arose.

7B Review of
Executive
Session record
keeping

7B The Board had requested a review of statutes and practices related to record keeping for Executive Sessions. Background material reviewed at this meeting included a summary of relevant statutes and ESD Board Policy 060: Meetings, which includes references to the conduct of Executive Session meetings and to keeping minutes.

Superintendent Maxwell said that the normal practice for implementing this policy has been that the Board secretary tape-records the Session and then develops a brief written summary. Executive Session Summaries are not distributed to the Board but are reviewed and signed by the Chairperson and Superintendent. The summaries are available to Board members upon request at any time. Tapes are kept for a period of one year; the written summaries are kept permanently.

The concern expressed in December arose from a specific instance in 1985 when these procedures were not followed because of a request by the (then) Superintendent that the Board secretary not attend a series of four meetings. The Board secretary believes that this is the only instance during her tenure when a secretary was not present at an Executive Session.

Chairperson McKay reaffirmed the Board's satisfaction with the way records are being kept presently. Board members stressed their desire to ensure that the secretary continue to record all meetings, including Executive Sessions, and that the minutes continue to be kept in accordance with policy.

8. Reports

8A Lane School
Facility

8A The project to construct and install modular units for Lane School is running approximately 3 1/2 weeks behind schedule. It is now projected that classes in the new building can begin February 17 or February 24. (Current classrooms at the Silver Lea building will be used until the move-in date.)

9. Future agenda items

9. Future agenda items include the following;

- A. Authorize renewal of probationary staff
- B. Planetarium/WISTEC update

10. Next meeting

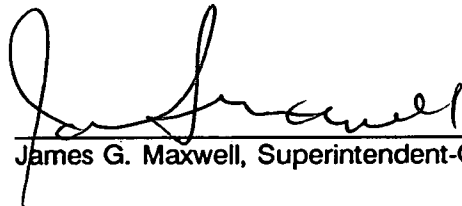
10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, February 11, 1992, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

11. The meeting was adjourned at approximately 8:00 p.m.



J. Douglas McKay, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:
Board Policy 604 (with revisions) and 607 (for deletion)
Letter of clarification:
Adverse Weather

Minutes approved:

2/11/92
(Date)

SR

POLICY

No. 604

Lane Education Service District

FINANCE

PURCHASING

1. Purchase of goods or services shall be made in accordance with Oregon Revised Statutes, Chapter 279 and Oregon Administrative Rules Chapter 125 (Department of General Services Public Contract Review Exemption Rules).
2. All persons, firms, or corporations supplying goods, materials, equipment or service of any kind to the District shall certify in writing on all bids for contracts that each, as a contractor with the District, will not discriminate against any employee or applicant for employment because of race, sex, religion, national origin, age, handicap, or marital status.
3. The District Board delegates responsibility of purchases which are within the budget of the Superintendent. Purchases of goods or services which are not planned for within the budget or exceed the budget amount must be approved by the District Board.
4. The Superintendent shall supervise the purchases of all departments. The Superintendent shall exercise prudence in purchases and insure that standard accounting procedures are followed for the expenditures.

Date Adopted: May 20, 1980
Date Revised: May 28, 1991

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600-5

MC(1)

POLICY

No. 507

Lane Education Service District

FINANCE

VENDOR RELATIONS

It is the purpose of this policy to implement the intent of the legislature to strictly limit the interest that officers and employees of the Board may have in purchases or contracts of the Board, and to insure all suppliers are in compliance with nondiscrimination laws.

All persons, firms, or corporations supplying goods, materials, equipment or services of any kind to the District shall certify in writing on all bids for contracts that each, as a contractor with the District, will not discriminate against any employee or applicant for employment because of race, sex, religion, national origin, age, handicap, or marital status.

The interest that officers and employees of the Board may have in purchases or contracts of the Board shall be limited in accordance with law.

Without the unanimous concurrence of the members of the Board, the Board shall not knowingly purchase or contract for supplies, equipment or facilities from a firm in which an official or employee of this District or a member of their family has a principal interest.

ORS 233

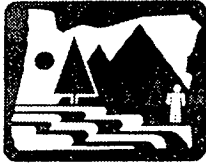
Date Adopted: May 20, 1980

Date Revised:

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500-8

MC (2)



LANE EDUCATION SERVICE DISTRICT

1200 Highway 99 North • P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500

Superintendent-Clerk
James G. Maxwell

Helping Schools Help Kids

LETTER OF CLARIFICATION

The Lane Education Association (LCEA) and the Lane Education Service District agree that item 3 of the Memorandum of Understanding, Adverse Weather Guidelines will be implemented in the following manner.

ESD Special Education employees who are headquartered at a school building rather than the ESD Center will follow the inclement weather policies and practices of the district to which they are assigned. In the event the building or district policy conflicts for certified and classified employees and the ESD has both certified and classified personnel assigned, all ESD employees will follow the policy in effect for certified staff.

This clarification is consistent with ESD procedures that support staff are under supervision of the certified staff and that any days which are rescheduled will apply equally to certified and classified staff.

All other provisions in the Adverse Weather Guidelines continue in full force and effect as written.

For Lane County Education Association

For Lane Education Service District

Date

Date

Board of Education

Douglas McKay
Eugene

Frank Nearing
Eugene

Bill Medford
Springfield

Bill Lewellen
Springfield

Glen Weathers
Florence

Lois Copple
Creswell

James Swanson
Eugene

LANE ESD BOARD OF DIRECTORS
Tuesday, December 10, 1991

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:15 p.m., Tuesday, December 10, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel and 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Those attending were Directors Lewellen, McKay, Medford, Nearing, Schibler, Swanson and Weathers; Superintendent Jim Maxwell, Joe Richards, Richard Ellingboe, Marv Wilkerson, Sallie Rainville, and Jeff Foreman.

2. Call to order

2A Attendance

- 2A The Chairperson called the regular meeting to order following the Executive Session in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson	Bill Lewellen
Bill Medford	Frank Nearing
Lois Schibler	Jim Swanson
Glen Weathers	

ESD Staff:

Jim Maxwell, Superintendent	Sara Jane Bates
Richard Ellingboe	Ted Murray
Marv Wilkerson	Jeff Foreman
Sallie Rainville	Darryl Smith

2B Communications

- 2B The following written communications were noted:

- A. Announcement that Board Position No. 1 (Zone 1) is scheduled to be voted on at the March 24 Special District Election. Filing dates are December 17 through January 23.
- B. Draft of Administrative Rule which will implement recently adopted Board Policy on tobacco smoking.
- C. Lane County School Districts Enrollment/Assessed Value Report

- 2C During the earlier Executive Session, Board members had reviewed a Memorandum of Agreement related to coordination of sick leave and workers compensation insurance.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD ratifies the Memorandum of Agreement: Injury on Duty: Use of Sick Leave as presented. A copy of the Agreement is appended to the official copy of these minutes.

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

(ESD Board Resolution #91-39)

3. Statements

- 3A Director McKay inquired about restriping the Center parking lot to meet new provisions of the American Disabilities Act.

4. Consent agenda

- 4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, 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 29, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the budget calendar for preparation of the 1992-93 Lane ESD Budget as presented. A copy of the calendar is appended to the official minutes of this meeting.
(ESD Board Resolution #91-40)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated October 23, 1991.

5. Business Affairs

5A Revenue Projections

- 5A Superintendent Maxwell reported that the estimate of ESD projected revenue loss for 1992-93 has been revised downward to \$478,000, based on current information on the rate of increase in Lane County property values.

He said that the Department of Revenue is expected to further favorably revise the rate at which lost property tax revenues will be replaced. If those rates reach 100% of replacement for lost 1991-92 tax dollars as predicted by some experts, revenue loss for 1992-93 could be as low as \$293,000.

This loss is because of a shift of state revenue to support Special Education from ESDs to local districts (\$232,000) and because State replacement rates for lost property tax revenues for ESDs for 1992-93 is fixed at 85% (total loss \$302,000 -- \$61,000 in 1992-93; \$241,000 deferred until 1993-94).

5B. Lane School

- 5B Superintendent Maxwell reported that site preparation work at the Lane School facility site is well underway and the modular buildings are under construction. Projected occupation date is the week of January 20.

The Superintendent presented and reviewed one change order as requested by the architect.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane Education Service District authorizes the Superintendent to approve the following change order to the contract with Northwest Pacific Manufacturing, Inc.:

Modify the electrical panel in the modular building to accommodate single-phase rather than three-phase electrical service. \$1,100

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

(ESD Board Resolution #91-41)

5C. Financial Statements

5C. Richard Ellingboe reviewed ESD and OTIS financial statements for October, 1991. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

Ted Murray provided additional information on OTIS cash balance and anticipated revenues.

6. Action items
6A Selection of Auditor

6A At the October 29 meeting, the Board interviewed representatives from two firms which had applied for the position of District Auditor. The two were Gregor Professional Corporation and Jones and Roth, Inc. Transcripts of the interviews and a summary of reference checks completed by the Administrative staff were mailed to members prior to this meeting.

Director Medford said he continued to be impressed by the work Jones & Roth has done over the past three years and said he would choose to continue with the firm. Director Nearing asked for clarification about the process discussed during the interview last month wherein some of the preliminary audit data entry is being shifted to the ESD staff. He particularly wondered if the audit fee would reflect a lower amount with this shift. Richard Ellingboe reviewed this three-phase process. He said the ESD printed the 1991 audit, rather than having the audit firm do it; eventually a software transfer will allow some preliminary data entry. However, the transfer will not take place this year. Director Nearing asked to be kept informed as the transfer process progresses and about how the audit fee may be adjusted because of it.

Director Weathers asked how long the ESD has used the services of Jones & Roth. Superintendent Maxwell said they had just completed their fourth audit of the ESD's books.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD designates the firm of Jones and Roth as auditors for the period from July 1, 1991, through June 30, 1994, subject to annual review, in accordance with Board policy.

Director Medford seconded. **DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, and SWANSON VOTED YES. DIRECTOR WEATHERS VOTED NO.**

THE MOTION CARRIED.
(ESD Board Resolution #91-42)

6B Public Records

6B This was the second reading for a revision to Board Policy #801: Public Records. The proposed revision would bring the policy into accordance with Oregon laws enacted since the policy was first adopted in 1980. Current case law states that home addresses are not generally protected records. The policy revision also takes into consideration other case law which indicates that the District can withhold personal information about employees on a case-by-case basis if employees have asked that the information not be released to avoid invasion of privacy.

6B Policy #801,
Public Records
(continued)

6B (continued)
DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the revisions to Board Policy #801: Public Records, as a part of its official Board Policy. The policy, as revised, is appended to the official minutes of this meeting.

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

(ESD Board Resolution #91-43)

The Board also reviewed a proposed administrative regulation which will implement provisions of the policy.

6C Conference
Attendance

6C Information about national conferences of interest to Board members had been mailed earlier. Director Swanson expressed interest in attending the Association for Supervision and Curriculum Development (ASCD) Conference to be held in New Orleans April 4 through 7.

Director Nearing expressed interest in attending the school law portion of the National School Boards Association Annual Convention being held April 25 through 28 in Orlando. Directors Lewellen, Medford, and Schibler indicated that they might wish to attend NSBA, but were unsure as of this date. Chairperson McKay suggested that the Board might wish to approve attendance for each member who had expressed possible interest, with members to keep the Superintendent's office informed as their plans progress.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the ASCD Annual Conference for Director Jim Swanson.

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 Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-44)**

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the NSBA Annual Conference for Directors Nearing, Lewellen, Medford, and Schibler.

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 Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #91-45)**

6D L-COG
Membership

6D Board members reviewed services provided to the ESD by Lane Council of Governments (L-COG). Superintendent Maxwell recommended that 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 and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-46)

7A Service
Resolutions

7A The 1992-93 ESD service resolutions were presented for first reading and discussion. Superintendent Maxwell said that ESD programs are being reviewed even more thoroughly than usual by the administration and local districts in light of projected revenue reductions. He reviewed the process used to communicate with local districts on needs and priorities for existing ESD services for guidance in recommending service reductions and procedures for replacing lost revenues.

The Superintendent called attention to the following projected program changes:

Resolution No. 1: Media Services. Reduction of one employee in Production Services Department. This position is presently vacant.

Resolution No. 2: Data Processing Services. Shifting of resources from Media Booking and Scheduling System development to additional consultative assistance for classroom use of technology. (Increase the consultant position for 0.5 FTE to 1.0 FTE.)

Resolution No. 3: Test Scoring Services by OTIS. Reduce the fund available for test scoring by one-third, from \$1.00 per student to \$0.67 per student. (Reduction of \$15,000.)

Resolution No. 5: Science/Planetarium Services. Reduce the support for part-time help by \$10,000.

Resolution No. 8: Speech, Language and Hearing. Eliminate financial support for communication disorders classes taught by Eugene Hearing and Speech Center. Limit services to diagnostic and prescriptive, only. Reduce cost by \$25,000.

Resolution No. 9: Direction Service. Reduce ESD support by \$20,000. Encourage high-use districts to assist with support of this program.

Resolution No. 10: Emotionally Handicapped. Increase tuition for students enrolled at Lane School from \$4.75 to \$16.00 per day to recover shift of State Handicapped Child Fund from ESD to local districts via State School Fund weighting formula. Increase revenue by \$66,678 to replace the amount lost to the ESD by the shift.

- 7A Service Resolutions (continued)
- 7A (continued)
- Resolution No. 11: Special Education High-Cost Student Support Fund. Increase the access to this fund to cover unanticipated costs in Resolution #13.
- Resolution No. 13: Services for Students with Moderate to Severe Retardation. This resolution has been reviewed extensively by local districts and the ESD staff for the purposes of containing the program costs. The current draft of the resolution is "revenue neutral" for the ESD, i.e., the total amount of ESD generated resources increases by 6% to cover increased personnel costs.
- The service resolutions will be considered by the local district superintendents at their meeting on Wednesday, December 11, and returned to the Board for a second reading in January.
- 7B Agent-of-Record selection
- 7B During its annual review of contracted service providers in July, the Board determined to seek proposals this year for agent-of-record for property/casualty insurance.
- The current agent-of-record is Corroon and Black of Eugene (formerly Tromp and McKinley); the individual servicing the ESD account is Fred Greatwood. The Corroon and Black firm has held the ESD contract since the 1986-87 year.
- The Board reviewed a timeline for establishing criteria for seeking and evaluating proposals; general criteria to be incorporated into a statement of qualifications for the agent-of-record; and a copy of related Board Policy 803, Risk Management.
- A formal "Request for Proposal" document will be developed for approval at the January 14 meeting.
- 7C. Revision to Board Policy 604/607
- 7C Proposed revisions to Board Policy 604/607 were introduced as a first reading. The suggested change is a "housekeeping" measure.
- Most of the intent of current Board Policy 607: Vendor Relations has been moved to new Board Policy 070: Board Member Conflicts of Interest, which was adopted at the September 4 meeting. One paragraph of Policy 607, however, refers only to anti-discrimination by providers to the ESD. That language better belongs in Policy 604: Purchasing. If that change were made, Board Policy 607: Vendor Relations could then be deleted since all language in it would then be redundant.
- 7D Audit Management Letter
- 7D. A draft copy of Mike Lewis's Management Letter for the 1991 Audit, dated December 10, was distributed. There were recommendations in three areas. The staff response and proposed remediation measures will be presented at the January 14 meeting.
8. Reports
- 8A Lane School Staff Response
- 8A The Board reviewed a status report on how recommendations contained in the Lane School evaluation report are being reviewed and implemented. Michael George, Lane School Supervisor, expanded on the written report and answered Board members' questions.

8B Special Ed
Advisory
Committee

8B Director Weathers reported briefly on the meeting of the Lane ESD Advisory Council for Special Education Division, held earlier on this date.

Minutes from the October 29 Council meeting were included in the Board agenda packet. Director Swanson expressed concern about the apparent lack of interest signified by poor attendance of parent Council members. After discussion, the Board requested that a review of the Council's purpose, activities, and membership be scheduled for a future meeting.

9. Future agenda items

9. Future agenda items include the following;

- A. Wellness Committee Report
- B. Review personnel files in preparation for February recommendation
- C. Approve resolutions and authorize staff to submit to local district Boards
- D. Planetarium/WISTEC Report
- E. Second reading, suggested revisions to Board Policies 604 and 607
- F. Review of laws concerning conduct of and record keeping for Executive Sessions of the Board

10. Next meeting

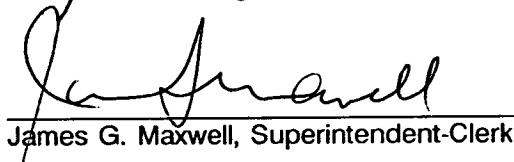
10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, January 14, 1992, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

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



 J. Douglas McKay, Chairperson



 James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:
Memorandum of Agreement: Injury on Duty
Budget Calendar
Policy #801

Minutes approved:

1/14/92
(Date)

SR

Memorandum of Understanding

Injury on Duty: Use of Sick Leave

Lane Education Service District (LESD) and Lane County Education Association (LCEA) agree as follows regarding use of paid sick leave by employees receiving workers' compensation time loss payments as the result of a compensable condition.

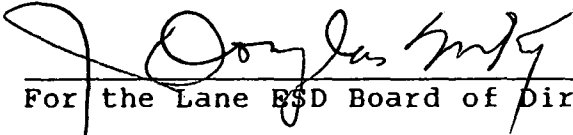
The absence of an employee because of illness or accident for which he/she receives workers compensation shall be considered as sick leave under the terms below:

1. Each affected employee shall be paid for and his/her sick leave account will be charged for one sick leave day for each three days for which workers' compensation is paid.
2. Notwithstanding the provisions in "1" above, an employee may elect not to be paid sick leave while receiving workers' compensation payments by notifying Lane E.S.D. in writing that he/she chooses not to be paid for sick leave.
3. Notwithstanding the provisions in "1" above, employees who qualify for and elect the options under Makeup Days for Injured Workers will not be paid sick leave for a period of compensable time loss that is covered by Make Up Days for Injured Workers.

Payments for sick leave provided by this Memorandum of Agreement shall be discontinued when the employee becomes eligible for long-term disability benefits or when the employee's sick leave is exhausted, whichever occurs first.

For Lane County ESD Education Association

Date



For the Lane ESD Board of Directors

1-14-92

Date

Attach.



DATE: November 25, 1991
TO: Board members
FROM: Jim Maxwell
SUBJECT: Budget Committee Calendar

I recommend that the organizational meeting of the Lane ESD Budget Committee for preparation of the 1992-93 ESD Budget be held on Tuesday, April 7, 1992, at 7 p.m. This meeting will be for the purposes of organizing the Committee, orientation to the ESD budget review procedure, delivery of the Superintendent's budget message, establishing review procedures, distributing the proposed budget document, and beginning the review process.

Additional review sessions would be scheduled on April 14 and May 5.

The public hearing on the budget would be scheduled for Tuesday, June 16, 1992, 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 and notice of the budget hearing, including a budget summary, will be published according to statute in the Register-Guard.

sr

4B

attachment 1/14/92

~~Proposed deletion~~

No. 801

Proposed new language

OPERATIONS

PUBLIC RECORDS

The Board recognizes the importance of public records as the official record of the acts of this public body and its responsibility to make those records, with certain exceptions, available to the public.

For the purposes of this policy, "public records" shall include all writings or microforms containing information relating to the conduct of the public's business and made, maintained or kept on file by this Board or its officials, except that "public records" shall not include:

1. Personal records
2. Records carrying information regarding individual students,
3. Records pertaining to an investigation in progress when the inspection of such records would be inimical to the public interest,
4. Records pertaining to the pending acquisition of land,
5. Records pertaining to current or pending litigations,
6. Instructions given to a Board negotiator,
7. Temporary notations or tape recordings made by an individual solely as an administrative convenience in the performance of his/her duties,
8. Rosters of students, except as they are released by the Board to recognize student achievement, or
9. The ~~home address~~ or telephone number of any individual staff member ~~or student~~.

The Board directs that all records of this District be made, maintained and safeguarded in full compliance with the requirements of law.

Any person in the state who has an interest in the public records of this Board may inspect and copy them during the regular business hours of the District. Any citizen may purchase copies of the public records of this District upon payment of a reasonable fee.

page 1/2

800-2

6B(1) Attach 1/14/02

Nothing in this policy shall be construed as preventing a Board member from inspecting any record of this District in the performance of his/her official duties.

The Superintendent shall develop procedures to implement this policy which include:

1. Preparation of a retention schedule which shall conform to the State-approved schedule and as a minimum shall require the permanent safeguarding of Board minutes, annual audit reports and permanent student records and the retention of all fiscal records required for audit until said audit has been received and approved;
2. Provisions to guard the confidentiality of records exempted from the availability of public records.
3. **Provisions to protect employees against unreasonable invasions of privacy when the staff member has requested that personal information be withheld from disclosure.**
4. **Provision to protect directory information relating to a student's, parent's, or guardian's name, address or telephone number when properly instructed by the parent, guardian, or adult student.**

ORS 162.225, 192.001 et seq, 192.310, 192.410 et seq

Date Adopted: May 20, 1980

Date Revised:

page 2/2

Attach. 1/14/92

LANE ESD BOARD OF DIRECTORS
Tuesday, October 29, 1991

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, October 29, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel and 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Those attending were Directors Lewellen, McKay, Medford, Nearing, Swanson and Weathers; Superintendent Jim Maxwell, Joe Richards, Richard Ellingboe, Sallie Rainville, and Jeff Foreman.

2. Call to order

2A Attendance

- 2A The Chairperson called the regular meeting to order following the Executive Session in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson
Bill Medford
Jim Swanson

Bill Lewellen
Frank Nearing
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville

Sara Jane Bates
Ted Murray
Jeff Foreman
Darryl Smith

2B Communications

- 2B The following written communications were noted:

- A. Memo from Linda Boren reporting on the conclusion of the ESD's successful United Way Campaign. The \$7,000 goal set by the Committee was exceeded.
- B. Memo from Superintendent Maxwell congratulating Sallie Rainville for her contribution as a member of a volunteer citizen task force which recently completed editing elections manuals for Lane County.

- 2C No action was taken as a result of Executive Session discussion.

3. Statements

3A Statement from Superintendent

- 3A Superintendent Maxwell told the Board that the staff is continuing to work with the State Departments of Education and Revenue to determine the status of next year's revenues under provisions of Ballot Measure 5. A revenue reduction of approximately \$610,000 had originally been anticipated. Because of increased valuations in Lane County, the amount of reduction is now estimated to be about \$470,000. There is some optimism that the replacement dollar pool will grow, so the shortfall may even be reduced further.

4. Consent agenda

- 4. **DIRECTOR SWANSON MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Medford 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 minutes of September 17, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD endorses the Chairperson's committee and liaison appointments for 1991-92 as proposed.
(ESD Board Resolution #91-27)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD has reviewed and approves the 1990-91 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 following this meeting to officially document Lane ESD's compliance with OAR 581-24-226.
(ESD Board Resolution #91-28)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated October 23, 1991, and approves the following personnel recommendations:

Employ:	Mark Doll, teacher, TMR Linda Mauricio, teacher, SED
Change of status:	Carol Knobbe, Supervisor II, TMR Sandra Lesch, Lateral Transfer, BA+45

(ESD Board Resolution #91-29)

5. Business Affairs
5A Audit Report

- 5A Chairperson McKay welcomed Mike Lewis and Forrest Arnold of Jones and Roth who were present to review the 1991 audit report. Copies of the report had been distributed earlier to each Board member.

As Board members had earlier requested, Mr Lewis first provided a brief explanation of the various types of reports found in the audit document. Lewis and Forrest Arnold then provided a summary of the 1991 report. Lewis said there were no material weaknesses in the report. He said the Management Letter will be completed by next month; recommendations will pertain to accrued vacation balance allocations and changing the cooperative purchasing budget area to an enterprise fund.

The auditors answered members' questions about new procedures for expense reporting and about new audit standards related to examination of internal controls.

5A. Audit Report
(continued)

5A. (continued)

Mike Lewis thanked staff members for their help and cooperation throughout the audit process. Forrest Arnold commented that the ESD had produced and printed the audit document this year; he complimented the staff for a well-done job. Richard Ellingboe said that the staff was very pleased with team that Jones & Roth sent this year. In a difficult year, he said, Forrest Arnold and the others had been exceptionally helpful.

5B. Lane School
Update
5B(1) Change Orders

5B. George Schultz, the architect for the Lane School facility project, told the Board (1) that permits have been obtained and site work started. He reviewed needed change orders as follows:

1. Provide and install site lighting, including three pole-mounted fixtures and one building-mounted fixture. (\$6,874)
2. Change size of cold water supply line from 1 1/2" to 2". (\$416.99)
3. Provide and install temporary fencing along Bailey Hill Road (\$905.40)
4. Increase driveway widths at North and South edges of parking area from 18' to 20'. Provide and install 2" concrete jacketing of two catch basins (\$1,328.25)
5. Change electrical service conduit and feeders (\$1,055.70)

The total (which is within the contingency amount budgeted) is \$10,581.04.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to approve the above listed change orders to the contract with Dorman Construction Company.

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

(ESD Board Resolution #91-30)

5B(2) Completion
Date

(2) The completion date for the project is now estimated to be January 15. This is later than the original projection because of a delay in signing the construction contracts as a result of longer-than-anticipated negotiations with the Eugene District regarding the land lease.

5B(3) Lease with 4J

(3) Copies of the lease document with the Eugene District for the Lane School site were mailed to Board members prior to the meeting. Superintendent Maxwell told the Board he had authorized work to begin on the site development on the basis of Board action at the September 17 meeting, which authorized the Superintendent to finalize the lease contingent upon Board approval. He thanked Doug McKay for volunteering his expertise in fine-tuning many of the details of the lease.

5C(3) Lease with 4J
(continued)

5C(3) (continued)

The Board also was advised in the process by attorney Merwin Logan. The Eugene District was represented by Bruce Smith.

Chairperson McKay reviewed the proposed lease. The terms provide for the school district to make available 1.92 acres for ESD use in five year increments up to fifteen years. The agreement anticipates access to building support services (food services, library, etc.), but does not attempt to detail them, leaving that to be worked out as the instructional staffs establish working relationships.

In exchange for the first ten years of use, if the third five-year renewal is consummated, the District will assume ownership of the modular and site improvements. A \$20,000 per year fee for the use of the land and services is established during years eleven through fifteen.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the agreement with District 4J to lease property for the Lane School facility.

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

(ESD Board Resolution #91-31)

5B(4) Project
Financing

(4) At the September 17 meeting, the Board authorized borrowing up to \$303,000 through the OSBA FlexFund/U S Bank. That amount is being held in escrow at no interest charge until it is needed to pay the modular building manufacturer. The Board reviewed the schedule for repayments.

5C OTIS Capital
Purchases

5C. Board members reviewed background information and a bid sheet regarding additional disk storage, increased computer memory and associated equipment. The staff recommendation is to accept the low bid (which is for used equipment) with the exception of the disk drives. Because these drives have high-speed moving parts, new drives, which include a first-year warranty and maintenance services, would provide a better value.

All items with the exception of the disk drives are recommended for outright purchase from the current year's budget authorization. The disk drives would be acquired on a lease-purchase arrangement with pay-offs to be coterminous with the pay-off on the computers on which they will be placed (AS 400 A, March 1994 and AS 400 B, August 1995.)

The staff believes that no further additional capital acquisition will be needed during the current year but that during the 1992-93 year one of the current B70 computers will need to be upgraded to a D70. Estimated cost of the 1992-93 upgrades is \$140,000.

5C OTIS Purchase
(continued)

5C (continued)

It is anticipated that the long-term debt for OTIS Data Processing and communications equipment will be reduced from \$1,501,565 in July of 1991 to approximately \$550,000 in June of 1993.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the staff to enter into a lease purchase agreement with IBM for four 600 Mb disk drives, Model 9332-600, at a cost of \$8,848 each (total \$35,392) with an estimated annual interest rate of 7.77%.

BE IT FURTHER RESOLVED that the Board authorizes purchase of the following equipment:

Four 16 Mg Memory Cards, Model 306 1 (used): X/L DataComp Inc.
\$6,000 each (Total \$24,000)

One Rack Enclosure, Model 9309-002 (used): DeLa Computer Marketing \$888

One I/O Card Unit Model 5030 (used): DeLa Computer Marketing \$7,215

One Magnetic Storage Device Model 6110 (used): DeLa Computer Marketing \$2,220

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

(ESD Board Resolution #91-32)

A copy of the bid sheet is attached to the official copy of the minutes of this meeting.

5D. Financial
Statements

5D. Richard Ellingboe reviewed ESD and OTIS financial statements for September, 1991. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; OTIS Equipment Contract Obligations; and Investment Reports for the General Fund and OTIS.

6. Action items
6A Policy:
Planetarium Use

6A. This was the second reading for a revision to Board Policy #907: Community Use of the Planetarium. Proposed revisions would accommodate direct service by the ESD to the general public in accordance with a statute passed by the 1991 Legislative Assembly. The new law, which became effective September 29, allows the ESD to sell tickets and offer planetarium shows to the general public.

6A Planetarium Policy
(continued)

6A (continued)
DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the revisions to Board Policy 907: Community Use of the Planetarium, as a part of its official Board Policy. The policy, as revised, is appended to the official minutes of this meeting.

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

(ESD Board Resolution #91-33)

6B Smoking Policy

6B. This was the second reading of proposed policy language on tobacco smoking at the ESD. Board members also reviewed a memo from the Superintendent providing background information on the issue.

The Board also received the final report of the Smoking Policy Committee. The Committee unanimously recommended that smoking within the ESD building and vehicles no longer be allowed and that smoking be allowed only on ESD property outside of buildings. The report recommends ESD participation in a program to assist smokers in stopping the practice. The report also identifies a need for a covered area where smokers might be protected from inclement weather but where non-smokers would not be subject to tobacco smoke.

Superintendent Maxwell recommended that the Board modify Board Policies 322/426: Wellness to include language relating to tobacco smoking. The language directs the Superintendent to develop regulations to ensure that smoking is not permitted within ESD buildings or vehicles and that employees are provided appropriate assistance in smoking cessation programs.

In discussion, Director Nearing emphasized that he felt it was very important that only a specific window of time be available for staff members to take part in smoking cessation programs. Superintendent Maxwell said it is his intent that the Administrative Regulation implementing the policy follow the Committee's recommendation that entry access to the program would run through February, 1993.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the ESD Board of Directors adopts revised Board Policies 322/426: Wellness as presented. A copy of the policy as revised is appended to the official minutes of this meeting.

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

(ESD Board Resolution #91-34)

6C. OSBA Gift

6C. The Board received a letter from Chris Dudley, Executive Director of Oregon School Boards Association. OSBA has chosen to honor the memory of Wyatt Rosenbaum by presenting a book to the Lane ESD professional curriculum library.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Oregon School Board Association's gift of the book "Self-Management Strategies", given in memory of Wyatt Rosenbaum and expresses its appreciation and thanks for this addition to the professional library which will benefit teachers from throughout the county.

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

(ESD Board Resolution #91-35)

6D. County Voters' Pamphlet

6D. Board members reviewed a memo from Annette K Pomeroy, Chief Deputy County Clerk, regarding the authority to publish a voters' pamphlet for special district elections.

Superintendent Maxwell said that the currently devised procedure to apportion costs for the pamphlet places countywide agencies at a special disadvantage. The additional costs to the ESD could run as high as \$10,000 to \$17,000.

Board members commented that although the pamphlet might help to better educate the electorate, the cost could be prohibitive to the ESD.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that Lane ESD Board of Directors directs the Superintendent to convey to the County Elections Office its intention to not support the publication of a County voters' pamphlet under the apportionment plan as currently developed.

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

(ESD Board Resolution #91-36)

6E. Special Ed Advisory Council

6E. Superintendent Maxwell recommended that the Board approve four new Special Education Advisory Council members proposed by the Council. Application information was available for Board members to review.

6E. Advisory Council
(continued)

6E. (continued)
DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints the following persons to the Lane ESD Advisory Council for Special Education:

- Larry Swancutt: (term of office to run through June, 1992)
- Marion Esty: (term of office to run through June, 1992)
- Suzanne Crymes: (term of office to run through June, 1993)
- Gary Stoner: (term of office to run through June, 1993)

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

(ESD Board Resolution #91-37)

6F. Board Conference
Attendance

6F. Director Nearing indicated interest in attending the Oregon School Law Conference on December 12-13 in Eugene.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves Director Frank Nearing's attendance at the Oregon School Law Conference on December 12-13.

This resolution authorizes payment of registration and meal and travel expenses in accordance with Board Policy #108 and Administrative Rule #1108-1, from Board Expense Account #100/2310/340/100/10.

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

(ESD Board Resolution #91-38)

7. Discussion items
7A Board Policy
#801: Public
Records

7A The Board reviewed information relating to release of home addresses and telephone numbers of individual staff members. Revised policy language and a proposed administrative rule to implement provisions of the policy were reviewed as a first reading.

8. Reports

8. The following reports were included for review:

- A. Report on resolutions planning visits
- B. Special Ed Advisory Committee
- C. Announcement and invitation to the "Positively Public" Grand Opening of Planetarium on November 15.

9. Auditor applications

9. Representatives of 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:

8:00 Gregor Professional Corporation
(represented by Phillip Duchemin and Richard Maxwell)

8:30 Jones & Roth
(represented by Mike Lewis and Forrest Arnold)

Both firms responded to a list of eight questions presented by Chairperson McKay and related questions posed by Board members. Board members had earlier 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.

During the second interview, Director Lewellen moved to extend the ending time of the meeting to 9:30 p.m. Director Medford seconded and the **MOTION CARRIED.**

At the end of each interview, Chairperson McKay thanked the presenters. He said that a decision would be made at the next Board meeting.

10. Future agenda items

- 10. Future agenda items include the following:
 - A. Lane School Report staff response
 - B. Planetarium/WISTEC Report
 - C. First reading, ESD Service Resolutions
 - D. Adopt Budget Calendar
 - E. Select Auditor
 - F. Second reading, proposed policy change

11. Next meeting

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 10, 1991, at the ESD Center, 1200 Highway 99 North, Eugene.

12. Adjourn

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

Attachments to official minutes:

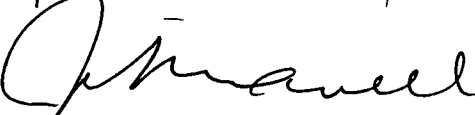
- OTIS bid sheet
- Policy 907: Planetarium
- Policy 322/426: Wellness

Minutes approved:

12/10/91
(Date)



J. Douglas McKay, Chairperson



James G. Maxwell, Superintendent-Clerk

BID AWARD WORK SHEET

10/24/91

Page 1

Feat/Mod	Description	List		
9332-600	Disk 600 Mb	12640.00		
Vendor			Bid	Quantity
New	International Business Machines		8848.00	4
Used	Computerware Data Products, Inc.		N/B	
Used	DeLa Computer Marketing		9102.00	
Used	X/L DataComp, Inc.		6950.00	

Feat/Mod	Description	List		
3061	16 Mg Memory Card	18000.00		
Vendor			Bid	Quantity
New	International Business Machines		12600.00	
Used	Computerware Data Products, Inc.		7000.00	
Used	DeLa Computer Marketing		7770.00	
Used	X/L DataComp, Inc.		6000.00	4

Feat/Mod	Description	List		
9309-002	Rack Enclosure	3710.00		
Vendor			Bid	Quantity
New	International Business Machines		2597.00	
Used	Computerware Data Products, Inc.		1700.00	
Used	DeLa Computer Marketing		888.00	1
Used	X/L DataComp, Inc.		1600.00	

Feat/Mod	Description	List		
5030	I/O Card Unit	11910.00		
Vendor			Bid	Quantity
New	International Business Machines		8337.00	
Used	Computerware Data Products, Inc.		8900.00	
Used	DeLa Computer Marketing		7215.00	1
Used	X/L DataComp, Inc.		8400.00	

Feat/Mod	Description	List		
6110	Magnetic Storage Device	3365.00		
Vendor			Bid	Quantity
New	International Business Machines		2355.50	
Used	Computerware Data Products, Inc.		2700.00	
Used	DeLa Computer Marketing		2220.00	1
Used	X/L DataComp, Inc.		2600.00	

Total Award: 69715.00

5000

Attached 12/10/91

POLICY

No. 907

Lane Education Service District

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. **Monies collected through sales of tickets to the general community may be used for operation and promotion of public events at the Planetarium.**

It is the responsibility of the Superintendent to prepare regulations, to assure implementation of this policy and compliance with Oregon statutes.

Date Adopted: January 19, 1988
Date Revised:

page 1/1

900-8

Attachment 12/10/91

POLICY

No. 322/426

Lane Education Service District

CERTIFICATED 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.

Tobacco Smoking:

The Board recognizes that substantial scientific research links both primary and secondary tobacco smoke to various illnesses and that the general wellness of ESD employees will be served if their exposure to tobacco smoke is reduced. The Board declares all buildings solely administered by the ESD and all spaces within them and district-owned vehicles to be officially designated smoke-free environments.

The Board directs the Superintendent to prepare regulations to ensure that the smoking of tobacco products is not permitted within ESD buildings or vehicles and that employees are provided appropriate assistance in smoking cessation programs.

Date Adopted: March 28, 1989
Date Revised:

page 1/1

300-34

6B(1)

Attchm - 02/10/91

LANE ESD BOARD OF DIRECTORS
Tuesday, September 17, 1991

1. Executive Session

1. Acting Chairperson Lois Schibler called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, September 17, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel and 192.660(1)(d) to deliberate with persons designated to carry on labor negotiations. Those attending were Directors Lewellen, Medford, Nearing, Schibler, and Swanson; Superintendent Jim Maxwell, Richard Ellingboe, Sallie Rainville, Jeff Foreman, and Joe Richards.

2. Call to order

2A Attendance

- 2A The Chairperson called the regular meeting to order at approximately 7:00 p.m. in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Lois Schibler, Acting Chairperson	Bill Lewellen
Bill Medford	Frank Nearing
Jim Swanson	

ESD Staff:

Jim Maxwell, Superintendent	Sara Jane Bates
Richard Ellingboe	Ted Murray
Marv Wilkerson	Jeff Foreman
Sallie Rainville	Kathy Allison
Darryl Smith	Michael George

2B Communications

- 2B The following written communications were noted:

- A. Memo from Chairperson McKay regarding Committee Assignments
- B. Tally of Local District Board Action on amended Resolution #2 - Data Processing
- C. Letter from Governor Roberts inviting interested persons to attend "Conversation With Oregonians" to be held at LCC on September 22.
- D. Memo from OSBA announcing 1991 Fall Meeting on September 11
- E. Announcement of Satellite Telecast of "I Care" Legislative Conference
- F. Lane County School District Calendar for 1991-92
- G. Memo requesting information needed for Board expense reimbursement

- 2C No action was taken as a result of Executive Session discussion.

3. Statements

3A Statement from Superintendent

- 3A Superintendent Maxwell introduced new LCEA Co-President Darryl Smith and Chairperson Schibler welcomed him on behalf of the Board.

3B Statement from Board Member

3. (continued)

3B Director Swanson noted that the Board and staff were all aware of the recent Register-Guard article regarding the District Attorney's investigation, in which the District Attorney stated that the investigation is over. Director Swanson said he is now concerned with beginning a process to restore staff confidence in the organization and open communication. He said he would support obtaining outside help if that is necessary.

Superintendent Maxwell said he appreciated the Board's support and that the Administrative Council will take a look at appropriate staff activities and training. Chairperson Schibler asked that the Board receive periodic progress reports.

4. Consent agenda

4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFÖRD, NEARING, SCHIBLER, and SWANSON 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 September 4, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints **VIRGINIA THOMPSON** to the ESD Budget Committee representing ESD Board Zones 1/2 (Eugene 4J School District). The term of office expires June 30, 1994.
(ESD Board Resolution #91-20)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated September 12, 1991.

5 Action items

5A Financial Statements

5A Superintendent Maxwell reported that financial statements will not be available until the October meeting. Auditors from Jones & Roth are in the process of completing the 1991 audit and have not yet provided beginning balance figures for the 1991-92 fiscal year. The Auditors expect the 1991 fiscal Audit to be completed by the October meeting, when they will be available to provide an oral report. Regular monthly statements will also be resumed at the October 29 meeting.

5B Lane School Financing

5B Superintendent Maxwell reported that the Business Office has completed its discussions with lending institutions interested in financing the Lane School facility. Board members reviewed a summary of terms from the final three sources. (The summary is attached to the official copy of these minutes.) The Superintendent recommended that the Board accept the offer from U S Bank through OSBA Flex Fund.

5B Lane School
Financing
(continued)

5B (continued)

Richard Ellingboe distributed and reviewed information from attorneys for U S Bank, including an official resolution form and a copy of the Lease/Purchase Agreement.

Ellingboe said that the Bank has recommended that the District borrow to provide for possible contingencies in the project (up to \$303,000). (The total amount budgeted for construction, as approved at the September 4 Board meeting, is \$504,000.) If approved in time to be included in the October 21 funding under the OSBA program, interest rate on this amount will be no higher than 7.3%.

Under these terms, Ellingboe said, the Flex Fund is the lowest bidder among respondents. He said that the total amount borrowed would be invested in the Local Government Investment Pool and utilized on an as-needed basis during construction, with invested funds earning the LGIP interest rate. Ellingboe also told the Board that one reason that the Flex Fund rate is lower is that U S Bank considers the modular building as equipment, rather than a permanent building structure.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to enter into an agreement with OSBA Flex Fund to finance up to \$303,000 for a five-year loan at an estimated interest rate of 7.3% to purchase modular buildings for Lane School and to develop the site on which the buildings will be located. A copy of the resolution approving the lease/purchase agreement is attached to the official copy of the minutes of this meeting.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #91-21)

5C Lane School site
lease

5C Superintendent Maxwell reviewed issues related to completing a long-term lease agreement for the 1.92 acre parcel on which the new Lane School will be located. He said that all discussions with District 4J have been amicable. Richard Ellingboe reviewed terms to be included in the lease.

Director Nearing inquired about legal counsel for completing the lease. On April 30, the Board authorized the Superintendent to employ independent legal counsel if necessary in this matter, since Joe Richards represents both District 4J and the ESD. Ellingboe said that to date neither 4J nor the ESD have employed legal counsel. If counsel is needed to review the lease, the District will employ someone other than Richards, in accordance with the Board's recommendation.

5C. (continued)

DIRECTOR SWANSON MOVED:

5C Lane School site
Lease
(continued)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to finalize a lease document with Eugene School District 4J for 1.92 acres on which the new Lane School facility will be located. The authorization is contingent upon Board approval of the lease at the next meeting.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SCHIBLER, and SWANSON, VOTING YES.**

(ESD Board Resolution #91-22)

5D OTIS Equipment

5D The Board reviewed a chart detailing OTIS equipment contract obligations. Superintendent Maxwell pointed out that overall debt continues to be reduced. This report will be included as part of the monthly financial statements beginning in October.

Ted Murray distributed and reviewed a briefing paper titled "Managing Growth -- Meeting Projected User Needs With Adequate Computing Power."

In his summary, Mr Murray provided a complete overview of the successful development of "New OTIS" which has included a consistent pattern of growth and successive upgrades of computers. Murray said OTIS must continue to strive to meet ongoing changes in the computing environment. He discussed projected work load and appropriate hardware configuration, and estimated costs involved.

Murray said the most immediate incremental growth need will be to add to the central computer memory and the disc storage (DASD) capacity.

5E Test Scoring
Equipment

5E At its last meeting the Board approved awarding of a contract and financing for purchase of new OTIS test scoring equipment and software.

Subsequent to that meeting, however, a major publisher, McGraw Hill/CTBS, has notified the staff that it would license OTIS to score Lane County school district tests only and would not issue a license to score tests submitted by other OTIS Consortium members. This loss of economy-of-scale alters the fiscal balance to the point that the Consortium can no longer project a break-even point for the purchase of new test scoring equipment.

Superintendent Maxwell said that the staff will discuss test scoring needs with Consortium members; if a viable program can be developed, a recommendation for future action will be brought to the Board. In the meantime, OTIS will continue to provide a limited range of testing services, using existing equipment.

5E Testing Equipment
(continued)

5E. (continued)

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD rescinds Resolution #91-15 (September 4, 1991) which authorized the purchase and financing of new OTIS test scoring equipment and software.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SCHIBLER, and SWANSON, VOTING YES. (ESD Board Resolution #91-23)**

6. Action items

6A Board Goals

6A The Board reviewed proposed 1991-92 ESD organizational goals, which had been presented for a first reading at the September 4 meeting. These goals, with related objectives, activities, and staff assignments, comprise the ESD's management plan for the year. Superintendent Maxwell pointed out that special emphasis has been given to objectives related to maintaining a balanced budget while Measure #5 is being implemented and also to personnel evaluation practices.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1991-92 organizational goals as presented and attached to the official copy of the minutes of this meeting.

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

(ESD Board Resolution #91-24)

6B TMR Classroom
needs

6B Superintendent Maxwell reported that the number of TMR students does not exceed projections, but there has been a shift of numbers with a slightly heavier elementary and lower high school enrollment. The special education supervisory staff will continue to study student and staffing patterns and may return with a recommendation at a future meeting.

6C Audit RFP

6C The Board reviewed a recommended "request for proposals" document to be circulated to interested auditing firms. Board members' suggestions for modifications were noted and will be incorporated into the document before it is released. The Superintendent recommended October 8 as the deadline date for responses.

6C Audit proposals
(continued)

6C (continued)

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to release the request for proposals for audit services and sets October 8 as the deadline for responses from those interested.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SCHIBLER, and SWANSON, VOTING YES.**

(ESD Board Resolution #91-25)

The Board next reviewed the process to be used in screening the auditing firms which apply. The Superintendent was directed to screen the applicants and schedule two to four firms to be interviewed by the Board at the October 29 meeting. The basis used for the screening will be documented and included in materials mailed to the Board.

Superintendent Maxwell asked for input on topics to be incorporated into the interviews. Suggestions were noted and will be included in the set of questions. A written copy of the questions will be included in background material sent prior to the October meeting.

Meeting Extended

Director Lewellen moved to extend the meeting to 9:30. Director Medford seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

6D OSBA Convention

6D The Annual OSBA convention is scheduled for November 8 through 10 at the Portland Marriott. Four of the Board members present indicated interest in attending. Chairperson Schibler suggested that absent Board members be included in the resolution to approve attendance, in the event they wish to attend.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the OSBA Annual Convention November 8-10 for the following Board members: Bill Lewellen, Doug McKay, Bill Medford, Frank Nearing, Lois Schibler, and Glen Weathers.

This resolution authorizes payment of registration, lodging, and meal and travel expenses in accordance with Board Policy #108 and Administrative Rule #1108-1, from Board Expenses account #100/2310/340/100/10.

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

(ESD Board Resolution #91-26)

7. Discussion items
7A Public Access to
Planetarium

7A Board members reviewed a proposed revision to Board Policy #907 "Community Use of Planetarium Facilities." The proposed change would accommodate direct admission charges by the ESD to the general public in accordance with the statute passed by the 1991 Legislature. The new law, which becomes effective September 29, allows the ESD to sell tickets and offer planetarium shows to the general public.

Prior to this legislation, the ESD has used other agencies, such as WISTEC and Friends of the Planetarium, to serve the community at large. Under the new law, this indirect procedure will no longer be necessary. Superintendent Maxwell said that the staff is planning marketing strategies to encourage community use of the planetarium. Such use could potentially generate additional funds to sustain the planetarium operation for schools during a time of diminishing financial support.

8. Reports
8A Lane School
Review

8A Superintendent Maxwell told the Board that the third party review and report of Lane School Programs has been completed. Board members had received an "Executive Summary" of the report and an administrative response prepared by Michael George, the program Supervisor. The complete report was also made available for review.

Marv Wilkerson introduced Jerry Tindal, who was contracted to direct the study, and his graduate student assistant, Mike Rebar. Dr. Tindal is an Associate Professor in the Department of Teacher Education, University of Oregon.

Dr Tindal said that the Lane School Program is presently meeting all of the missions for which it was designed. He reviewed the process used to complete the study and briefly summarized the findings. The study was the first outside evaluation conducted since the school changed from a family therapy model to an educational behavioral model in 1986. All recommendations made for program change at that time have been accomplished or are well on the way.

Tindal briefly reviewed recommended changes or improvements in the areas of student referrals, student transitions, and on-going program evaluation. He said that there are no glaring problems at Lane School, but any program can always improve its quality.

Dr Tindal commended Michael George for his careful reading of the study and for his response showing the intent of the ESD administration to address each of the recommendations.

Chairperson Schibler thanked Dr Tindal for the report. Because of the time, she asked Michael George to return to a future meeting to summarize the Administrative response.

9. Future agenda items

9. Future agenda items include the following:

- A. Second reading, Smoking Policy recommendation
- B. Planetarium/WISTEC Report: Jon Elvert, Ray Hull
- C. Report on resolutions planning visits
- D. Approve Annual Report
- E. Ratify Chairperson's Committee and Liaison Appointments
- F. Wellness Committee report

10. Next meeting

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

11. Adjourn

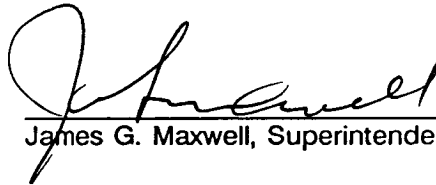
11. The meeting was adjourned at approximately 9:30 p.m.



 Lois E. Schibler, Acting Chairperson

Attachments to official minutes:

- Lane School Financing
- 1. Summary of Offers
 - 2. Flex Fund Resolution



 James G. Maxwell, Superintendent-Clerk

1991-92 Goals

Minutes approved:

10/29/91
 (Date)

SR

**SUMMARY OF LOAN OPTIONS FOR LANE SCHOOL FACILITY
AS OF SEPTEMBER 11, 1991**

FLEX FUND – OREGON SCHOOL BOARDS ASSOC. & US BANK

An application was submitted to Flex Fund on September 9, 1991 for processing. The rate will be approximately 6.55% for a five year term and 6.90% for a seven year term.

The loan is financed through the sale of certificates of participation sold in \$1000 denominations to the same investors who purchase municipal notes and bonds.

CENTENNIAL BANK – BURT DE GRAW

Per phone call on September 10, 1991, a request has been made to formalize the application process for the loan. Verification was made that the rates of 8% with no deposits, 7.75% with \$50,000 in deposits and 7.50% with \$100,000 in deposits are current. Arrangements have been made to meet with operations personnel to determine if Centennial Bank is equipped to provide the banking services Lane ESD requires.

SEATTLE N. W. SECURITIES – DAVE TAYLOR

Per phone call on September 11, 1991 to update current information. The rate for a five year term would be 7.30% to 7.45% including all fees and legal costs.

(Broken down – the interest rate is 6.50% plus 1.75% for fees and legal costs.)

Attachment 9/17/91

RESOLUTION APPROVING THE LEASE/PURCHASE AGREEMENT WHEREBY UNITED STATES NATIONAL BANK OF OREGON LEASE/PURCHASES CERTAIN EQUIPMENT TO THE LANE EDUCATION SERVICE DISTRICT; AND AUTHORIZING THE OFFICERS OF THE DISTRICT TO EXECUTE THE LEASE/PURCHASE AGREEMENT AND SUCH OTHER DOCUMENTS AND CERTIFICATES AS MAY BE NECESSARY TO CARRY OUT THE TRANSACTIONS CONTEMPLATED BY THE AFOREMENTIONED AGREEMENT.

WHEREAS, the Oregon Revised Statutes authorizes the Boards of Directors of school districts, education service districts, community colleges and community colleges service districts in the State of Oregon to enter into binding lease/purchase agreements for the lease with option to purchase of property; and

WHEREAS, the Oregon School Boards Association (the "Association") has established its cooperative financing program called the FlexFund Program (the "Program"), which allows school districts, education service districts, community colleges and community colleges service districts in the State of Oregon (the "Participating Districts") to participate in a pooling of the individual Participating Districts' lease/purchase agreements to achieve better interest rates and lower administrative and legal costs; and

WHEREAS, to accomplish the Program the Association has entered into that certain Master Financing Agreement, dated June 15, 1991 (the "Master Financing Agreement"), with United States National Bank of Oregon ("US Bank") pursuant to which lease/purchase financing will be made available by US Bank to Participating Districts under the terms set forth in the Master Financing Agreement; and

WHEREAS, the Lane Education Service District (the "District"), is authorized under the Oregon Revised Statutes to lease/purchase property; and

WHEREAS, the District desires to lease/purchase the property set forth in Exhibit 2 of the hereinafter defined Lease/Purchase Agreement (the "Property") pursuant to the Program from US Bank; and

WHEREAS, to accomplish the lease/purchasing of the Equipment the District, as lessee, will enter into the Lease/Purchase Agreement, dated as of October 1, 1991, with US Bank, as lessor (the "Lessor") (the "Lease/Purchase Agreement" being attached hereto as Exhibit A); and

NOW, THEREFORE, THE BOARD OF THE DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Approval of Lease/Purchase Plan. The Lease/Purchase Agreement is hereby approved in substantially the form submitted to and reviewed by the Board, and as attached hereto, with such changes therein as shall be approved by the representative of the District executing said documents, said representative's execution thereof to be conclusive evidence of said representative's approval.

The _____ of the District is hereby authorized and directed to execute and deliver the Lease/Purchase Agreement on behalf of and as the act and deed of the District (the "Executing Official"). The Clerk or such other officer or official of the District, to the extent deemed

necessary and appropriate, is authorized to attest the Lease/Purchase Agreement.

Section 2. Terms of Financing. The District shall participate in the Program. The total principal component of rental payments shall not exceed \$303,000. The interest rate for the Lease/Purchase Agreement shall not exceed the interest rate under the Program for the term of the financing for the Property in the month of closing for the Lease/Purchase Agreement. In no event shall the interest rate exceed 7.30% per annum. The term of the financing shall not exceed 5.5 years. The Executing Official shall approve the final Payment Schedule to the Lease/Purchase Agreement.

Section 3. Further Authority. The District shall, and the officers and agents of the District are hereby authorized and directed to, take such action, expend such funds and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this resolution and to carry out, comply with and perform the duties of the District with respect to the Lease/Purchase Agreement approved by this resolution.

Section 4. Effective Date. This resolution shall take effect and be in full force and effect from and after its passage and approval.

ADOPTED BY THE BOARD OF THE DISTRICT THIS ___ DAY OF _____, 1991.

APPROVED BY THE [___] CHAIRMAN THIS ___ DAY OF _____, 1991.

[___] Chairman

Attest:

Clerk

LANE ESD BOARD OF DIRECTORS
Tuesday, September 4, 1991

1. Executive Session

1. Chairperson Doug McKay called the Lane ESD Board of Directors to order in Executive Session at 6:30 p.m., Tuesday, September 4, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel. Those attending were Directors Lewellen, McKay, Medford, Nearing, Schibler, Swanson, and Weathers; Superintendent Jim Maxwell, Richard Ellingboe, Sallie Rainville, and Joe Richards. (Director Medford left the meeting after the Executive Session.)

2. Call to order

2A Attendance

- 2A The Chairperson called the regular meeting to order at approximately 7:00 p.m, in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson
Frank Nearing
Jim Swanson

Bill Lewellen
Lois Schibler
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Richard Ellingboe
Marv Wilkerson
Sallie Rainville
Deborah King

Sara Jane Bates
Ted Murray
Jeff Foreman
Kathy Allison
Michael George

2B Communications

- 2B The following written communications were noted:

- A. Letter from Fred and Jill Board, Oakridge School District, thanking staff members Kermit Horn and Doris Fyffe for their service
- B. Announcement of OSBA Bargaining Conference, September 20-21
- C. Information from OSBA re. Legal Assistance Trust
- D. Letter from Paul Plath, Superintendent, Springfield School District, presenting High School Athletic Passes to Board members
- E. Preliminary Board Planning Calendar for 1991-92
- F. Announcement of LCSBA Meeting and Legislative Review, Thursday, September 26

- 2C No action was taken as a result of Executive Session discussion.

3. Statements

3. Superintendent Maxwell welcomed Instructional Services Director Sara Jane Bates to her first ESD Board meeting.

4. Consent agenda

4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

4 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 July 16, 1991, and Monday, August 5, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints **SHERRY DUERST** to the ESD Budget Committee representing ESD Board Zone 5. The term of office expires June 30, 1994.
(ESD Board Resolution #91-8)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints **JERI NELSON** to and at-large position on the ESD Budget Committee. The term of office expires June 30, 1994.
(ESD Board Resolution #91-9)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated August 28, 1991, and approves the following personnel recommendations:

Accept resignation, contingent upon locating a suitable replacement:
C J Heaton
(ESD Board Resolution #91-10)

5C (The agenda was slightly altered to accommodate time schedules.)

5 Business affairs
5C Recommendation
to Change
Insurance Carrier

The ESD Employee Benefits Committee met August 20 to review quotes for medical, dental, and vision coverage. Based on quotes received, the Committee unanimously recommended changing to Healthguard/Selectcare for medical and vision coverage and retaining Oregon Dental Service for dental coverage.

The Board reviewed Richard Ellingboe's summary as included in the agenda background packet. A copy of the summary is attached to the official copy of these minutes.

Ellingboe answered questions about the rationale for the change and about the recommended plans. He also pointed out the need to waive the 30-day notice timeline provided for in the Collective Bargaining Agreement because the present insurance agreement expires on September 30.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the proposed contract between the District and Healthguard-SelectCare for employee health insurance coverage from October 1, 1991, through September 30, 1992. By so doing, the Board also agrees to waive the timelines in Article XIII(A)(2) - Insurance of the Collective Bargaining Agreement between Lane ESD and LCEA.

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

(ESD Board Resolution #91-11)

5D. Committee
Assignments;

5D. Chairperson McKay called attention to a list of Board committee and liaison appointments for the past two years. He said he would like to hear before the next meeting whether Board members wish to continue or change assignments.

5D. Audit Committee
(continued)

5D. (continued)

The Board then reviewed background information regarding the auditor's recommendation that the ESD appoint an audit committee. According to the auditor's memo, the purpose of the committee would be to review all significant audit and audit related comments on systems and procedures.

Superintendent Maxwell said that if the committee is to be initiated it would be timely to have members appointed soon, so that they could assist in developing the request for proposals for the audit service, which is scheduled to begin shortly.

Board members discussed the auditor's recommendation in detail.

Following the discussion, Chairperson McKay summarized it by stating that some members were uncomfortable with the idea of an audit committee, while some others indicated they would not want to represent the Board on such a committee because of a lack of knowledge or lack of time. He said the discussion also indicated that the Board, as a whole, should review the auditor's contract and may also wish to ask for a mid-year report from the auditor. There were suggestions from other Board members about the type of items and questions to be included in a Board meeting with the auditors.

5A and B.
Bids for Lane School
Facility/Financing of
Project

- 5A Chairperson McKay welcomed George Schultz and Trace Ward, Architects for the Lane School facility project. Seven bids were received by the closing date of August 27. The Board reviewed the bid summary, which is attached to the official copy of these minutes.

George Schultz reviewed the bidding process and recommendations and answered questions. He also told the Board that additional security provisions have been included in the plans as a result of Board discussion at the July meeting.

- 5B The Board reviewed the projected budget and construction cost breakdown with Mr Schultz. A copy is also attached to the official copy of these minutes.

Superintendent Maxwell reviewed background information related to financing the Lane School facility project. Reserve funds in the amount of \$239,000 have been set aside for this project over the past two years to cover initial costs. The Superintendent recommended that the Board authorize the administration to develop an agreement to borrow funds to complete the project, subject to Board approval at the September 17 meeting.

Richard Ellingboe said that three financial institutions have indicated interest in financing the project. They are Seattle Northwest Securities, OSBA FlexFund (through U S Bank) and Centennial Bank. (Director McKay indicated a conflict of interest if Centennial Bank were to be chosen.) Ellingboe said the recommendation will depend in part upon the lending institutions demands regarding the land lease agreement with Eugene District 4J. In answer to Board questions, Ellingboe said that inquiries were made of all banks that the ESD has dealt with or which have commercial loan facilities.

5A Lane School Facility
(continued)

5A (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors awards the contract for site work (Base Bid "B") and additional parking spaces (Alternate "B1") at the Lane School Site to Dorman Construction Company in the amount of \$129,187.

BE IT FURTHER RESOLVED that the Lane ESD Board of Directors awards the contract for modular building (Base Bid "A") for Lane School to Northwest Pacific Manufacturing Inc. in the amount of \$256,795.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-12)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the administration to develop an agreement to borrow funds for the Lane School facility project, subject to approval at the September 17 Board meeting.

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

(ESD Board Resolution #91-13)

5E. Upgrade to OTIS
Tape Drive

5E. Superintendent Maxwell recommend purchase of an upgrade of the existing tape drive attached to the IBM AS-400 computers.

Ted Murray provided additional information. He said the upgrade would double the capacity of the tape cassettes without manual intervention and will allow the backup to be fully automated without the need to have an operator present. This will reduce the number of hours per day in which an operator must be in attendance.

The cost of the upgrade, \$18,700, would be financed with the contract for the AS400B which is scheduled to be completed in July 1995. At current interest rates, this would increase the monthly payment about \$510, beginning in January.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the purchase of an upgrade to the 3490 Tape Drive at a cost of \$18,700 to be financed co-terminously with the AS400B contract.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-14)

5F. OTIS test-scoring system

5F. Request for proposals to replace the seven-year-old OTIS test scoring system were mailed to all known vendors of this type of equipment in July. Board members reviewed Ted Murray's summary of the proposals. (A copy is attached to the official copy of these minutes.)

Superintendent Maxwell said that the proposal from the low bidder, National Computer System (NCS), included a provision that would result in a savings of \$7,000 if the order were placed prior to September 1. He said that a purchase order with an option to cancel after Board action was issued prior to that deadline.

The total purchase amounts to \$89,300 for hardware and software. It would be financed through the OSBA FlexFund/US Bank to be repaid over two years. Interest rate will not exceed 6.6%.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the purchase of a high-speed optical mark reading system and computerized testing software from National Computer System (NCS) at a total cost of \$89,300 plus interest, to be paid under conditions specified above.

BE IT FURTHER RESOLVED that Lane ESD is authorized to borrow up to \$89,300 from OSBA/US Bank Flex Fund for the purpose of purchasing computer testing equipment in the current fiscal year and the Superintendent is authorized to act on behalf of the District in executing the necessary contract document.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-15)

6. Action items

6A. Amendment to Resolution #2

6A. The amendment to ESD Service Resolution #2 (Data Processing) was before the Board for a second reading. The Administration has reviewed the amendment with all local district superintendents. Thirteen support the amendment, two continue to study it and one opposes. Because of this high level of support, Superintendent Maxwell recommended that the Board authorize the amended resolution to be forwarded to local school boards for review and action. If approved, the amendments would become effective October 1. This action would not increase the budgeted expenditures for Resolution #2, but would redistribute those funds among priority areas.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Amended Resolution #2 to be submitted to Lane County local district school boards for review and action.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91- 16)

6B. Board Policy
Chapter 000

6B. This was the second reading for re-adoption of Board Policy Chapter 000. It was recommended that the present title of this chapter "Bylaws" be changed to "Board Governance and Operation", as this title more accurately focuses attention on the powers and responsibilities of the Board. A new policy in this chapter "Board Conflicts of Interest" (#070) was also before the Board for a second reading.

Some minor editing changes to other policies in the Chapter were included in the first reading. Discussion at that time also raised additional questions about portions of the Chapter related to quorum (Policy 040); duties of Board Chairperson (Policy 050); and Board attendance (040).

Staff research in answer to those questions was included in the Board's background information. Superintendent Maxwell summarized this information and called attention to new language included in the two policies which responded to the concerns.

Director Nearing asked several questions about provisions in Policy 060 related to keeping official Board minutes.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD re-adopts Board Policy Chapter 000 and approves changing the title of the chapter to: Board Governance and Operations.

BE IT FURTHER RESOLVED that the Board approves amendments to Board Policies 030, 040, 050 and 060 and adopts new policy 070, as presented. Copies of the revised and new policies are appended to the official copy of the minutes of this meeting.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-17)

6C. Board member
compensation and
reimbursement

6C. Proposed changes to Board policy 108 (Board member compensation and reimbursement) and the corresponding Administrative Rule (1108-1) were reviewed at the July 16 meeting. The changes would bring these documents into conformance with recent recommendations made by the auditors.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revised Board Policy 108: Board Member Compensation and Reimbursement and approves revised Administrative Regulation 1108-1: Conference Attendance and Reimbursement, as presented. A copy of both documents is appended to the official copy of the minutes of this meeting.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-18)

6D. Bank Credit Cards

6D. Superintendent Maxwell recommended that the Board re-authorize issuance of individual bank charge cards to any Board members who may wish to use the cards for Board-related activities that are authorized by the Board.

Director Swanson asked that guidelines be provided to Board members using the card.

Director Nearing indicated he would like to continue to use a card for such activities.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes issuance of an individual bank charge card to Director Frank Nearing according to provisions of Board Policy 108 and Administrative Regulation 1108-1.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #91-19)

7 Discussion items

7C Smoking Policy recommendation

7C. (The agenda order was slightly altered.)

A memorandum of understanding developed during the process of bargaining the 1990-93 Labor Agreement called for the formation of a joint committee to develop and recommend to the Board a policy governing the use of tobacco and smoking products in vehicles and facilities owned and/or leased by Lane ESD.

The committee has completed its work and a summary and draft policy were included in the Board background information. Three of the committee members, Jeff Foreman, Michael George and Deb King, were present at this meeting.

Jeff Foreman provided a summary of the Committee's recommendation. The consensus of the committee is that ESD buildings and vehicles should be smoke-free environments. However, because past practice has made smoking acceptable in certain areas, the Committee recommends that a covered outside area be provided where smoking would be allowed. The Committee believes current practice should continue until such a covered area is constructed, at which time the smoke-free policy would become effective. The Committee also recommends that smoking cessation classes be offered during a certain time frame for those covered by the ESD's health insurance plan.

Director Nearing said he opposed the recommendation to build a sheltered area. Because of the high fatality rate associated with smoking and passive smoking, he felt nothing should be done to encourage continuation of smoking.

Meeting Extended

DIRECTOR SCHIBLER moved to extend the meeting until 9:20 p.m. Director Lewellen seconded and the motion carried with all present voting yes.

7A. Board Goals

7A. ESD Board Goals for 1991-92 were included in agenda background materials as a first reading. The Superintendent and Administrative Council are in the process of developing a draft management plan which will include Board-adopted goals, objectives relating to the goals, and activities designed to meet the goals.

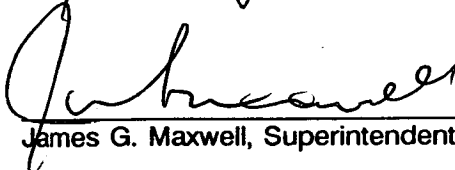
- 7B. Service Resolution Calendar
 - 7D. TMR class enrollment
 - 7E. Proposal for Audit Services
 - 8. Reports
 - 8A. Census and Board zoning
 - 9. Future agenda items
 - 10. Next meeting(s)
 - 11. Adjourn
- 7B. A calendar being used by the Administrative staff for recommending service resolution programs for the 1992-93 school year was included as background information.
 - 7D. Superintendent Maxwell said that projected enrollment in elementary TMR classes is much higher than anticipated. One of the Behavioral Specialists has agreed to function as a classroom teacher at the beginning of the year until the on-site student count is completed. If current projections are valid after school has begun in all districts, a request will be brought to the September 17 meeting to authorize staffing an additional classroom.
 - 7E. A discussion draft of a Request for Proposal for Audit Services was included in the agenda packet. Superintendent Maxwell encouraged Board members to review the draft prior to the September 17 meeting when The Board will be asked to approve the format, timeline, and process for evaluating proposals.
 - 8A. Chairperson McKay noted research with respect to Board electoral zones was included in agenda background information. Based on the staff conclusions, he said, it appeared that further work on determining appropriate population balance could be deferred until the Census bureau publishes the Lane County Census on a school district-by-school district basis.
 - 9. Future agenda items include the following:
 - A. Endorse Chairperson's committee and liaison appointments
 - B. OSBA attendance/approval
 - C. Approve Board goals for 1991-92
 - D. Wellness Committee report
 - E. Planetarium/WISTEC report: Jon Elvert, Ray Hull
 - F. Lane School Evaluation
 - G. Boundary Board Meeting to review and amend policies and administrative rules (Superintendent Maxwell said there are three potential requests for change to come before the Boundary Board. These would be the first under 1989 statutory changes.)
 - 10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 17, at the ESD Center, 1200 Highway 99 North, Eugene.

Chairperson McKay said both he and Vice-Chair Glen Weathers will be unable to attend that meeting. Director Schibler has agreed to chair the meeting. Other Board members present indicated they planned to attend that meeting.

Chairperson McKay again reminded Board members to call and let him know their wishes regarding committee assignments.
 - 11. The meeting was adjourned at approximately 9:20 p.m.

Attachments to official minutes:
 Insurance quotes
 Lane School bids & cost breakdown
 Testing proposals
 Policy Chapter 000
 Policy 108/1108


 J. Douglas McKay, Chairperson


 James G. Maxwell, Superintendent-Clerk

Minutes approved:
9/17/91
 (e)

NE
EDUCATION SERVICE DISTRICT



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: August 21, 1991
TO: Jim Maxwell
FROM: Richard Ellingboe
RE: Insurance Benefits

This memorandum is to inform you the Employee Benefits Committee met on Tuesday, August 20, 1991, to review the quotes for medical, dental and vision insurance coverage for 1991-92.

Based on those quotes, the committee unanimously recommended the following programs:

- Medical/Vision: Healthguard/Selectcare
- Dental: Oregon Dental Service

This recommendation is a significant change from the present insurance which is provided by Pacific Hospital Association (PHA) for medical, dental and vision care with Selectcare as the HMO option. Because of adverse claims experience (PHA has lost \$176,000 during the past three years) with our group, it is impossible for the present carrier to provide competitive rates with the Healthguard/Selectcare option.

If approved by the Board of Directors and the LCEA, the rates for insurance from October 1, 1991 through September 30, 1992, would be:

Healthguard	\$210.00	Selectcare	\$197.00
Oregon Dental	61.95		61.95
Term Life	<u>4.50</u>		<u>4.50</u>
	\$276.45		\$263.45

The negotiated insurance cap for 1991-92 is \$259 per month, which would require employees to pay either \$4.45 or \$17.45 per month out-of-pocket. Del Johnson, Agent for the District, will meet with Selectcare to see if they will reduce their rates by \$4.45 per month to eliminate the out-of-pocket requirement.

5C(1)

Sept 4, 1990 Attachment

By Contrast, the PHA option would cost:

Medical	\$227.45
Dental	61.95
Vision	14.05
Term Life	<u>4.50</u>
	\$307.95

This would require employees to pay \$48.95 per month out-of-pocket and would eliminate Selectcare as an option.

Given these differences and the option of comparable coverage between the Healthguard program and PHA, the committee members concluded the decision was essentially predetermined. It must be noted, however, this decision does not alleviate the concern the ESD may not have a preferred provider program option in the future.

Recognizing these realities, the committee requests the Board of Directors approve these changes at its September 4, 1991, Board meeting. We realize this requires a waiver of the timelines that exist in Article XIII (A) (2) of the Collective Bargaining Agreement, but time is of the essence as the present insurance agreement expires on September 30, 1991.

Employee Benefits Committee

Richard Ellingboe

RE:tc

c: Benefits Committee Members
Jeff Foreman

ARCHITECTS:
 Martin, Schultz and Geyer
 159 West 12th Avenue
 Eugene, Oregon 97401

September 4, 1991

PROJECT BUDGET & CONSTRUCTION COST BREAKDOWN
 LANE SCHOOL

Sitework (Base Bid B)	\$128,587.00	
10% Contingency	12,858.00	
Alternate B1 - 4 parking stalls	600.00	
A & E Fees	21,306.00	\$163,351.00
Testing Services	\$ 2,000.00	
Landscape Arch.	3,000.00	
Surveying Fees	1,350.00	\$ 6,350.00
Utilities Start-up Costs		
Electric (EWEB)	\$ 1,300.00	
Water (EWEB)	3,000.00	
Phones (PNW Bell)	2,000.00	\$ 6,300.00
Modular Building (Base Bid A)	\$256,795.00	
5% Congingency	12,840.00	
A & E Fees	16,178.00	\$285,813.00
Systems Development Fees (City of Eugene)		\$ 10,000.00
Owner Supplied Items		
Partitions	\$ 5,000.00 - \$7,000.00	
Blinds	1,000.00	
Signage	500.00	
Flag	100.00	
Lockers	2,500.00	
Phones (see above)		
Carpet	5,240.00	
& Base	750.00	\$ 17,090.00
Special Contingencies	\$ 15,000.00	\$ 15,000.00
Total		\$503,904.00
		Say \$504,000.00

5 A (1)

9/4/91 attach.

**LANE
EDUCATION SERVICE DISTRICT**



1200 Highway 99 North
P.O. Box 2680
Eugene, Oregon 97402-0374
(503) 689-6500 FAX (503) 688-4015

DATE: August 28, 1991
TO: Board Members
FROM: Jim Maxwell
SUBJECT: Bids for Lane School Facility

The closing date for bids for a Lane School facility was August 27, 1991.

Responses from seven vendors were received and opened at that time and are now being evaluated by both the architect and the Administration.

The seven vendors and their bids are:

<u>Bidding Firm</u>	<u>*Base Bid "A"</u>	<u>*Base Bid "B"</u>	<u>*Base Bid "C"</u>	<u>*Alt. "B1"</u>	<u>Completion Date</u>
Dorman Construction	\$307,702	\$128,587	\$432,289	600	1/6/92
Hoover Construction		\$136,431		750	1/6/92
Morris P. Kielty		\$141,197		678	12/10/91
Meili Construction		\$138,732		610	1/3/92
Northwest Pacific	\$256,795	\$141,164	\$392,959	725	12/15/91
Pacific Mobile	\$263,557		\$425,392	750	11/27/91
Wildish Paving	\$293,200	\$161,500	\$452,700	800	1/6/92

- * Bid "A" - Modular Buildings
- Bid "B" - Site Preparation
- Bid "C" - Combination
- Alt. "B1" - Four Extra Parking Spaces

The analysis will be completed by Wednesday and a recommendation made regarding acceptance of one or a combination of the above proposals.

JM:jv
lc-fac.mem

5A

SUMMARY OF PROPOSAL FROM NATIONAL COMPUTER SYSTEM FOR COMPUTERIZED
TESTING SOFTWARE AND HIGH SPEED OPTICAL MARK READING SYSTEM

Two proposals have been provided by NCS. The two proposals are identical in content, with the exception of the bid price of the hardware. The pricing in Proposal Number 1 is contingent on NCS receiving a signed Purchase Order and accompanying Agreements and Schedules on or before September 1, 1991. The pricing in Proposal Number 2 is if NCS receives a signed Purchase Order and accompanying Agreements and Schedules after September 1, 1991. Minor differences exist in Maintenance Schedules.

Hardware Cost - Proposal #1

1. Hardware	\$67,750.00
2. Trade in of installed NCS 7018 Scanner	-5,000.00
3. Installation and freight	<u>1,750.00</u>
	Total \$64,500.00

Hardware Cost - Proposal #2

1. Hardware	\$74,840.00
2. Trade in of installed NCS 7018 Scanner	-5,000.00
3. Installation and freight	<u>1,750.00</u>
	Total \$71,590.00

System Maintenance

Through - 9/30/92		\$660/mth.
10/1/92 - 9/30/93	not to exceed	\$707/mth.
10/1/93 - 9/30/94	not to exceed	\$758/mth.
10/1/94 - 9/30/95	not to exceed	\$813/mth.
10/1/95 - 9/30/96	not to exceed	\$873/mth.
10/1/96 - 9/30/97	not to exceed	\$937/mth.

Warranty

Hardware is under warranty for 100 days from date of shipment.

Backup for Hardware System

Linn-Benton ESD and Clackamas ESD could be utilized for scanning operations in the event the proposed system is down.

RFP Hardware Criteria

All mandatory and desirable hardware criteria have been met by proposed vendor.

5F (1)

9/4/91 attachments

Software Cost

\$24,800.00

Software Support

Through - 6/30/92		incl.
7/1/92 - 9/30/92		incl.
10/1/92 - 6/30/93	not to exceed	\$420/mth.
7/1/93 - 6/30/94	not to exceed	\$441/mth.
7/1/94 - 6/30/95	not to exceed	\$463/mth.
7/1/95 - 6/30/96	not to exceed	\$486/mth.
7/1/96 - 6/30/97	not to exceed	\$511/mth.

Software

The OS/12 Testware software is the same software presently used at Linn-Benton ESD and will provide a backup software solution for OTIS.

Software Backup

NCS will accept complete responsibility for backup scanning and scoring service should NCS hardware or software fail. There will be no charge for such service.

Novell Network Compatible

The Testware System will support Novell Network/Token Ring file transfer, and scan, score, and report profiles are transferrable between computers using this network system. However, the Testware software itself is not networkable.

POLICY

No. 010

Lane Education Service District

ARTICLE I BOARD GOVERNANCE AND OPERATIONS

NAME AND CLASSIFICATION

Section 1. Name. The governing board of this District shall be known officially as the Board of Directors of Lane Education Service District in the County of Lane. (ORS 334)

Section 2. Composition. The Lane Education Service District shall comprise all the area within the boundaries of Lane County and joint territory located in adjoining counties, which territory is contained within the boundaries of Lane County common and union high school districts. The District shall exclude Lane County territory which is part of any joint district situated in an adjoining county. (ORS 334.020)

Date Adopted: May 20, 1980
Date Revised:

page 1/1

000-2

(6B Attachments)

9/4/91 Attach

POLICY

No. 020

Lane Education Service District

ARTICLE II BOARD GOVERNANCE AND OPERATIONS

AUTHORITY AND POWERS

Section 1. Authority. The governance of this District shall be conducted by the Board of Directors, hereinafter sometimes referred to as "the Board," which shall be a body corporate (ORS 334.125), governed by the Oregon Revised Statutes and Oregon Administrative Rules.

Section 2. Powers. The Board shall exercise those powers expressly granted and implied by statute in order to carry out its responsibilities to the public schools of this District. It shall serve to assist the State Board of Education, through contract, in providing state level services and support of state laws and state minimum standards and at the local level it shall provide professional services and facilities, on a cooperative basis with local districts to maximize the intent of the Oregon State Statutes. (ORS 334.005) (OAR 581-24-205 through OAR 581-24-280)

Date Adopted: May 20, 1980
Date Revised:

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000-3

POLICY

No. 030

Lane Education Service District

ARTICLE II BOARD GOVERNANCE AND OPERATIONS

FUNCTIONS

Section 1. Rules. The Board shall exercise its rule-making power by adopting bylaws and policies not inconsistent with the Oregon Revised Statutes, Oregon Administrative Rules or opinions of a court of competent authority, for its own government governance and for the organization and operation of the District. (ORS 334.125) Such bylaws and policies may be adopted, amended or repealed at any Board meeting provided that the proposed adoption, amendment or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding meeting until approved or rejected, and except that the Board may adopt, amend or repeal policies or bylaws at any meeting of the Board in the event of an emergency. An emergency shall be any situation or set of circumstances which the Board has reason to believe will jeopardize the safety and/or welfare of students or employees.

a. Bylaws shall be adopted, amended or repealed by the affirmative vote of four or more Board members.

ba. Policies shall be adopted, amended or repealed by the affirmative vote of four or more Board members.

Section 2. Acts. The Board shall exercise its executive power by the appointment of a district Superintendent, hereinafter sometimes referred to as "Superintendent," who shall serve as chief school officer. (ORS 334.225) The Superintendent shall enforce the Oregon Revised Statutes and Administrative Rules and the policies of this Board. He/She may issue regulations which are consistent with such statutes, rules and policies and which shall be binding on the employees of this District and the students in the classrooms of this District.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the meeting next following such action.

Attach. 9/4/91

**ARTICLE III BOARD GOVERNANCE
AND OPERATIONS**

Section 3. Review. In order to appraise the effectiveness of its programs and its progress toward the educational goals of the District, the Board shall evaluate the conduct of the educational program and the operation of the business of the District. The Board may hear and judge appeals in complaints and grievances arising from its acts or the acts of the Superintendent. Article VI, Section 7 of these Bylaws Policy Number 060 and Policy Number 903 of these Policies speak further to the processes to be followed in hearing and judging such appeals.

Section 4. Representation. The Board shall communicate its position on matters of public policy and shall interact with the community, other governmental bodies and agencies, and the media through the Chairperson, the Superintendent, and/or through individual Board members when such individual Board members have been delegated as liaison to such bodies and agencies.

Date Adopted: May 20, 1980
Date Revised: October 7, 1980
Date Revised:

POLICY

No. 040

Lane Education Service District

ARTICLE IV BOARD GOVERNANCE AND OPERATIONS

MEMBERSHIP

Section 1. Number. The Board shall consist of (7) members. Five Board members represent geographical zones; two are at large members.

Zone 1 includes the following school district:

That portion of Eugene School District 4J comprising the north half of said district and including the following voting precincts: Coburg; Mohawk (portion); Norkenzie; East Prairie (portion); River Road #s 1, 3, 6, 8, Santa Clara #2; Santa Clara #3 (portion); Santa Clara #s 4, 6, 7, 8, 9, 10; Santa Clara #12 (portion); Wilkins (portion); Willakenzie #4; Eugene #s 201, 203, 219, 301, 303, 305, 307, 309, 313, 315, 317, 319, 321, 323, 325, 501, 505, 509, 517. (Linn Co. #40J)

Zone 2 includes the following school districts:

That portion of Eugene School District 4J comprising the south half of said district and including the following voting precincts: Bailey; Camas (portion); College Crest; Fox Hollow; Glenwood; Goshen (portion); Eugene #s 103, 105, 107, 109, 117, 121, 123, 205, 207, 209, 211, 213, 221, 227, 233, 239, 241, 245, 401, 405, 409, 411, 413, 415, 417, 419, 421, 423, 425, 427, 433, 435, 519, 521, 527, 533, 535, 541, 547, 551.

Zone 3 includes the following school district:

Springfield School District 19

Zone 4 includes the following school districts:

Fern Ridge School District 28J (Douglas Co. #3J)
Mapleton School District 32
Bethel School District 52
Junction City School District 69
Blachly School District 90
Siuslaw School District 97J (Douglas Co. #5J)

**ARTICLE IV BOARD GOVERNANCE
AND OPERATIONS**

Zone 5 includes the following school districts:

Pleasant Hill School District 1
Creswell School District 40
South Lane School District 45J (Douglas Co. #1J)
Crow-Applegate-Lorane School District 66
McKenzie School District 68
Lowell School District 71
Oakridge School District 76
Marcola School District 79J (Linn Co. #79J)

At large zones include the entire Education Service District.

Section 2. Qualifications. Each member of the Board shall meet the following qualifications:

- a. He or she shall be 18 years of age or older, a citizen of the state, a resident of the district and/or the zone which he or she represents, a registered voter and not disqualified by the Constitution or laws of the state from holding civil office.
- b. He/she shall have been nominated in accordance with ORS 255.235.
- c. He/she shall, before entering the duties of his/her office, take and subscribe the oaths prescribed by statute. (Oregon Constitution)
- d. No person who is an employee of the District shall be eligible to serve as a member of the Board.

Section 3. Election. Members of the Board shall be elected in the manner specified by law. (ORS Chapter 331, ORS 334.025-334.090.)

Section 4. Vacancies. Any vacancy on the Board shall be filled by appointment by the remaining members of the Board from among the qualified persons within the zone in which the vacancy occurs. Any vacancy in an at-large Board position shall be filled by appointment by the remaining members of the Board from among the qualified persons within the District as a whole. The Board of Directors shall declare the office of Director vacant upon the happening of any of the following:

- a. When the incumbent dies or resigns;
- b. When the incumbent is removed from office or the election hereto has been declared void by the judgment or decree of any court of competent authority;

**ARTICLE IV BOARD GOVERNANCE
AND OPERATIONS**

- c. When the incumbent ceases to reside within the District;
- d. When the incumbent ceases to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable causes;
- e. When the incumbent is recalled.
- f. **In the event a majority of the Board positions are vacant, the Superintendent is directed to notify the Chair of the Lane County Commissioners and request that the Commissioners fill vacant positions in accordance with ORS 334.090(9).**

A Director who is elected from a particular zone and who subsequently moves to another zone shall continue to serve until the next regular election, at which time a successor shall be elected from the vacated zone to serve the remainder of the unexpired term.

Section 5. Term. The term of each Board member shall commence on July 1 of the year in which he/she is elected, and shall continue for four (4) years. The term of a Director appointed to fill a vacancy shall continue until the next regular election, at which time the appointee or his/her successor shall be elected for the balance of the unexpired term.

Section 6. Removal. A Board member may be removed from the Board if found guilty of malfeasance in office or misfeasance. (ORS 334.090(4) and 332.020)

Section 7. Compensation. A Board member may not receive compensation for his/her service. Expenses of a Board member incurred in the performance of his/her Board duties shall be reimbursed on presentation of a voucher in accordance with procedures established for staff members established procedures. (ORS 334.100(3))

Date Adopted: May 20, 1980
Date Revised: October 7, 1980
Date Revised: September 1, 1981
Date Revised: September 20, 1983
Date Revised:

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000-8

9/4/91 Attachment

POLICY

No. 050

Lane Education Service District

ARTICLE V BOARD GOVERNANCE AND OPERATIONS

ORGANIZATION

Section 1. Organization Meeting. The Board shall organize at a meeting held during 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) 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. Chairperson. The Chairperson of the Board shall have the following duties:
 1. Assist the Superintendent in planning Board agendas. (060, 6)
 2. Conduct all meetings and hearings of the Board, public or executive.
 3. Make all decisions as to the procedure to be followed in any meeting of the Board.
 4. Call special meetings.
 5. 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.
 6. Effect the Board's annual evaluation of the Superintendent, in accordance with ORS 192.660(1)(i) and Board Policy 205.
 7. Chair the subcommittee on recommending compensation for the Superintendent.

9/4/91 Attachm

**ARTICLE V BOARD GOVERNANCE
AND OPERATIONS**

- e. Vice-Chairperson. 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. Clerk/Secretary. The Clerk/Secretary shall have the following duties:
 - 1. 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.
 - 4. 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) If legal counsel is appointed, such appointment shall be reviewed annually.

Section 4. Motions. 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 Policy No. 030.)

**ARTICLE V BOARD GOVERNANCE
AND OPERATIONS**

Section 5. Committees of Board Members. 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. Advisory Committees. The Board authorizes that citizen advisory committees be used for funded programs as the law requires or where special need exists.

Date Adopted: October 7, 1980
Date Revised: September 1, 1981
Date Revised: December 6, 1988
Date Revised:

page 2/2

000-11

9/4/91 *attachm*

POLICY

No. 060

Lane Education Service District

ARTICLE VI BOARD GOVERNANCE AND OPERATIONS

MEETINGS

Section 1. Parliamentary Authority. 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 policies; except that rules of order may be amended or set aside at any meeting by a majority of those present and voting.

Section 2. Quorum. 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. Presiding Officer. 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. Regular Meetings. 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. Executive Session, if needed
2. Call to Order, Regular Meeting (Attendance and Written Communications)
3. Statements
4. Consent Group Agenda
5. Business Affairs
6. Action Items
7. Discussion Items
8. Reports
9. Future Agenda Items

9/4/91 Attached

**ARTICLE VI BOARD GOVERNANCE
AND OPERATIONS**

10. Date and Place of Next Meeting
11. Executive Session, **if needed**
12. Reconvene to Regular Session
13. Adjournment

Section 5. Special Meetings. 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. **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) 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. Hearing of Citizens. 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, 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.

**ARTICLE VI BOARD GOVERNANCE
AND OPERATIONS**

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) 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.

Section 10. Executive Session. The Board may meet in Executive Session during any regular or special meeting after the presiding officer has identified the statutory authorization specified in ORS 192.660.

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)) Except in the case of an actual emergency, 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
Date Revised: December 6, 1988
Date Revised:

POLICY

DRAFT

No. 070

Lane Education Service District

BOARD GOVERNANCE
AND OPERATIONS

BOARD MEMBER CONFLICTS OF INTEREST

A District Board member may not use the official position to obtain personal financial gain or financial gain for any member of his/her household. The Board member shall not use the official position for any business advantage with which the Board member or a member of his/her household is associated.

When involved in a potential conflict of interest, a Board member must publicly announce the nature of the potential conflict. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

A Board member may, after declaring a potential conflict of interest, either vote or abstain on the issue.

Without the unanimous concurrence of the remaining members of the Board, no member of the Board shall enter into a public contract with the District if the Board member, or a firm in which the Board member or a member of the Board member's family has a principal interest in the party of such contact the District shall not enter into a public contract with a Board member or a firm in which the Board member or a member of the Board member's family has a principal interest in the party to such contact.

Date Adopted:

000-15

page 1/1

9/4/91 Attached

POLICY

No. 108

Lane Education Service District

PROGRAM

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 **in accordance with Board approved District fiscal procedures**. 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

100-10

6C(1)

9/4/91 Alachua

ADMINISTRATIVE RULES

1108-1

Lane Education Service District

BOARD MEMBER CONFERENCE ATTENDANCE AND REIMBURSEMENT

The Board encourages its members to take advantage of professional development opportunities. Such opportunities may include, but are not limited to, in-state conferences sponsored by the Oregon School Boards Association and national conferences sponsored by NSBA or AAESA.

Attendance at such conferences shall be approved by formal action of the Board. Discussion should be placed on the agenda early enough to enable registration and transportation arrangements to be made in a timely manner if attendance is approved. Board members shall be reimbursed for approved expenses incurred in attendance.

The Superintendent's staff will register Board members for approved conferences and, upon request, will make travel arrangements to and from the conference and arrange for lodging during the conference.

Board members will be reimbursed in accordance with the following guidelines.

1. Local and in-state mileage reimbursement shall be based on IRS guidelines (currently .21/mile).
2. Travel reimbursement for out-of-state conferences will be based upon the cost of coach rate air carrier with confirmed reservation at time of registration.
3. The following approved ESD guidelines for reimbursement of other expenses shall apply:

Covered expenses include lodging, meals, and related expenses. Alcoholic beverages are not claimable.

Receipts for authorized expenses should be submitted whenever possible. Receipts are required for meal expenses that exceed the per diem amount established in accordance with IRS guidelines as follows:

Breakfast: \$5.00 Lunch: \$7.50 Dinner: \$12.50

Receipts for authorized expenses are required for lodging, meals and common carrier travel. Incidental expenses such as telephone calls, taxi cab fares and tips for hotel service may be reimbursed on the basis of written confirmation by the Board member.

4. A Board member may be issued an ESD credit card upon authorization by the Board. Each credit card user is required to sign a statement documenting conditions and responsibilities associated with use of the card.

Accounting for credit card expenses shall follow District procedures.

Date Approved : June 23, 1987

Date Revised:

page 1/1

LANE ESD BOARD OF DIRECTORS
Monday, August 5, 1991

1. Call to order
1A Attendance

- 1A Chairperson Doug McKay called this special meeting of the Lane ESD Board to order at approximately 12:00 noon, in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Doug McKay, Chairperson
Bill Medford
Jim Swanson

Bill Lewellen
Frank Nearing

ESD Staff:

Jim Maxwell, Superintendent
Ted Murray
Sallie Rainville

Richard Ellingboe
Jeff Foreman
Kathy Allison

Others:

Michael Young, Tri-County News

1B Communications

- 1B The following communication item was included in the agenda packet for the Board's consideration prior to the next regular meeting:

Memo regarding auditor's recommendation to form an audit committee

2. Personnel Matters

2. Superintendent Maxwell recommended that Dr. Sara Jane Bates be employed as Director of the Instructional Services Division. Dr Bates presently is the principal of Oaklea Middle School, Junction City.

The Superintendent said that the vacancy was advertised nationally. The ESD received 45 inquiries about the position from a wide geographic area. Dr. Bates was one of eighteen persons who submitted a completed application. This pool was reduced to four individuals by a staff screening committee. These four were interviewed by a committee consisting of both ESD and local district staff members. The interview committee recommended two finalists. Superintendent Maxwell said he made extensive additional inquiries about the two finalists, including visits to their home communities.

Board members reviewed a briefing memo which summarized Dr. Bates' professional experience and training. Superintendent Maxwell expanded on the memo and answered Board members' questions. He said his inquiries elicited very positive, favorable comments about her abilities and relationships with co-workers.

The Superintendent said he has received a satisfactory report from the physician after Dr. Bates completed the required physical examination. He also said that the required criminal records check has been returned from the Oregon State Police with no notations.

2. Personnel
(continued)

2. (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the hiring of Dr. Sara Jane Bates as Director of Instructional Services Division and her placement at Step 1 on the salary schedule for division directors.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, and SWANSON VOTING YES.**
(ESD Board Resolution #91-06)

3. Next meeting

3. The timing for action on bids for the Lane School facilities project is several days behind schedule and the bid opening is now set for August 27. The Superintendent recommended that a special Board meeting be held the first week in September to consider and act on the bids.

Board members preferred to defer the regularly scheduled August 20 meeting and combine its agenda items with the special meeting.

DIRECTOR SWANSON MOVED to reschedule the August 20 Board meeting to **Wednesday, September 4.**

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, and SWANSON VOTING YES.**
(ESD Board Resolution #90-7)

(The Superintendent noted that the regular September meeting is scheduled on Tuesday, September 17.)

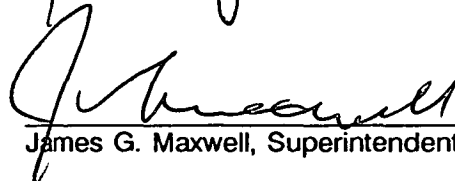
Superintendent Maxwell said there is a possibility that elementary TMR enrollment may exceed the number of students planned for in the budget. It is possible that a request may come to the Board to staff an additional classroom. If the classroom is needed, staff members would need to be employed before September 4. Board members indicated that the Superintendent should employ personnel as necessary on a temporary basis until the scheduled Board meeting.

4. Adjourn

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



J. Douglas McKay, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

9/4/91 (Date)

LANE ESD BOARD OF DIRECTORS
Tuesday, July 16, 1991

1. Executive Session
 1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in — Executive Session at 7:00 p.m., Tuesday, July 16, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel. Those attending were Directors Lewellen, Medford, Nearing, Swanson, and Weathers; Superintendent Jim Maxwell, Richard Ellingboe, Sallie Rainville, and Joe Richards.

2. Call to order
 - 2A Attendance
 - 2A The Chairperson called the regular meeting to order at approximately 7:30 p.m, in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Jim Swanson, Chairperson	Bill Lewellen
Bill Medford	Frank Nearing
Glen Weathers	

ESD Staff:

Jim Maxwell, Superintendent	Richard Ellingboe
Ted Murray	Marv Wilkerson
Jeff Foreman	Sallie Rainville
Kathy Allison	

 - 2B Communications
 - 2B No written communications were included in the agenda.

 - 2C No action was taken as a result of Executive Session discussion.

3. Statements
 3. No statements were presented at this time.

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

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, 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 June 25, 1991, 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.
(Lane ESD Board Resolution 91-1)

- C **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated July 11, 1991.

- 5. Business affairs
- 5A Carl Perkins Vocational Education Grant

5A The Lane ESD acts as the fiscal agent for the Lane County Vocational Education Consortium which has developed a grant application for federal funds available to school districts and Lane Community College from the Carl Perkins II Vocational Education Act. Of the \$998,611 available, \$234,563 of eligibility has been contributed by local districts and Lane Community College to the Consortium. The amount of eligibility contributed by members ranges from \$51,248 from Lane Community College to \$191 for the Blachly School District.

Board members reviewed a briefing memo detailing the principal expenditures planned via the grant. A copy of the grant application was available for review.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes an application to the State Department of Education for Federal Carl Perkins Act II funds in the amount of \$234,563.

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

(ESD BOARD RESOLUTION 91-2)

- 5B Financial statements

5B Richard Ellingboe reviewed ESD and OTIS financial statements for June, 1991, which were included in the agenda background packet. Ellingboe explained that the revenue and expenditure summaries were preliminary because of the earlier July meeting date. A final year-end report will be provided in August. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for both the General Fund and OTIS.

- 6. Action items
- 6A Organization of the Board

6A Chairperson Swanson declared nominations open for the position of Board Chair for 1991-92.

Director Lewellen nominated Glen Weathers. Director Weathers declined the nomination. He said it would be difficult for him to make the additional trip from Florence into Eugene for agenda planning meetings. Director Lewellen withdrew the nomination.

Director Nearing nominated Doug McKay.

Director Medford moved that nominations cease and a unanimous ballot be cast for Doug McKay. Director Nearing seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

(ESD Board Resolution #91-3)

Nominations for Vice-Chair were opened. Director Lewellen nominated Glen Weathers.

Director Nearing moved that nominations cease and a unanimous ballot be cast for Glen Weathers. Director Lewellen seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

(ESD Board Resolution #91-4)

calendar

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves the following regular Board meeting calendar for 1991-92.

July 16	February 25
August 20	March 17
September 17	April 21
October 29	May 19
December 10	June 16
January 14	

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

(ESD Board Resolution #91-5)

7. Discussion items

7A Amendment to Resolution #2

7A Superintendent Maxwell expanded on a briefing memo regarding a proposed amendment to the data processing service resolution (Resolution #2). He explained that an amendment requires the same action as the initial adoption of a service resolution: (1) approval by the ESD Board and (2) affirmative vote of 2/3 of the constituent district boards, representing a majority of students.

As approved for 1990-91, Resolution #2 included direction to develop a long-range strategic plan for data processing which would include development of a county-wide network. It also directed the development and implementation of a program to evaluate and test developments in instruction and technology appropriate for use in public school classrooms.

A policy committee of six local district superintendents and the ESD Superintendent and a technology advisory committee of data processing specialists from local districts and the ESD have collaborated to complete these planning processes as directed in the resolution. Data processing specialists from a number of other agencies were used as consultants.

Constraints placed on the study committees by the county Superintendents with respect to financing were that any added funding would come from either funds budgeted but not expended by the ESD because of reduced use of OTIS services by the Eugene School District or direct local district expenditures.

Superintendent Maxwell reviewed planning elements developed by the joint committee as follows:

- (1) Build the capacity within Lane County school districts and the ESD to communicate electronically with each other and through other wide area networks with other schools and public agencies.
- (2) Provide greater capacity through the ESD to give leadership for the use of data processing and other electronic technology in the teaching and learning process in Lane County classrooms
- (3) Provide consulting services to districts such as Eugene 4J which have developed their own data processing capabilities.

7A Resolution #2
(continued)

7A (continued)

- (4) Assist districts with the standardization and bulk purchasing of paper products for use in administrative data processing applications. (This is an expense which was shifted from OTIS to the users as they adopted the new OTIS system).

The Superintendent said that the Lane County Superintendents group has discussed this plan at its last three meetings and has recommended consideration of an amended Resolution #2 in order to allow these elements to get underway in the early part of the coming school year.

The Board reviewed a discussion draft showing resources available for the Resolution and detailing expenditures as proposed in the new amendment. If the amended resolution is adopted, the amount of money budgeted for Resolution #2 would not be changed, but funds would be shifted among line items in the Data Processing Services area of the budget.

Director Weathers was concerned that District 4J would have an advantage; he also asked how electronic communication and the other proposed changes would help teachers and students especially in smaller, rural areas. Ted Murray and other Directors provided information about how a network could be used for professional communications and classroom use. Superintendent Maxwell explained that the consultive services being provided to 4J would cost less than OTIS services to 4J would have cost had Eugene remained on the system.

Director Lewellen said that this action could be seen as setting a precedent for districts to take resolution funds and spend them another way. Superintendent Maxwell said districts have expressed concern that this not be seen as a precedent. He said the County Superintendents group is on record as stating that this is not a cash-out approach.

Director Swanson expressed some concern about expending resolution funds to employ new staff at a time when staff cutbacks may be happening in other areas. Superintendent Maxwell said that current ESD staff will be used for added positions as far as possible.

The Board also reviewed a draft copy of the proposed amended resolution and a timeline for consideration of the amendment.

7B Contracted
Service Providers

- 7B As specified in Board policy, the Superintendent provided a brief written review of services provided during the past year by contracted service providers as follows:

Agent-of-Record, Employee Benefits: Johnson & Thomas Co.
Legal Counsel: Joe Richards
Auditor: Jones & Roth
Agent-of-Record, Property/Casualty: Corroon & Black, Fred Greatwood
Labor Relations Consultant: Joe Richards

Board policy specifies that providers which are due for formal review during the ensuing fiscal year are to be identified at the July meeting. Superintendent Maxwell said the Auditor is in the fifth year of providing services to the ESD; he said several firms have expressed an interest in the ESD account.

7B Contracted
Service Providers
(continued)

7B (continued)

The Superintendent recommended that the District initiate a process to review the established performance standards and seek competitive bids for the service for the 1991-92 audit. He said that a timeline for the process and criteria for the position will be brought to the August meeting for review.

It has also been nearly five years since other property/casualty insurance vendors have been provided an opportunity to submit proposals. The Superintendent recommended that the District initiate a process to review this service during the year.

Director Lewellen said he believed that requests for proposals should be sought in both instances because of the length of time since the last review.

7C Board Policy
Review -
Chapter 000

7C The Board reviewed all Policies in Chapter 000 (Bylaws). Joe Richards has suggested re-titling this Chapter to "Board Governance and Operations," as this title would more accurately focus attention on the powers of the Board. Some minor editing changes in the policies were also proposed.

The Board also reviewed a draft of new policy 070: Board member conflicts of interest. This policy replaces language regarding conflict of interest presently included in Policy 607. Joe Richards advises that the topic would be better addressed as a part of the chapter on Board Governance.

Board members had several questions and suggestions which were noted by the staff. They will be addressed during the second reading of the policies next month.

7D Instructional
Services Director

7D Superintendent Maxwell reported that 18 completed applications were received for the Instructional Services Director position. A screening committee recommended four finalists who are being interviewed this week.

It is planned that the person chosen for the position would start early in August. Superintendent Maxwell recommended that the Board hold a special meeting early in August for the purpose of acting on the recommended candidate. Board members present concurred and agreed on a tentative date of August 5 at noon for this meeting.

7E Board member
compensation and
reimbursement7E Board members reviewed proposed changes to Policy 108: Board Compensation and Reimbursement and corresponding Administrative Regulation 1108-1: Board member conference attendance and reimbursement. The suggested changes would conform to recent recommendations made by the auditors with regard to expense reimbursements. Copies of the revised ESD expense reimbursement form were also distributed.8. Reports

8A Lane School

8A Marv Wilkerson provided a report on Lane School facilities planning. Activities since the last Board meeting have focused on working with District 4J on use of the land site and contract agreements; meeting with our architects regarding floor plans, soils testing, engineering reports and the bidding process; and planning for purchase and installation of a building security system.

8B OTIS

8B In order to provide a more complete picture of the OTIS financial status, another element, debt status, will be added to the monthly financial report. This information will first be displayed in summary form in the monthly financial statement at the August Board meeting.

For base-line information, a detailed review of debt status was included in the Board agenda packet. Ted Murray provided additional information about the report.

8C Legislative Report

8C Jeff Foreman highlighted ESD-related bills included in the distributed legislative report.

9. Future agenda items

9. Future agenda items include the following:

- A Additional recommendation from the auditor
- B Approve Board Goals for 1992-93
- C Review resolutions plan and calendar
- D Act on amendment to Resolution #2
- E Second reading, Policy Chapter 000
- F Second reading, Policy 108
- G Timeline for Auditor review

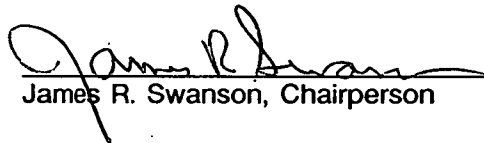
10. Next meeting(s)

10. A special meeting was tentatively scheduled for Monday, August 5, at noon.


The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, August 20, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

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



 James R. Swanson, Chairperson



 James G. Maxwell, Superintendent-Clerk

Attachments:

Minutes approved:

9/4/91
(Date)

SR

LANE ESD BOARD OF DIRECTORS
Tuesday, June 25, 1991

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, June 25, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel, 192.660(1)(f) to discuss records exempt from public disclosure, and 192.660(1)(i) to discuss evaluation of the Superintendent. Attending were Directors Lewellen, McKay, Medford, Nearing, Schibler, Swanson, and Weathers; Superintendent Jim Maxwell, Sallie Rainville, and Joe Richards. The session was recessed at 7:00 p.m. so that the Budget Hearing could be held as advertised.

2. Budget Hearing

2. Chairperson Swanson opened the Hearing on the 1991-92 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 Register-Guard. Copies of the Budget were distributed and are available for public inspection. The Chairperson invited public comments on the budget. There were none. Chairperson Swanson declared the Budget Hearing closed. (Director Nearing left the meeting at this time.)

Following closing of the hearing, the Board returned to Executive Session.

3. Call to order

3A. Attendance

- 3A. The Chairperson called the regular meeting to order at approximately 7:30 p.m, in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Jim Swanson, Chairperson
Doug McKay
Lois Schibler

Bill Lewellen
Bill Medford
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Ted Murray
Jeff Foreman
Sallie Rainville
Carol Wiggins

Richard Ellingboe
Marv Wilkerson
Gwen Gardner
Kathy Allison

3B. Communications

- 3B. Communications included in the Board packet were noted as follows:

1. Copies of Board Policies 010 through 060 and Policy 607 (new policy 070) which will be reviewed on July 16
2. Memo from Richard Ellingboe regarding fidelity bond coverage

3C. Action items

(following
Executive Session)

- 3C. The following actions were taken as a result of discussion during the earlier Executive Session:

DIRECTOR SCHIBLER 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. On a scale of 1-5, all seven Board members gave the Superintendent an excellent

3C. (continued)

(continued)

rating (#1) in the categories of Board Operations, Service Programs, State Government Relations, and Professional Development. In the category of Personnel, the composite rating was 1.57. In the category of Fiscal Management, the composite rating was 1.71.

The Board agrees to extend its contract with the Superintendent in accordance with provisions of that contract.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-75)

DIRECTOR McKAY MOVED:

WHEREAS, the Board of Directors of Lane ESD found on May 29, 1990, that James G. Maxwell, Superintendent, had performed in an excellent manner, and the Board also agreed on that date that the question of salary and benefits would be considered in continuing negotiations with the Superintendent, and

WHEREAS, those negotiations have now been completed,

BE IT RESOLVED that the compensation for James G Maxwell, Superintendent, be increased for the 1990-91 contract year by 4.83% to be paid in the following manner:

The base salary is increased to \$62,035, of which \$2,538 will be paid in one lump sum into a tax sheltered annuity program mutually requested by the Superintendent and the Board. The District-paid Tax Sheltered Annuity is increased to \$4,200.

BE IT FURTHER RESOLVED that the Board's contract with the Superintendent be amended to reflect this resolution.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-76)

DIRECTOR McKAY MOVED:

WHEREAS, the Lane ESD Board has determined that the performance of Superintendent James G Maxwell for the 1990-91 year has been satisfactory,

BE IT RESOLVED that the compensation for James G Maxwell, Superintendent, be increased for the 1991-92 contract year by 5.5% to be paid in accordance with a plan to be developed by the Superintendent and the Board Subcommittee on Superintendent Compensation.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-77)

4. Statements

4. No statements were presented at this time.

5. Consent agenda

5. **DIRECTOR LEWELLEN MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.**

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, 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 28, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Budget Committee minutes of June 4, 1991, as presented.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the Budget for 1991-92 as approved by the Budget Committee in the total sum of \$17,372,870. The Budget is on file in the Office of the Superintendent. **(ESD Board Resolution #90-78)**
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1991, the amounts shown on the memo which is attached to these minutes for the purposes indicated within the funds listed. **(ESD Board Resolution #90-79)**
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD determines the required tax levy for 1991-92 to be the aggregate amount of \$7,302,848; that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., January 1, 1991; 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 #90-80)**
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated June 19, 1991, including the Superintendent's personnel recommendations as follows: **(ESD Board Resolution #90-81)**

Accept Resignation: John Wilt, Teacher, SED program

Change of status: Susan Green, School psychologist

Approve employment: Michael Bailey, School psychologist

Ali Erickson, School Psychologist, .5 FTE

G. **BE IT RESOLVED THAT THE LANE ESD BOARD OF DIRECTORS HEREBY:**

- 1. **DESIGNATES** James G. Maxwell as Clerk of the District and Custodian of Funds for Fiscal Year 1991-92, in accordance with ORS 334.225. **(ESD Board Resolution #90-82)**
- 2. **APPOINTS** James G. Maxwell as Budget Officer for the District for Fiscal Year 1991-92, in accordance with ORS 294.331. **(ESD Board Resolution #90-83)**

5. (Continued)

(Consent agenda approval, continued)

- 3. **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 #90-84)
- 4. **DESIGNATES** James G. Maxwell and Richard Ellingboe as signatories for all district financial accounts for Fiscal Year 1991-92 (ESD Board Resolution #90-85)
- 5. **AUTHORIZES** a Clerk's Bond for James G. Maxwell for the face amount of \$100,000 for Fiscal Year 1991-92. (ESD Board Resolution #90-86)
- 6. **DESIGNATES** the following financial institutions as official depositories for District funds during the 1991-92 Fiscal Year: (ESD Board Resolution #90-87)
 - 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
- 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 #90-88)

6. Business affairs

6A. Media Management System

6A. The Superintendent reported that three bids for a new media booking and scheduling system were submitted by the closing date, June 18. The bids were reviewed by OTIS technical and Media Department staff members. The Superintendent distributed and reviewed the staff analysis.

One bid was rejected as it did not conform to specifications. The remaining bids were submitted by Tek-Data with a basic bid quote of \$79,328.25, and Dymaxion with a bid of \$62,664. However, Dymaxion identified additional costs of \$24,850 for a total of \$87,514. The Superintendent recommended that the bid from Tek-Data be accepted subject to receiving a demonstration that the system has the capability called for in the bid specifications and assurance in writing that their basic bid includes the elements identified as additional cost elements in the Dymaxion proposal. In the event that Tek-Data is unwilling or unable to meet these conditions, the District would reserve the right to reject the bid or consider a modified bid based on the Tek-Data response.

The Superintendent and Richard Ellingboe answered Board questions.

6A. (continued)

(Booking and Scheduling System, continued)

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the purchase of a media booking and scheduling system from Tek-Data Systems Co. for the amount of \$79,328.25, as an expenditure from Fund 440, Media Booking and Scheduling Reserve, subject to written assurance from Tek-Data Company that their basic bid includes the elements identified as additional cost items in the Dymaxion proposal and a demonstration that the system has the capability called for in the bid specifications. The Administration has the authority to withdraw this approval if these conditions are not met.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-89)

Superintendent Maxwell commended staff members Kathy Allison and Carol Wiggins for their help in writing specifications for the RFP for the system.

6B. Lane School
Facilities

6B. A briefing memo regarding progress on the Lane School facility was included in the Board's agenda packet. In it, the Superintendent recommended that the Board authorize the staff to work with the architect to complete bid specifications and documents for site preparation and modular buildings and to seek competitive bid proposals for completion of the facility.

Superintendent Maxwell introduced George Schultz and Trace Ward, architects from Martin Schultz and Geyer; Roy Bostrum, Building Maintenance Supervisor for Eugene District 4J; and Michael George, Special Ed Supervisor, who were present for this portion of the meeting.

George Schultz distributed copies of the completed feasibility study for placing Lane School on the campus between Kennedy Middle School and Churchill High School. (A copy of the study is on file and available in the Superintendent's office.) Trace Ward reviewed the site analysis and development plan and showed preliminary drawings for the modular building.

Following his presentation, the Board discussed the review and the architects answered a number of questions. Director Lewellen was particularly concerned about security because the drawings showed the building entry-way located on the opposite end of the building from the front office. (Superintendent Maxwell and Marv Wilkerson said that the entry-way location had been planned with the input of Lane School staff who wanted to place it near the classroom where newly admitted and most severely disturbed students would be located. The configuration of the modular unit did not provide space for both this classroom and the office near the door.)

Trace Ward reviewed cost estimates for the project, as included in the feasibility study and answered questions.

Mr Schultz said he had noted all of the Board concerns and would review them with the ESD committee and his staff. He said he anticipated that the bidding process would be completed prior to the August 20 Board meeting. Base bids to be sought will be (1) for grading, site work, and utilities; (2) for the modular building package; and (3) for landscaping.

6B (continued)

Lane School Facilities (continued)

Schultz estimated that a realistic move-in date would be January. Superintendent Maxwell said that District 4J will allow us to use the existing site at 4J until that time.

(Director Weathers left the meeting at this time.)

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to direct the firm of Martin, Schultz, and Geyer to complete bid documents and to seek competitive bids for completion of the Lane School facility.

Director Schibler seconded. **DIRECTORS McKAY, MEDFORD, SCHIBLER, and SWANSON VOTED YES. DIRECTOR LEWELLEN VOTED NO.** (He said that this was a very expensive site and he would have liked additional information. He reiterated his concerns about control and security.) **THE MOTION CARRIED. (ESD Board Resolution #90-90)**

Meeting Extended

(Director Medford moved to extend the ending time of this meeting to 9:30 p.m. Director Lewellen seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**)

6C. Budget Transfers

6C. Board members reviewed a briefing paper explaining the need for budget transfers.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves a transfer of \$14,000.00 from Fund 420 "Building and Maintenance" to account code 100-2542-322-100-014 "Building Care and Maintenance" for the purposes of covering the cost of materials and labor used for renovating the floor covering of the Lane ESD building during the 1990-91 fiscal year.

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 financing of site preparation and building acquisition for Lane School facility.

BE IT RESOLVED that the Board of Directors of Lane ESD hereby transfers \$29,000 from Account code 100-1240-324-300-090 (Lane School Rental-Lease) 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 Lane School facility.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, and SWANSON VOTING YES. (ESD Board Resolution #90-91)**

6D. Financial Statements

6D. Richard Ellingboe reviewed ESD and OTIS financial statements for May, 1991, which were included in the agenda background packet. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for both the General Fund and OTIS.

7A. The Board reviewed the 1991-92 school-year calendar for all classes operated directly by the ESD.

7. Action items
7A. Instructional Year Calendar

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the school-year calendar for 1991-92 as presented. A copy is attached to the official copy of the minutes of this meeting.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #90-92)

7B. Designation as Courseware Specialist

7B. IBM has invited Lane ESD/OTIS to apply for designation as a Courseware Specialist. In this role, OTIS and/or the Electronic Maintenance Department staff would continue to receive factory training on installation of local area networks (LAN) and associated equipment. When a local area network is installed in a school district, OTIS would be compensated a percentage of the purchase price for making the installation. Superintendent Maxwell said that Joe Richards has reviewed the draft of the written agreement that would exist between IBM and Lane ESD. He believes it is appropriate for the statutory mission of the ESD and that the agreement does not expose the ESD to undue liability.

The Superintendent said that unless the Board counsels otherwise, it is the intent of Administration to continue with the process of filing an application with IBM to become a designated Courseware specialist. By consensus the Board supported this direction.

7C. Administrative/Confidential Salary Committee Recommendation

7C. The Board reviewed a memo from the Administrative/Confidential Employee Salary Committee (Directors Lewellen, Schibler, and Swanson). The Subcommittee recommended that administrator and confidential salary schedules be increased by the same percentage, 5.5%, as provided to employees represented by the bargaining unit. The Board also reviewed copies of the revised Administrator/Confidential Salary Schedule and Benefits Document. The Employee Benefits plan is adjusted to reflect changes made in the Board-Association Labor Agreement and changes in expense account reporting recommended by the auditor. The total cost increase for the salary portion of the Agreement is 5.1%. Authorized District payment for insurance benefits increases from \$240 to \$259 per month. This represents an 8% increase.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors adopts the recommended administrative/confidential salary schedule and benefits as presented. A copy is attached to the official copy of these minutes.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, and SWANSON VOTING YES.** (ESD Board Resolution #90-93)

7D. Lane
School/Looking
Glass Supervisor

7D. Superintendent Maxwell recommended that Dr Michael George be hired as Supervisor of Lane School, Skipworth School, and the Looking Glass classroom program. Dr George is currently a supervisor in the TMR program. This personnel action required Board review under provisions of Board Policy #302 because Michael George's spouse, Dr Nancy George, is a consultant in the Lane ESD program for severely emotionally disturbed students. Ordinarily she would report to the supervisory position for which Michael George is being recommended.

7D. (continued)

The Board reviewed the applicable provisions of the policy.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Lane ESD Board finds that with respect to the hiring of the Supervisor for Lane School, Skipworth School, and Looking Glass Classrooms:

1. There is not a suitable number of qualified applicants for the position;
2. Michael George is exceptionally well qualified when compared to other applicants;
3. Reasonable recruitment methods have been implemented and it is unlikely that extending the search would result in a candidate equally qualified or superior to Michael George;
4. An alternate means of evaluation and grievance adjustment for Nancy George is available, feasible, and reasonably likely to work effectively.

BE IT FURTHER RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to transfer Dr Michael George from the position of Supervisor, TMR programs, to Supervisor, Lane School, Skipworth, and Looking Glass programs, so long as evaluation and grievance adjustment for Nancy George are performed by Dr Wilkerson and not by Michael George.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, and SWANSON VOTING YES.**
(ESD Board Resolution #90-94)

8. Discussion items

8. Discussion items listed on the agenda were deferred to the July meeting.

9. Reports

9. The following reports were included in the agenda packet for the Board's information:

- A. Employee Benefits Status
- B. Vacation carryover report
- C. OTIS Consortium
- D. Legislative Report
- E. L-COG

10. Future agenda items

10. Future agenda items include the following:


- A. Elect Board Chair and Vice-Chair
- B. Auditor's recommendation re. per diem meals
- C. Review Board Policy 108 and Administrative Rule 1108 (Board conference attendance and reimbursement)
- D. Re-affirm Bylaws and Policy
- E. Begin review of contracted service providers
- F. Adopt Board calendar for 1991-92

10. Next meeting


10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, July 16, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

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



 James R. Swanson, Chairperson



 James G. Maxwell, Superintendent-Clerk

Attachments:

- Budget Outline
- Fiscal Appropriations
- School-Year Calendar
- Administrative-Confidential Salary Schedule and Benefits

Minutes approved:

7/16/91
 (Date)

SR

**LANE ESD BOARD MEETING
TUESDAY, JUNE 25, 1991**

**BUDGET HEARING
PROCLAMATION**

The 1991-92 Lane Education Service District operating budget is funded within the tax base. Notice of this Hearing was published by Oregon statute, in two issues of the Register-guard (on June 10 and June 14).

The Budget Summary is as follows:

SUMMARY

LANE ESD BUDGET & LEVY, 1991-92

FUND	EST. EXPEND.	EST. RCPTS.	LEVY
100 GENERAL FUND	10,305,926	3,879,420	6,426,506
220 CURRICULUM DEVELOPMENT	200,000	200,000	
225 SCIENCE & MATH	32,650	32,650	
226 SCIENCE AND MATH	130,000	130,000	
235 SUBSTANCE ABUSE PART A	35,500	35,500	
237 SUBSTANCE ABUSE PART B	10,000	10,000	
238 SUBSTANCE ABUSE PART A	98,192	98,192	
239 SUBSTANCE ABUSE PART B	56,000	56,000	
250 SPECIAL EDUCATION	70,255	70,255	
251 SPECIAL ED ASSIST.	567,742	567,742	
253 LOOKING GLASS/CHAPTER 1	12,764	12,764	
254 STEP STONE LODGE RESIDENCE	7,500	7,500	
255 STEP STONE LODGE	12,014	12,014	
271 SKIPWORTH	21,411	21,411	
275 VOC. ED. CONSORTIUM	23,700	23,700	
276 VOC ED PHASE VI	46,072	46,072	
277 VOC ED CARL PERKINS	234,562	234,562	
400 EQUIPMENT RESERVE	190,000	190,000	
410 OTIS-EQUIP. REPLACEMENT	211,511	211,511	
420 BUILDING MAINTENANCE	270,000	270,000	
430 SPECIAL ED. RESERVE	160,000	160,000	
440 BOOKING AND SCHEDULING	105,000	105,000	
510 OTIS	3,545,029	3,545,029	
610 COOPERATIVE PURCHASING	927,042	927,042	
900 WORKING CAPITAL	100,000	100,000	
	<u>17,372,870</u>	<u>10,946,364</u>	<u>6,426,506</u>

ESTIMATED TAXES NOT TO BE COLLECTED 876,342

TOTAL LANE ESD OPERATING LEVY WITHIN TAX BASE 7,302,848

Attachm. 6/25/91

**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, 1991, the amounts shown below for the purposes indicated within the funds listed:

	<i>1991-92</i>
GENERAL FUND	
INSTRUCTION	3,308,345
SUPPORT SERVICES	4,609,169
FUND TRANSFERS	1,314,006
DEBT SERVICE	10
CONTINGENCY	324,396
GENERAL FUND	9,555,926
TITLE I - SKIPWORTH	
INSTRUCTION	21,411
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	200,000
SCIENCE/MATH 1990-91	
SUPPORT SERVICES	32,650
SCIENCE/MATH 1991-92	
SUPPORT SERVICE	130,000
SUBSTANCE ABUSE-PART B	
SUPPORT SERVICES	10,000
SUBSTANCE ABUSE-PART A	
SUPPORT SERVICES	35,500
SUBSTANCE ABUSE-PART A	
INSTRUCTION	98,192
SUBSTANCE ABUSE-PART B	
SUPPORTING SERVICES	56,000
SPECIAL EDUCATION	
INSTRUCTION	70,255
SPECIAL ED ASSIST.	
INSTRUCTION	519,007
TRANSFERS	48,735
TOTAL SPEC. ED. ASSIST.	567,742

5D

Attachments 6/25/91

**CONSENT AGENDA PROPOSAL
APPROPRIATION OF THE BUDGET (continued)**

CHAPTER 1 LOOKING GLASS			
INSTRUCTION		12,764	
STEPPING STONE LODGE RESIDENTIAL			
INSTRUCTION		7,500	
STEPPING STONE LODGE			
INSTRUCTION		12,014	
VOC. ED. CONSORTIUM/YR. 4			
INSTRUCTION		3,200	
SUPPORT SERVICES		20,500	
VOC ED CONSORTIUM		23,700	
VOC. ED. GRANT PHASE VI			
SUPPORT SERVICES		46,072	
VOC. ED. CARL PERKINS II			
INSTRUCTION		34,500	
SUPPORT SERVICES		143,988	
TRANSFERS		56,074	
VOC ED CARL PERKINS II		234,562	
SPECIAL EDUCATION RESERVE			
SUPPORT SERVICES		160,000	
EQUIPMENT RESERVE			
SUPPORT SERVICES		190,000	
OTIS EQUIPMENT RESERVE			
SUPPORT SERVICES		211,511	
BUILDING MAINTENANCE			
SUPPORT SERVICES		270,000	
BOOKING AND SCHEDULING			
SUPPORT SERVICES		105,000	
OTIS FUND			
SUPPORT SERVICES		3,176,659	
TRANSFERS		50,000	
CONTINGENCY		68,370	
OTIS		3,295,029	
COOPERATIVE PURCHASING			
SUPPORT SERVICES		927,042	
WORKING CAPITAL			
OTHER REQUIREMENTS		100,000	
TOTAL APPROPRIATIONS		16,372,870	16,372,870

(There is an unappropriated ending fund balance of \$1,000,000.)

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

	<u>Number of contract days, including holidays</u>					<u>Comments</u>
	<u>Eugene*</u>	<u>Bethel</u>	<u>Spfld</u>	<u>Skipworth**</u>	<u>Specialist</u>	
July	0	0	0	19//3	0	
August	1	3	3	0//20	15	207-day specialists report 8/12; Bethel/Springfield teachers report 8/27; Eugene teachers report 8/29; non-contract day Eugene/Bethel/Springfield 8/30
September	19	21	21	0//20	21	Paid holiday all 9/2; non-contract days Eugene 9/3,4; classes begin Bethel/Springfield 9/3; classes begin Eugene 9/11
October	23	23	23	19//17	22	State Inservice Day Eugene/Bethel/Spfld 10/11; Parent/teacher conference days Bethel middle schools only 10/17,18
November	21	21	21	21//20	21	Inservice/contract day Bethel elementary 11/1 and 11/8; Inservice/contract day Spfld 11/8; Inservice/contract day Bethel middle schools only 11/27; paid holidays for all 11/11 and 11/28,29
December	15	15	15	15//15	11	Inservice/contract day Eugene (excluding NEHS) 12/6; Winter break for Eugene/Bethel/Spfld 12/23 through 1/3;
January	20	20	20	20//20	22	Work resumes for all 1/6; holiday all 1/20; inservice/contract day Bethel 1/24; inservice/contract day Spfld 1/27; Inservice/contract day NEHS 1/31
February	19	19	19	20//18	20	Non-contract day Eugene/Bethel/Spfld 2/17
March	16	17	17	17//16	17	Non-contract day Eugene 3/20; Spring Break for all 3/23-27
April	22	22	22	22//19	22	Inservice/contract day Bethel elementary 4/3 and 4/10; Inservice/contract day Spfld 4/3; Parent-teacher conference day Bethel middle schools only 4/23,24
May	21	21	21	17//19	21	Paid holiday for all 5/25
June	15	10	10	22//5	15	Inservice/contract day Eugene elementary 6/5; classes end Bethel/Spfld 6/11; last day for teachers Bethel/Spfld 6/12; classes end Eugene 6/18; last day for teachers Eugene 6/19; last day for specialists 6/19.
	<u>192</u>	<u>192</u>	<u>192</u>	<u>192//192</u>	<u>207</u>	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.

*Clark file?
not Clark pg.*

**LANE ESD
ADMINISTRATOR/CONFIDENTIAL SALARY SCHEDULE
1991-92**

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 x 12 = \$1,860
(Step 4) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary	1.00	1.06	1.12	1.18	1.21
1991-92	37,685	39,946	42,207	44,468	45,599

**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) \$250 x 12 = \$3,000

Step	0	1	2	3	4
Salary	1.05	1.11	1.17	1.23	1.27
1991-92	39,569	41,830	44,091	46,353	47,860

M/C(1)

Attachment 6/25/91

Supervisor II

Supervisor, TMR (3 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	1.31
1991-92	39,946	42,207	44,468	46,729	49,367

No positions

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	1.36
1991-92	41,830	44,091	46,353	48,614	51,252

Director

No positions

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

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

Step	0	1	2	3	4
Salary	1.25	1.31	1.37	1.43	1.43
1991-92	47,106	49,367	51,628	53,890	53,890

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

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

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

Step	0	1	2	3	4
Salary	1.30	1.36	1.42	1.48	1.48
1991-92	48,991	51,252	53,513	55,774	55,774

Attachment 6/25/91

Manager I

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

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	1.19
1991-92	40,768	43,214	45,660	48,106	48,514

Manager II

No position

Manager II, 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	1.06	1.12	1.18	1.24	1.24
1991-92	43,214	45,660	48,106	50,552	50,552

Manager III**Manager, OTIS Operations****Manager, OTIS Systems and Programming****Manager, OTIS Marketing Services**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
Salary	1.12	1.18	1.24	1.30	1.30
1991-92	45,660	48,106	50,552	52,998	52,998

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
1991-92	48,106	50,552	52,998	55,444	55,444

Attchm 6/25/91

Administrative Secretary

Administrative Secretary, OTIS
 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

Step	0	1	2	3	4	5	6
Salary	1.00	1.06	1.12	1.18	1.24	1.30	1.33
1991-92	19,166	20,316	21,466	22,616	23,766	24,916	25,491

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
1991-92	27,216	28,366	29,516	30,666	31,816	32,966	32,966

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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 composite 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. The District will pay up to \$259.00 per month per employee during 1991-92 for the package. Employees will be responsible for any excess costs.

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.

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. Administrative secretaries and Executive Assistants at Step 6 of their respective schedules receive a TSA in the amount of \$900.

7C (2)

Attached 6/25/91

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 and confidential employees include the same paid holidays as provided the employees in the Bargaining Unit.

Labor Day	New Years Day
Veteran's Day	Memorial Day
Thanksgiving and day after	Fourth of July
Christmas Day and one other	Martin Luther King, Jr. Day

Vacation

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

Administrative secretaries and Executive Assistants earn vacation at the same rate as classified employees covered under the Labor Agreement.

- 10 days per year during the first five years of employment
- 15 days per year during the 6th through the 10th years of employment
- 20 days per year in the 11th through the 15th years of employment
- 22 days per year during 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 IRS approved rate. (Currently \$.275/mile)

Meals approved in advance by the Superintendent or Division Director are reimbursed by the District.

All employees must provide receipts for all meals claimed.

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. 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 up to \$150.00 per month for 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.

Attach 6/25/91

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 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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LANE ESD BOARD OF DIRECTORS
Tuesday, May 28, 1991

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, May 28, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel, 192.660(1)(f) to discuss records exempt from public disclosure, and 192.660(1)(i) to discuss evaluation of the Superintendent. Attending were Directors Lewellen, McKay, Nearing, Schibler, Swanson, and Weathers; Superintendent Jim Maxwell, Sallie Rainville, and Joe Richards.

2. Call to order

2A. Attendance

2. Chairperson Swanson called the regular meeting to order at approximately 7:30 p.m, in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Jim Swanson, Chairperson
Doug McKay
Lois Schibler

Bill Lewellen
Frank Nearing
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Ted Murray
Jeff Foreman
Kathy Allison

Richard Ellingboe
Marv Wilkerson
Sallie Rainville

2B. Communications

- 2B. Communications included in the Board packet were noted as follows:

- A. Announcement from OSBA of the New Board Chair Conference, July 20-21 in Beaverton
- B. Memo of resignation from Marsha Van Orsow, assistant librarian in the Teaching Resource Center. Marsha has been employed by the ESD for 25 years. She is moving to the Portland area to be with her husband and family.
- C. Memo from Bob Taylor about the Georgia-Pacific Scholarship. The ESD annually coordinates the screening and selection process for this four-year scholarship. Angela Suratt of Thurston High School was selected to receive the award this year. Director Medford represented the Board on the selection committee.

2C. Action items

- 2C. The following actions were taken as a result of discussion during the earlier Executive Session:

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD and Superintendent James G Maxwell agree to extend the time for completion of the 1990-91 process for mutual evaluation of the performance of the Superintendent of the District until June 25, 1991.

2C. Action items
(continued)

2C. (continued)
Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-63)

(Director Nearing asked that the public record state that he would vote to approve the motion but would have preferred to extend the time until the Grand Jury's investigation was completed.)

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD, with the consent of the Superintendent, hereby defers the decision whether or not to extend the Superintendent's contract for one additional year (to June 30, 1993) until the completion of his evaluation on June 28, 1991.

Director McKay seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-64)

(Director Nearing stated he voted yes with the same caveat.)

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors schedules a meeting on Tuesday, June 4, 1991, 7:00 p.m., to hear an appeal from an employee regarding disciplinary action recommended by the Superintendent.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-65)

(NOTE: Subsequent to this meeting, the employee waived the right for a hearing before the Board and the hearing was cancelled.)

3. Statements

3. No statements were presented at this time.

4. Consent agenda

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

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, 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 April 30, 1991, as presented.

B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated May 22, 1991, approves the Superintendent's personnel recommendations included, and authorizes the Superintendent to send a letter on behalf of the Board thanking these staff members for their contributions to the ESD.

(ESD Board Resolution #90-66)

5. Business affairs
5A. Auditor's
recommendations

- 5A. Board members reviewed sections from the Fiscal Procedures Manual (Administrative Regulation 1600-1) which have been revised to conform to recommendations made by the auditors and reviewed by the Board at an earlier meeting. The recommended changes specifically address charge card expense regulations and mileage reimbursement procedures.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the revisions to Administrative Regulation 1600-1, Section 7 as presented, in order to comply with the auditor's recommendations. The Board further directs the administration to implement these procedures no later than July 1, 1991. (A copy is attached to the official copy of these minutes.)

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

(ESD Board Resolution #90-67)

Board members asked that related policies and administrative regulations dealing with Board member conference attendance and reimbursement also be scheduled for review on a future agenda.

5B. Cooperative
Purchasing

- 5B. Board members reviewed the list of products recommended for purchase by various committees that review cooperative purchasing bids and product quality. A summary sheet identifying and explaining recommendations not based on low bid was also included and reviewed.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Director of Lane ESD approves the cooperative purchase bids as recommended by the selection committees.

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

(ESD Board Resolution #90-68)

8A. (Agenda change)
OTIS
Communications Report

- 8A. Superintendent Maxwell requested that the agenda be altered at this point because information in the OTIS Communications report was so closely related to the following agenda item requesting action on the media booking system.

Ted Murray, Director of OTIS, presented a brief report on OTIS Communications. During the past decade, he said, the major debate topic in educational data processing has been the relative merits of a central data processing service versus district-owned "stand alone" systems:

Recent developments in networking suggest that the two concepts are not exclusionary. In fact, they may be combined to provide a wide range of technology that will better meet the needs of the twenty-first century.

Murray reported that OTIS and Linn-Benton ESD are suggesting a network model that holds a promise of growing into a regional and even state-wide electronic network. Such a network could also deliver technology to the desks of teachers, even students. The network's incremental installation plan could be put in place as time and finances allow and as need grows.

5C. Media Booking and Scheduling System

5C. Superintendent Maxwell reviewed the history of the automated cataloging and scheduling system for the media collections. The current system, on the OTIS mainframe computer, has been in use for 20 years. Although it has been a model system, its technology is not compatible with new OTIS and a replacement software system is needed. The Board has previously discussed options available for its replacement. The Superintendent said that the network capacity discussed in Ted Murray's earlier report provides a new option.

The Board reviewed a briefing memo which provided information and cost figures on two options which have been considered previously and for the newly available option, purchase of a proprietary microcomputer-based system to operate on the ESD local area network connected to the OTIS Communication system.

The Superintendent said the latter option is recommended. In addition to favorable cost factors, he said, the PC-based system would provide expanded accessibility and more features than the current system. It can be put in place immediately and all districts will be able to access it via one of the communications elements.

Purchase and installation of the system would be financed from the Media Booking and Scheduling Reserve. After installation, any excess in that fund would be transferred to the General fund with an annual amount budgeted to the Equipment Reserve Fund to amortize the cost of a replacement system on a seven-year cycle.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the Superintendent to seek bids for a microcomputer-based media booking and scheduling system to be financed from Fund 440, Media Booking and Scheduling Reserve, and authorizes the installation of components of a local area network to connect the system to the OTIS network.

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

(ESD Board Resolution #90-69)

5D. Replacement of forklift

5D. Richard Ellingboe provided a brief summary of a background memo regarding the need to replace the forklift truck used in the warehouse and cooperative purchase programs. Maintenance costs for the current truck substantially exceed its value. In addition, the current truck is propane powered which has caused problems within the building's closed ventilation system.

The Board reviewed a staff summary of proposals received from four lift truck companies which were opened and evaluated on May 16. The summary is attached to the official copy of these minutes.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Lane ESD Board approves the trade in of existing lift truck, Pettibone Model 306A, and the purchase of a replacement lift truck, Model TM17, from the Norlift Company, for the amount of \$15,500, as an expenditure from Fund 400 Equipment Replacement.

5D. Replacement fork lift
(continued)

5D. (continued)
Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #90-70)

5E. Financial Statements

5E. Richard Ellingboe reviewed ESD and OTIS financial statements for April, 1991, which were included in the agenda background packet. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for both the General Fund and OTIS.

6. Action items
6A. Oaths of office

6A. Chairperson Swanson administered the oath of office to re-elected Board member Frank Nearing. Vice-Chairperson Doug McKay administered the oath of office to re-elected Board member Jim Swanson. Lane County Certificates of Election were presented to each. **Copies of the signed oaths are attached to the official copy of these minutes.**

6B. Board policies, Finance

6B. Proposed revisions and modifications to several Board policies in Chapter 600 "Finance" were included in the agenda background packet for a second reading. Changes reflect administrative input and reviews and recommendations by legal counsel and auditor.

During the first reading on April 30, some concerns were expressed regarding Policy 607 "Vendor Relations", specifically related to Board member conflict of interest. Because of these questions, that policy was returned to legal counsel Joe Richards for further review.

Mr Richards' letter in response suggested that Chapter 000 "Board Bylaws" be reviewed and possibly renamed as "Board Governance and Operations." He thinks that the policy on Board conflicts of interest more logically belongs in this section rather than in Chapter 600.

No questions were raised during the first reading about other suggested changes in Chapter 600. Superintendent Maxwell recommended that the Board approve amendments to those policies and take no action on Policy 607 at this time. Review of Mr Richards' suggestions, including those related to this policy, will be placed on the June agenda.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD amends the following Board Policies as presented. **(Copies of the amended policies are appended to and made a part of the official minutes of this meeting):**

- Policy 604 - Purchases Not Subject to Bid (New title: Purchasing)
- Policy 605 - Purchases Subject to Bid
- Policy 606 - Purchases Not Appropriated

(All old language in the above three policies is deleted and new language is included in New Policy 604 - Purchasing. Following Policies in the chapter will be renumbered.)

Policy 610 - Payroll Deductions (New Title: Payroll)

6B. Policy revisions
(continued)

6B. (continued)
Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #90-71)

6C. Board conference
attendance

6C. Director Swanson has indicated he would like to attend the second annual Education 2000 Conference, sponsored in part by Lane ESD. Materials on the conference, which centers on educational change, were distributed at a previous meeting.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves Director Swanson's attendance at the Education 2000 Conference, August 1-3 at the University of Oregon.

This resolution authorizes payment of the conference registration fee (\$98) and conference-related meals and transportation in accordance with Board Policy 108 and Administrative Regulation 1108-6, from Account No. 100/2310/340/100/10.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #90-72(a))

Director Weathers indicated he wished to attend the OSBA New Board Member/Board Chairman Workshop to be held at the Greenwood Inn in Beaverton July 20-21.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves Director Weathers' attendance at the OSBA New Board Member/Board Chairman Workshop in Beaverton July 20 and 21.

This resolution authorizes payment of the conference registration fee, and conference-related meals and transportation in accordance with Board Policy 108 and Administrative Regulation 1108-6, from Account No. 100/2310/340/100/10.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #90-72(b))

7. Discussion items
7A. Budget Committee
positions

7A. Three constituent District Board members will need to be appointed (or reappointed) to fill Budget Committee positions expiring on June 30. The positions are Zone 1/2 currently held by Steve Robinson; Zone 5 currently held by Gary Shearer; and at-large position 7 currently held by Tom Siebers.

Since Pleasant Hill and McKenzie Districts have been represented on the Budget Committee for some time, Board members asked Superintendent Maxwell to first contact other districts in Zone 5 (Creswell, South Lane, Crow, Lowell, Oakridge, and Marcola) regarding interest in the latter two positions.

7B. Board calendar

7B. Board members reviewed a tentative meeting calendar for 1991-92. Summer meeting dates have been proposed to maximize attendance while providing the least inconvenience during vacation time.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the following dates for its summer meeting calendar: Tuesday, July 16 and Tuesday, August 20, 1991.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #90-73)

The calendar for the remainder of the year will be on the July agenda for second reading and approval. Chairperson Swanson asked that Board members let him know if there are any problems with the proposed schedule.

Meeting Extended

(DIRECTOR WEATHERS MOVED to extend the ending time of this meeting to 9:30 p.m. The motion carried with all present voting yes.)

7C. Instructional Services Director Recruitment

7C. Several special qualifications for the position of Director of Instructional Services Division were proposed at the May 30 Board meeting. The Superintendent provided a discussion paper to give the Board an opportunity to initiate policy for direction in implementing the recruitment and hiring process for administrative employees.

Each point in the discussion paper was carefully considered by the Board and comments were written down by the Superintendent and staff for inclusion in the process. By consensus, the Board directed that the Superintendent implement a practice whereby a satisfactory physical examination is completed prior to Board action on hiring employees in the position of Director. The Board also directed that the Superintendent complete visits to the community where the candidate is currently employed prior to Board action on the candidacy. A transcript of the discussion has been made and is available in the office of the Superintendent.

Superintendent Maxwell said he will provide an update on the process at the June meeting.

8. Reports
8A. Special Education

8A. Director Weathers reported on the meeting of the Special Education Advisory Council held earlier on this date. Personnel from the Oregon Department of Education provided information on supported education and integration of students into local communities. Director Weathers said that the ESD should continue to let parents of students in the special education program know how important they are.

8B. Lane School facility

8B. Superintendent Maxwell called attention to a site map showing the new location for Lane School, between Churchill and Kennedy schools. A briefing paper was included in the packet reviewing progress that has been made since the April Board meeting.

Board members requested that a more in-depth discussion on selection of the Lane School site be scheduled for the June meeting at an earlier point on the agenda.

8C. L-COG

8C. Director Nearing reported that at its most recent meeting the L-COG Board had approved the staff recommendation to continue with the purchase of the Schaefer's Building. He said he and one other member were the only two to vote no.

8D. Other reports

8D. The following reports were also included in the agenda background packet for the Board's information:

- 1. OTIS Consortium Membership Status Report and Training Site Status
- 2. Legislative Report
- 3. Director Swanson's report on the NCTM Annual Convention

9. Future agenda items

9. Future agenda items include the following:

- A. Budget Hearing
- B. Adopt budget, appropriate funds, levy taxes
- C. Start-of-year designations and authorizations
- D. Approve school-year calendar
- E. Vacation carryover report
- F. Review Board Policies 010 through 060 and Policy 607
- G. Begin review of contracted service providers
- H. Elect Board Chair and Vice-Chair

Chairperson Swanson called special attention to the last item and reminded Board members that 1991-92 officers would need to be elected at the July meeting.

10. Next meeting


10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 25, at the ESD Center, 1200 Highway 99 North, Eugene.

11. Adjourn

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



 James R. Swanson, Chairperson



 James G. Maxwell, Superintendent-Clerk

Attachments:

- Revision, Adm. Rule 1600-1
- Bid Summary, fork lift
- Oaths of office
- Amended Policies 604, 605, 606, 610

Minutes approved:

6/25/91
(Date)

- 6.8 Do not use invoices for receipts (use a receipt book).
- 6.9 Notify accounting department of monies expected to be received for various functions.

7. REIMBURSEMENT OF EXPENSES. All claims for reimbursement of expenses should be claimed on the form provided, supported by receipts and/or other documentation, including the time, place and as purpose as fully as practicable.

7.1 Staff members authorized by their division director may claim reimbursement for expenses incurred in the duties of their job.

a. When an employee uses his/her personal vehicle for authorized travel, s/he shall be reimbursed at the approved IRS rate (currently 27.5 cents per mile). To document the business use, the employee shall provide:

1. The date of use of the vehicle.
2. The number of miles driven based on odometer readings.
3. The business purpose.
4. The identify of the vehicle.

b. The cost of employee's meals and incidental expenses will be reimbursed at cost if it is part of a scheduled meeting or activity in which the member is participating. Incidental expenses include expenses for laundry, dry cleaning and tips. Telephone calls and taxicab fares are not considered incidental expenses and may be aggregated in a daily basis.

c. Lodging if the employee's duties require being away from home overnight.

d. Related expenses if authorized by the division director or Superintendent.

7.2 With any of the above expenses, the ESD guidelines regarding expenditures should be followed.

7.3 Receipts for all claimable expenses are required, except for aggregated expenses which may be reimbursed on the basis of written confirmation by the employee.

5A(2)

Attachment 5/28/91

7.4 Credit Card Expense Regulations:

The District shall maintain a list of authorized persons who have been issued ESD bank credit cards. On occasion a card may be issued to another staff member for a specific occasion, with the understanding that the card is issued for a specific purpose and shall be returned upon completion of the reason for which the card was issued. Charge cards should be used with discretion and restraint as they are a potential source of adverse reaction.

- a. All credit cards users should sign a statement documenting the conditions and responsibilities associated with the use of the credit card.
- b. Charge cards sales drafts are to be retained by the user, noted as to the purpose and nature of the expense, marked with the ESD account number to which the transaction should be charged and submitted with the expense claim form for the month. The amounts from the credit card drafts shall not be included in the claim for reimbursement.
- c. All division credit card charges must be approved by the division director. Director credit card charges shall be approved by the Superintendent or designee.

7.5 Substantiation of Business Expenses: These guidelines include:

- a. The amount of each separate expenditure for business purposes must be substantiated, except that incidental items such as taxi fares and telephone calls may be aggregated on a daily basis.
- b. The date of the expense.
- c. The name, address, or location and designation of the type of expense, such as dinner, if that information is not apparent from the designation of the location.
- d. The nature of business benefit derived or expected as a result of the expense.
- e. The occupation or other information relating to the person(s) in attendance, including name, title or other designation sufficient to establish the business relationship.

If the deduction is claimed for expenses directly preceding or following a substantiated bonafide business discussion, it must include:

- a. The date, place and duration of the business discussion.
- b. The nature of the business discussion.
- c. The identity of the persons who participated in the business discussion.

7.6 Non-charge Card Expense

Non-charge card expenses that are reimbursable should follow the same procedure as charge card expenditures.

7.7 All claims which are to be reimbursed should be recorded on the expense claim form and submitted to the division director for approval in accordance with the accounts payable schedule.

- a. Indicate the nature of the claim and the nature of the occasion which precipitated the claim (e.g.--"Lunch expense--TRC Advisory Committee meeting.).
- b. Under the appropriate column(s), indicate the amount(s) claimed.
- c. Indicate date on the receipt or other document which corresponds.
- d. Sign the claim form and submit to the division director.
- e. The division director will verify the validity of the claim, tabulate (or have tabulated) the breakdown of charges by account number, and upon verification, sign the claim on the "Approved by" line, and submit the claim to the accounting department.

7.8 Claims for reimbursement which miss the cut off for the scheduled run will be carried over to the next scheduled run.

8. PREPAYMENTS (advance payment of certain expenses). Prepayment should be used judiciously and normally will be limited to commercial transportation, conference registration and lodging.

8.1 Requests for prepayment must be authorized by the Superintendent and must be submitted five working days prior to the time the check is needed. Requests are to be submitted on the requisition form and should indicate the nature of the expenses to be prepaid and the account number(s) to be charged.

8.2 When expenses are prepaid, a detailed accounting of the actual expenditures, supported by receipts, should be submitted on the expense claim form immediately following the expenditure.

DATE: May 20, 1991
TO: Richard Ellingboe
FROM: Alan Livingston
SUBJECT: Forklift RFP's

RFP's received from four lift truck companies were opened Thursday, May 16, 1991.
The proposals were:

Norlift Company	1989 Clark TM 15	\$16,900.00
	*less trade in	<u>1,400.00</u>
	TOTAL	\$15,500.00
Halton Company	1988 CAT F30	\$15,850.00
	*less trade in	<u>500.00</u>
	TOTAL	\$15,350.00
Yale N.W.	1991 Yale ERP035	\$18,283.15
	*less trade in	<u>950.00</u>
	TOTAL	\$17,333.15
Hyster Company	1991 Hyster 830XL	\$18,966.00
	*less trade in	<u>1,000.00</u>
	TOTAL	\$17,966.00

*Lane ESD's Pettibone Model 306A

The Clark, CAT and Yale will be brought in Thursday, May 23, for comparison. It is expected that a recommendation for purchase will be made by Monday, May 27, 1991.

AL;jv
forklist.mem

Attached 5/28/91

LANE ESD BOARD MEETING

TUESDAY, MAY 28, 1991

O A T H O F O F F I C E

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, 1991, through June 30, 1995.



Frank Nearing, Director

Attest: This oath of office was administered by Chairperson Jim Swanson
 on May 28, 1991



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

Attachment 5/28/91

LANE ESD BOARD MEETING

TUESDAY, MAY 28, 1991

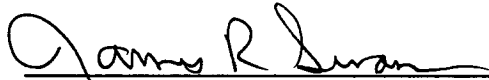
O A T H O F O F F I C E

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,

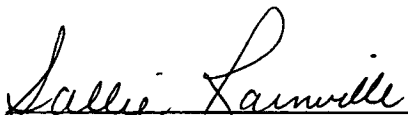
representing AT-LARGE POSITION 7

to the best of my ability throughout the four-year term, July 1, 1991, through June 30, 1995.



James R. Swanson, Director

Attest: This oath of office was administered by Vice-Chairperson Doug McKay on
May 28, 1991



Sallie S. Rainville
Recording Secretary
Lane ESD Board of Directors

Attach. 5/28/91

PURCHASES NOT SUBJECT TO BID

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid by statute or policy of this Board, be made in a manner that trends toward the insurance of maximum educational value for the District within the framework of law, policy and sound business practice.

Such purchases that are within budgetary limits may be made upon authorization of the Superintendent. The Superintendent shall develop administrative rules and financial procedures which will insure the District's adherence to this policy, the statutes, and the administrative rules of the Oregon Public Contract Review Board.

PURCHASING

1. Purchase of goods or services shall be made in accordance with Oregon Revised Statutes, Chapter 279 and Oregon Administrative Rules Chapter 125 (Department of General Services Public Contract Review Exemption Rules).
2. The District Board delegates responsibility of purchases which are within the budget of the Superintendent. Purchases of goods or services which are not planned for within the budget or exceed the budget amount must be approved by the District Board.
3. The Superintendent shall supervise the purchases of all departments. The Superintendent shall exercise prudence in purchases and insure that standard accounting procedures are followed for the expenditures.

Date Adopted: *May 20, 1980*
Date Revised:

GB(1)

Attachm: 5/28/91

FINANCE

PURCHASES SUBJECT TO BID

It is the policy of the Board that the interests of the taxpayers of this District be the primary consideration in determining bidding requirements. Bidding procedures shall provide equal opportunity to any responsible vendor to furnish supplies and/or equipment, and shall conform to the requirements of the Oregon Public Contract Review Board as set forth in Oregon Administrative Rules.

Materials, supplies or equipment to be furnished, sold or leased to the District, unless exempt by statute or Administrative Rule, having an aggregate value of \$10,000 \$15,000 more are subject to competitive bidding. *Contracts for trade related projects, i.e., construction, maintenance, repair or similar labor and materials contracts having a value of more than \$10,000 are subject to competitive bidding.*

Bids shall be opened publicly by the Superintendent or his/her designee before one or more witnesses at the legally designated time and place. Contracts shall be awarded to the lowest responsible bidder who meets specifications upon resolution of the Board, unless the Board chooses to reject all bids, to readvertise, or to purchase under a state purchasing contract or through another public agency's bid.

The Board also recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. However, it is not intended that *emergencies* be permitted to occur as a result of inadequate planning, delay, or negligence.

ORS 125.310.020 to 125.310.030

Date Adopted: May 20, 1980

Date Revised:

page 1/1

MA(3)

No. 606

FINANCE

PURCHASES NOT APPROPRIATED

The laws of the state and the interests of the community demand fiscal responsibility by the Board in the operation of the District. Appropriate fiscal controls are hereby adopted to insure that public monies are not disbursed in amounts in excess of the appropriations provided. When funds are not

When funds are not available for a proposed appropriation, a legal transfer from one fund classification or from the general fund contingency to any expenditure classification may be made by the Board if it is apparent that the necessary funds do exist, and it can be demonstrated that the proposed expenditure would be educationally or administratively warranted in the current fiscal year. Transfers shall be made by official resolution of the Board.

In the event of an emergency (the time required for the Board to act would endanger life or property or threaten the continuance of existing school classes), a purchase order may be authorized by the Superintendent. It is not intended by this policy that "emergencies" be permitted to occur as a result of inadequate planning, delay, etc.

ORS 279.015, 294.450

Date Adopted: May 20, 1980

Date Re-adopted: June 26, 1990

Date Revised:

page 1/1

600-7

Attach. 5/28/91

PAYROLL DEDUCTIONS

"Preparation of payroll," including time schedules and payroll periods will be done in accordance with the terms of the Collective Bargaining Agreement, where applicable and in accordance with the District's procedures where not applicable. Employee health, accident, dental and other types of insurance will be as provided in the Collective Bargaining Agreement where applicable and in accordance with the District's procedures where not applicable. Mandatory payroll deductions will be withheld as required by state and federal law.

No other automatic deduction except those required by law will be made from an employee's pay without authorization of the Board.

No deduction for tax sheltered annuity programs will be accepted without meeting the criterion established by and approved by the Employee Benefits Committee. In no instance shall the numbers of approved programs exceed twelve (12) active accounts.

The Board may in its discretion act in behalf of individual employees to deduct a certain amount from the employee's paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act in behalf of an employee.

No deduction may be made from the wages of an employee without proper written authorization except for those required by law: federal income tax withholding; social security taxes; state income tax withholding; and workers compensation. PERS deductions shall be certified by the Public Employees' Retirement System; bargaining unit dues and fair share amounts in accordance with a current, valid collective bargaining agreement shall be certified by the employee and/or collective bargaining representative officers. No other deduction shall be authorized by anyone other than the employee.

The Board authorizes that deductions may be made from an employee's paycheck, upon his/her signed authorization on the appropriate form, for the following purposes:

1. Health and welfare insurance premiums for approved coverages for the employee and/or his/her dependents.
2. Payments to credit unions.
3. Tax-deferred annuities and approved deferred compensation plans.
4. Contributions to authorized charity campaigns.

Date Adopted: May 20, 1980
Date Revised: November 3, 1981

LANE ESD BOARD OF DIRECTORS
Tuesday, April 30, 1991

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, April 30, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel and 192.660(1)(f) to discuss records exempt from public disclosure. Attending were Directors Lewellen, McKay, Medford, Nearing, Schibler, Swanson, and Weathers; Superintendent Jim Maxwell, Sallie Rainville, Jeff Foreman, and Joe Richards.

2. Call to order

2A. Attendance

2. Chairperson Swanson called the regular meeting to order at approximately 7:30 p.m. in accordance with the agenda and public notice of the meeting. This meeting was originally scheduled for April 23. Because a quorum could not be present on that date, the meeting was postponed to April 30. Notice of the changed meeting date was provided to interested persons and was published in the Register-Guard. The following persons were present:

Board members:

Jim Swanson, Chairperson
Doug McKay
Frank Nearing
Glen Weathers

Bill Lewellen
Bill Medford
Lois Schibler

ESD Staff:

Jim Maxwell, Superintendent
Marv Wilkerson
Sallie Rainville
Kathy Allison

Ted Murray
Jeff Foreman
Jon Elvert

The following Lane School staff members also attended the first part of the meeting: Lynne Bronson, Kathy Clarke, Geoff Colvin, Dorothy Dilliplane, Anne Glenn, Margo Hymer, Dottie Kemp, Sandy Lesch, Ron Sherman, Annie Warberg, and John Wilt.

2B. Communications

- 2B. Communications included in the Board packet were noted as follows:

- A. Memo to Board members regarding subscriptions to professional publications
- B. Announcement: Education 2000 Conference, August 1-3, 1991, U O Campus
- C. Memo to Board members regarding staff resignations/retirements
- D. Copy of letter from Annette Pomeroy thanking Sallie Rainville for serving on citizen task force to review Lane County Elections publications
- E. Announcement of student Project Fair to be held May 8 and 9 at the Fairgrounds
- F. ESD Wellness Committee newsletter

3. Statements

3A. Lane School staff

3A. Chairperson Swanson recognized and welcomed Lane School staff members who had requested time to address the Board. As spokespersons for the staff, Ron Sherman, Dot Kemp, and John Wilt provided background information about Lane School's program for severely emotionally disturbed adolescents. They expressed pride in the program, but said it has been hampered by the location and lack of space in the quad facility which it has occupied this year. Lane School, the teachers said, should be housed in a facility designed for the special needs of these students. The site should also have access to a middle or high school so that students can use regular school services and could be more easily transitioned back into a regular classroom. The teachers thanked the Board for listening and asked that the issue of a new site for the school be addressed as quickly as possible.

3B. Agenda modified

3B. Chairperson Swanson modified the agenda so that an action item concerning Lane School could be presented at an earlier time. He also placed an additional discussion item on the agenda in order that certain correspondence he had received from staff members could be distributed to Board members.

3C. Budget

3C. Superintendent Maxwell stated that the proposed budget document was being completed and would be ready for distribution prior to the May 14 Budget Committee meeting. The proposal includes funding for all existing programs. Revenue is projected to come from local property taxes and from State funds under the provisions of SB 815. That bill, which has passed the Senate and is expected to shortly pass in the House, provides a distribution formula of approximately 85 cents for every lost property tax dollar.

(Agenda modified)

6B. Lane School Facilities

6B. Superintendent Maxwell summarized a briefing memo on Lane School Facilities which had been included with the agenda packet. The memo provided background information on the search for a Lane School site and recommendations for moving ahead with the plan for siting the school for the 1991-92 year. In accordance with direction and authorization provided at the January Board meeting, the Administration has investigated sites available in two school districts. The background material includes a detailed comparison of cost and usability.

Negotiations are currently in progress with the Eugene District for a site located on the campus between Kennedy Middle School and Churchill High School.

(A copy of the memo referred to above is available through the Superintendent's office and is attached to the official copy of the minutes of this meeting.)

At the January meeting, the Board also authorized the staff to seek competitive proposals for the lease/purchase of a portable classroom facility for the school. The Eugene District has asked that the ESD use an independent architect to assist in designing and developing the facility. The Superintendent said that Michael Geyer, an architect with Martin Schultz and Geyer, has provided consultative services to the Committee during the past several months. The firm has previously provided architectural services to both the Willamette and Churchill sites. The Superintendent asked that the Board authorize him to contract for architectural services necessary for site development and acquisition of portable buildings.

Lane School Facilities
(continued)

6B. (continued)

Because of the importance of moving ahead rapidly in this matter, the Superintendent also requested that the Board declare an emergency and set aside provisions of Board Policy 806 with respect to employment of contracted service providers.

Director Nearing stated that he was a believer in the bids process. Director Medford asked for information about the cost of the architect. Superintendent Maxwell gave "ballpark" figures provided by the architect for the various phases of the project. Director Swanson said he was concerned about not delaying this project unduly. Director McKay commented, in addition, that City of Eugene permit charges are expected to increase as of the first of July, therefore it would be well to have the application in before that date.

Director Lewellen asked why this particular firm was chosen. The Superintendent said that the firm has existing knowledge through prior experience on the site, has already provided consultative services on acquisition of modular facilities, and has experience in planning for siting and acquisition of modular facilities for other programs.

DIRECTOR SCHIBLER MOVED:

WHEREAS, the firm of Martin, Schultz and Geyer have an existing knowledge base established through prior experience on the Churchill/Kennedy campus site, and

WHEREAS, the firm of Martin, Schultz and Geyer has also provided consultative services to the Lane ESD with respect to the acquisition of modular facilities, and

WHEREAS, the firm of Martin, Schultz and Geyer is assisting in developing the planning for siting and acquisition of three modular facilities for the Headstart Program to be placed on Eugene School District sites, and

WHEREAS, time is now of the essence in developing a Lane School facility for use during the 1991-92 school year which will be adequate to assure the safety and/or welfare of students and employees, and Lane ESD could not have reasonably anticipated the circumstances that require this timetable,

THEREFORE BE IT RESOLVED that the Lane ESD Board declares an emergency and suspends the provisions of Board Policy 806 with respect to engaging contracted services providers and authorizes the Superintendent to enter into a personal service contract with the firm of Martin, Schultz and Geyer to provide architectural services for the site development and acquisition of portable buildings for Lane School.

Director Medford seconded. **DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTED YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED.**

(ESD Board Resolution #90-50)

Because the Eugene District and the ESD both use Joe Richards as general legal counsel, the Superintendent said it may become necessary for both districts to acquire independent legal counsel in this matter.

Lane School facilities
(continued)

Lane School facilities (continued)

DIRECTOR MCKAY MOVED:

BE IT RESOLVED that the Lane ESD Board authorizes the Superintendent to acquire independent legal counsel, if needed, in developing a lease for Lane School facilities.

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

(ESD Board Resolution #90-51)

(Director Schibler, who had been ill, left the meeting at this time. Lane School staff members also left.)

4. Consent agenda

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

Director Weathers seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS 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 meeting minutes of March 26, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts Paulette LaVrar's resignation from the Advisory Council for the Special Education Division and expresses its thanks for the service she has given.
(ESD Board Resolution #90-52)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD hereby affirms the Superintendent's canvass of votes cast in the March 26 Director election and the certification of James Swanson as elected to at-large position 7 and Frank Nearing to Board Position 2.
(ESD Board Resolution #90-53)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Affirmative Action Committee report dated April 9, 1991, as attached to the official copy of the minutes of this meeting.
(ESD Board Resolution #90-54)
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated April 17, 1991, approves the Superintendent's personnel recommendations included, and authorizes the Superintendent to send a letter on behalf of the Board thanking George Hentsch, Gailey Fairley (upon retirement) and Geoff Colvin (who has resigned) for their contributions to the ESD.
(ESD Board Resolution #90-55)

5. Business Affairs

5A. Auditor's
Recommendations
regular audit

- 5A. At the March 26 meeting, Board members had discussed recommendations made by the auditor in his 1989-90 management letter. The recommendations were included in this agenda packet for a second reading.

DIRECTOR MEDFORD MOVED:

WHEREAS Oregon statutes require the Lane Education Service District to note audit recommendations, and

WHEREAS the ESD Board has received the financial audit report for 1989-90,

BE IT RESOLVED that the Board of Directors accepts the audit report and directs the administration to enter into an agreement with the auditing firm to establish a contra account, to assure compliance with the standards for fixed asset inventory.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the administration to modify the budget development for 1991-92 and thereafter to assure the budget incorporates the standard for accounting on a modified accrual basis.

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

(ESD Board Resolution #90-56)

5B. OTIS Contingency
Transfer

- 5B. At an earlier meeting, the Board had discussed the need to transfer funds from the OTIS contingency account. Ted Murray told Board members that the OTIS Executive Board had been apprised of the need for this action.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors hereby authorizes the transfer of up to \$20,000 from OTIS Fund 500-6110-810-000-000 to Line Item 500-2660-381-000-000 for unanticipated expenses for audit services and the transfer of \$15,000 from Fund 500-6110-810-000-000 to Line Item 500-2660-319-000-000 for unanticipated expenses for legal services.

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

(ESD Board Resolution #90-57)

5C. Portable
Planetarium

- 5C. Board members reviewed briefing memos from Jon Elvert, Planetarium Supervisor, and from Superintendent Maxwell discussing the need to replace the existing portable planetarium. The present unit has needed frequent repair and is no longer accurate. Superintendent Maxwell recommended that funds from the Equipment Replacement fund be used to purchase a new portable "StarLab" unit. Jon Elvert explained that StarLab's modular unit and inflatable dome will make the portable planetarium more cost effective because transportation and set up will be much easier and less expensive. He said that the new unit is also more attuned with today's instructional methods.

5C. (continued)

5C. Planetarium (continued)

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the use of Fund 400, Equipment Replacement, in an amount not to exceed \$9,000, for the purchase of a portable planetarium.

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

(ESD Board Resolution #90-58)

5D. Deferred
Compensation
Agreement

5D. Superintendent Maxwell recommended that the Board act to sign an agreement with SAFECO Company, which was approved as a provider of Deferred Compensation Plans for current participants at the March 27 meeting.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors and Safeco Life Insurance enter into an agreement setting forth the terms of the contract required by the Governmental Deferred Compensation Plan, subject to the limitations set forth in Resolution #90-45.

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

(ESD Board Resolution #90-59)

5E. Financial
Statements

5E. Superintendent Maxwell reviewed ESD and OTIS financial statements for January, 1991. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for the General Fund and OTIS.

6. Action items
6A. Superintendent's
Evaluation

6A. Board members reviewed the recommended process and instrument to be used for the Superintendent's annual evaluation. Chairperson Swanson said that the Board's goals for the year should also be included as part of the standard for evaluation. He recommended that individual evaluations be returned by May 19 and that an executive session for the purpose of evaluating the Superintendent be held on May 28 in conjunction with the regular Board meeting scheduled for that date.

DIRECTOR LEWELLEN 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 LEWELLEN, McKAY, MEDFORD, NEARING, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #90-60)

Director Nearing expressed some concern about being tied to a firm deadline for completion of the evaluation.

6B. (Moved to earlier point on the agenda)

6C. Action following Executive Session

6C. The following action was taken as a result of deliberations during the Executive Session held earlier:

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to accept the resignation of Brian Reid under the conditions stipulated in the settlement document dated May 1, 1991.

Director Medford seconded.

Director Nearing moved that the motion be amended to state that Mr Reid would not be eligible for re-employment by the ESD.

The motion to amend died for lack of a second.

Chairperson Swanson called for a vote on the original motion.

DIRECTORS LEWELLEN, McKAY, MEDFORD, SWANSON, and WEATHERS VOTED YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED. (ESD Board Resolution #90-61)

7. Discussion items

7A. Chapter 600 policies

7A. Board members reviewed for first reading a packet showing proposed revisions and modifications to Board Policies Chapter 600. Changes included reflect administrative input and reviews and recommendations by the ESD's legal counsel and auditor.

Proposals for administrative procedures related to these policies were also included for review.

Board members asked several clarifying questions about the policies. There was some remaining concern about the proposed change to Policy 607. Concerns were noted and the Superintendent said that reasons for the proposed change will be clarified with legal counsel prior to the next meeting.

Superintendent Maxwell also reviewed proposed administrative rule changes. He pointed out that some of these come as a result of recommendations by the auditor subsequent to the special audit. These recommendations will also be brought to the Board in the form of request for approval of the auditor's management letter.

Meeting extended

DIRECTOR MEDFORD MOVED to extend the ending time of this meeting to 9:45 p.m. Director McKay seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

7B. Management Plan

7B. The Board reviewed a summary of the status of the twelve adopted Board goals along with objectives and activities associated with each goal.

Copies of the entire Management Plan with a status report for each planned activity are available to Board members upon request.

Superintendent Maxwell said that, as discussed earlier in the meeting, Board members may find the overview and/or the status report helpful in planning for evaluation of the Superintendent.

7C. OAESD Conference

7C. The Board packet included a preliminary agenda for the Annual OAESD Conference being held in Bend June 9-11.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the OAESD Annual Conference for the following Board members:

Bill Lewellen, Bill Medford, Frank Nearing, Lois Schibler

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

(ESD Board Resolution #90-62)

7D. Election Zones

7D. Superintendent Maxwell told the Board that the staff will be working with L-COG in the near future to acquire data from the 1990 census. The information will allow us to determine whether the present election zone boundaries conform to the mandate that zones be as nearly equal in census population as practicable (in accordance with ORS 334.032). Board members will be kept informed as the work progresses.

7E. Correspondence sent to Chairperson

7E. Chairperson Swanson distributed copies of three letters which he had received over the past two weeks from Lane School staff members. The Chairperson said he wanted the Board and Superintendent to be fully informed.

7F. Recruitment of Instructional Services Director

7F. Superintendent Maxwell said Chairperson Swanson had asked him to provide a brief update on recruitment for Instructional Services Director. The position has been vacant since January. He said he plans to begin to advertise to fill the position during May with the intent of filling the position by August 1. Chairperson Swanson asked Board members to let the Superintendent know if they had any concerns. Comments were noted by the staff and will be considered in advertising to fill the vacancy and in the screening/interview process.

8. Reports

8A. OTIS Consortium

8A. The monthly OTIS Consortium Membership and Training Status reports were distributed for the Board's information.

8B. Legislative Report

8B. The Board was provided with a status report of bills relevant to the ESD.

8C. Special Education

8C. The April 23 agenda for the Special Education Division Advisory Council, along with minutes from the March meeting, were included in the Board agenda packet.

8D. L-COG

8D. Director Nearing provided additional background on materials included in the packet relating to L-COG's proposed purchase of the Schaefer's Building. Other Board members present encouraged him to continue to vote against this acquisition.

8E. NSBA Convention

8E. Directors Nearing provided material and information from the NSBA Council of School Attorneys Annual School Law Conference. Director McKay briefly reported on highlights from the NSBA Convention.

9. Future agenda items

9. Future agenda items include the following:

- A. Evaluation of Superintendent and Board direction to Superintendent in developing goals for the following year
- B. Review expiring budget committee positions
- C. Bid awards, Cooperative Purchasing
- D. Consider proposed changes in Chapter 600 policies for approval
- E. Approve next year's Board calendar
- F. Set summer Board meeting dates

10. Next meeting(s)

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 28, at the ESD Center, 1200 Highway 99 North, Eugene.

The first budget committee meeting to review the proposed ESD Budget for 1991-92 is scheduled for Tuesday, May 14, with additional review sessions to follow on succeeding Tuesdays as needed.

A regular meeting of the ESD Board is scheduled for Tuesday, June 25. The budget hearing is also scheduled for that date.

11/12. Executive session

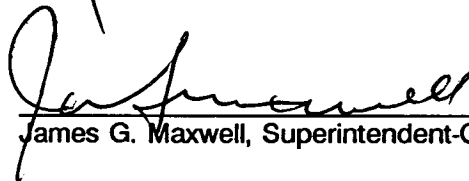
11/ 12. No additional executive session was held.

13. Adjourn

13. The meeting was adjourned at approximately 9:45 p.m.



 James R. Swanson, Chairperson



 James G. Maxwell, Superintendent-Clerk

Attachments:

Lane School memo

Affirmative Action Report

Superintendent's Evaluation Instrument

Minutes approved:

5/28/91
(Date)

Jane Education Service District



1200 Hwy. 99N
P.O. Box 2680
Eugene, Oregon 97402

TELEPHONE:(503)689-6500

DATE: April 9, 1991
TO: Jim Maxwell
FROM: Richard Ellingboe *Richard*
RE: Affirmative Action Committee Report

The Affirmative Action Committee met on April 9, 1991, to review the census of ESD employees, to discuss the hiring procedures and changes for 1990-91 and future goals.

Currently the ESD employs two (2) Blacks, one (1) Hispanic, one (1) Asian, and several handicapped. During 1990-91 the agency hired one Hispanic and one female for a Supervisory position in the OTIS division.

The committee discussed procedures for recruiting. The members indicated advertisements in local newspapers produced more minority applicants than other contacts, including the State Employment Division. The committee also was informed of federal legislation relating to hiring the handicapped that goes into effect in 1992. Additional information will be provided committee members as it becomes available.

The goal of the committee is to continue to actively recruit minority applicants and to achieve a workforce that has a ratio of minority employees that is reflective of the population within the community.

RE:tc

21
① Attachment 4/30/91

DATE: May 2, 1991
TO: Board Members
FROM: Jim Maxwell
SUBJECT: Lane School Facilities

As evidenced by the memo recently sent to the Board members by the Lane School staff, the selection of a new site for Lane School has been in the process for an extended period of time. The purpose of this memo is to provide background information and recommendations from the Superintendent for moving ahead with the plan for siting Lane School for the 1991-92 school year.

HISTORY

- A. 1984-87 School Years. Lane School was formed during a time period when excess classroom space was in abundance, particularly in the Eugene School District. The school was initially housed in 1984 in an unused wing of the Silver Lea Elementary School. It occupied eight classrooms and two conference rooms totalling approximately 9,000 square feet. The annual rental cost including utilities was \$21,000. (An interesting historical note is that the rental payment to the Eugene School District has never exceeded that original amount).
- B. 1987-88, 1988-89 School Years. At the end of the first three-year lease in 1987, the Eugene District converted the lease to a year-to-year basis and reassumed usage of the two conference rooms, approximately 1,000 square feet of the facility. The annual lease cost was reduced proportionately. Lane School occupied the original space minus the two conference rooms for the 1987-88, 1988-89, and 1989-90 school years.

Eugene District Superintendent Margaret Nichols assigned Assistant Superintendent Bob Stalick to work with the ESD staff in monitoring the year-to-year lease of the facility. Notifications were given during each October regarding the District's intent for the following school year.

During the period from 1987 forward, Dr. Nichols has regularly communicated to the ESD Superintendent her strong support of Lane School services. She and her staff have worked closely with the ESD as the Eugene School District has considered its space needs with respect to the Silver Lea site.

- C. 1989-90. In October of 1988, the Eugene District notified the ESD of the need to vacate the Silver Lea facility for the 1989-90 school year.

An ESD Committee to study and recommend to the Superintendent a future Lane School site was formed shortly thereafter. The Committee, consisting of Marv Wilkerson, Geoff Colvin, Richard Ellingboe, Alan Livingston, and Jeff Foreman considered both on-campus and off-campus sites. In all, more than 20 sites have been considered to date.

In March of 1989, after evaluating its space needs, the Eugene District notified the ESD that the Silver Lea site was available for the 1989-90 school year. As noted earlier, the lease was extended for one more year and the ESD Committee continued to review available options for the future.

- D. 1990-91. In October of 1989, the Eugene District again notified the ESD of the need to vacate the facility. The District offered the use of a four classroom "quad" facility and additional space for staff offices. This facility is at a different location on the Silver Lea site.

The Site Study Committee continued its review process and in the Spring of 1990 recommended moving to an off-campus site, the former Trend College building located near the Skipworth School. Zoning changes to accommodate this use were denied by the City staff, and the Committee had to seek an alternative for the 1990-91 year.

Late in the 1989-90 school year, the "quad" at Silver Lea was accepted by the ESD for Lane School use during 1990-91. The District had also offered one other location, the former Opportunity Center near South Eugene High School, which was determined by the Committee to be unsuitable for the Lane School program.

- E. 1991-92. The Eugene District gave firm notice in the summer of 1990 that the ESD should not expect to use the Silver Lea site for the long term. No facilities other than the former Opportunity Center site were available in the District.

Dr. Nichols offered to have her staff work with the ESD staff in reviewing on-campus space on which an ESD building could be placed. She requested, however, that other interested districts also be given the opportunity to assist the ESD with the problem.

Via meetings with district superintendents and letters to local districts, the ESD Superintendent communicated the need for a Lane School site for the 1991-92 school year. No positive responses were received by the Superintendent from districts other than Eugene. The Superintendent requested that the Committee reconvene to consider sites that were available in the Eugene District.

In June of 1990, the ESD Board approved a recommendation to establish a reserve account as an initial payment on an ESD-owned facility.

In September of 1990, information was given to the Committee by Geoff Colvin that the Bethel District potentially had space available for Lane School within Willamette High School. The Committee immediately contacted Bethel School District officials who invited the ESD staff to identify the specific needs.

After reviewing the Lane School needs, the Bethel staff indicated that it could not accommodate the School within the existing regular classroom building. The District offered, however, to make available a facility formerly used for locker room space and currently being used for custodial storage. The ESD Superintendent authorized the Bethel architect, Michael Geyer, to provide rough drawings and a cost estimate for converting this space to a Lane School site. The estimated costs for 3,300 square feet (about one-half the space needed) was \$272,000. This amount covered remodeling the space and the construction of replacement custodial storage space for the Bethel District. The \$272,000 expenditure would allow the ESD to lease the facility from Bethel. The ESD would not acquire ownership.

The architect also provided rough drawings and cost estimates for annexing portable classrooms to this site. The site could accommodate approximately 5,400 square feet of classroom/office space attached to the Willamette High

4/30/91 @

School building. The amount estimated by the architect for the project was \$391,669.

The architect also provided a schematic for the same amount of classroom/office space in a configuration detached from other buildings. The cost estimate was \$331,772. No site was identified in the Bethel District for a detached unit.

The architect explained that the cost difference of approximately \$60,000 was primarily related to work required by building codes in attaching a portable unit to an existing building which does not meet current code requirements.

RECOMMENDATIONS

At the January 1991 meeting, the Board authorized the staff:

- "1. To negotiate arrangements with a local school district for lease of property on a school campus for siting a portable unit for Lane School."

In response to this authority, the Administration is in the process of negotiating with the Eugene District for a site located on the campus between Kennedy Middle School and Churchill High School.

ACTION REQUIRED

The Eugene District and the ESD use the same general legal counsel, Joe Richards. In the event that material issues arise in the lease negotiations, Mr. Richards will have a conflict of interest and will not be in a position to represent the ESD. I recommend that the Superintendent be authorized to acquire independent legal counsel for the district, if needed, in developing a lease for Lane School site.

Lane School Facility, May 2, 1991
Page 5

**LANE ESD BOARD MEETING,
TUESDAY, APRIL 30, 1991**

DIRECTOR McKAY MOVED:

The Lane ESD Board authorizes the Superintendent to acquire independent legal counsel, if needed, in developing a lease for Lane School facilities.

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

(ESD Board Resolution #90-51)

The Board also authorized the staff:

- "2. To develop justifications and seek competitive proposals in accordance with Oregon statutes for the lease/purchase of portable classroom facility for Lane School."

The Eugene District has asked that the ESD use an independent architect to assist in designing and developing the facility.

Michael Geyer, an architect with Martin Schultz and Geyer, has provided consultative services to the Committee during the past several months. He has previously provided architectural services to both the Willamette and Churchill/Kennedy sites.

I recommend that the Superintendent be authorized to contract with Martin, Schultz and Geyer, AIA, for architectural services needed for site development and acquisition of portable buildings for Lane School.

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DIRECTOR SCHIBLER MOVED:

WHEREAS, the firm of Martin, Schultz and Geyer have an existing knowledge base established through prior experience on the Churchill/Kennedy campus site, and

WHEREAS, the firm of Martin, Schultz and Geyer has also provided consultative services to the Lane ESD with respect to the acquisition of modular facilities, and

WHEREAS, the firm of Martin, Schultz and Geyer is assisting in developing the planning for siting and acquisition of three modular facilities for the the Headstart Program to be placed on Eugene School District sites, and

WHEREAS, time is now of the essence in developing a Lane School facility for use during the 1991-92 school year which will be adequate to assure the safety and/or welfare of students and employees, and Lane ESD could not have reasonably anticipated the circumstances that require this timetable,

THEREFORE BE IT RESOLVED that the Lane ESD Board declares an emergency and suspends the provisions of Board Policy 806 with respect to engaging contracted services providers and authorizes the Superintendent to enter into a personal service contract with the firm of Martin, Schultz and Geyer to provide architectural services for the site development and acquisition of portable buildings for Lane School.

Director Medford seconded. **DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTED YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED.**

(ESD Board Resolution #90-50)

This draft instrument is being submitted for Board consideration on April 23. Copies of the adopted instrument (with additional space for writing comments) will be distributed to Board members

SR

D R A F T

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.

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:
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.

Comments:
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.

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:

Attachment ③ 4/30/91

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 Board Chairperson Jim Swanson by May 19

LANE ESD BOARD OF DIRECTORS
Tuesday, March 26, 1991

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, March 26, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with legal counsel and 192.660(1)(f) to discuss records exempt from public disclosure. Attending were Directors Lewellen, McKay, Medford, Nearing, Schibler, Swanson, and Weathers; Superintendent Jim Maxwell, Sallie Rainville, and Joel DeVore. Marv Wilkerson and Jeff Foreman also attended the second part of the session.

2. Call to order

2. Chairperson Swanson called the regular meeting to order at approximately 7:45 p.m. in accordance with the agenda and public notice of the meeting. The following persons were present:

2A. Attendance

Board members:

Jim Swanson, Chairperson
Doug McKay
Frank Nearing
Glen Weathers

Bill Lewellen
Bill Medford
Lois Schibler

ESD Staff:

Jim Maxwell, Superintendent
Marv Wilkerson
Sallie Rainville

Ted Murray
Jeff Foreman

2B. Communications

2B. Communications included in the Board packet were noted as follows:

- A. Update on local district Superintendent vacancies
- B. Letter from Sally Nelson, Board Chair, Creswell School District, thanking Jeff Foreman for participating in superintendent search
- C. Invitation from Looking Glass to open house at Pathways, the new alcohol and drug treatment program for juvenile offenders
- D. Announcement of and invitation to Lane ESD Health Fair, Thursday, April 4 from 2:00 to 5:00 p.m.
- E. Winter/Spring edition of JETstream (Software development newsletter for Lane ESD-OTIS/Linn-Benton ESD data processing users)

3. Statements

3A. Agenda
modification

3A. Chairperson Swanson modified the agenda so that Dr Larry Irvin could present his evaluation report at an earlier time.

8A. TMR Program
Evaluation

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 the first phrase of an evaluation of the ESD's programs for TMR children. Also present to hear the report were TMR Supervisors Ellen Adler and Marty Sheehan.

8A. Program
Evaluation
(continued)

8A. (continued)

Dr Irvin expanded on the Executive Summary which had been included in the Board's agenda background packet and answered Board members' questions. The evaluation focused on classroom-based aspects of the program. Teachers, educational assistants, parents, and local district staff were surveyed.

The report concluded that all Lane ESD TMR programs are appropriate as the basis of the program. The instructional program is the major strength of the program, with teaching staff delivering effective instruction in appropriate settings despite the difficulties of serving needs of students with severe disabilities.

Although the program is generally commendable, the report noted some needed improvements. These included insufficient interaction of students with non-handicapped peers, need for more optimal transitions of students, need for additional staff development, especially for paraprofessionals (teaching assistants) and a perception that some parents are not optimally involved in their children's educational program or have insufficient training for such involvement.

Superintendent Maxwell noted that the staff has already begun to respond to several of the stated concerns. He and Board members thanked Dr Irvin for the clarity of his reports. Dr Irvin said he will look at some of the specific areas in the second phrase of the evaluation.

4. Consent agenda4. **DIRECTOR SCHIBLER MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.**

Director Medford seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS 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 meeting minutes of February 19, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated March 15, 1991, as presented.
- C. **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 these employees who are renewed, the effective date will be the first working day of the 1991-92 school year. (Attachment to official minutes.)
(ESD Board Resolution #90-43)

5. Business Affairs

5A. Training Grant

- 5A. Board members reviewed background information on a grant application submitted to the State Department of Education. This project addresses training needs of educational assistants who work with special needs children in public school settings. Areas to be addressed will include delivery of instruction, data management, record keeping and behavior management.

5A. Training Grant
(continued)

5A. (continued)

Geoff Colvin and Marty Sheehan will provide the inservice which will be available to personnel from all Lane County districts as well as Lane ESD. Superintendent Maxwell pointed out that the recent Lane ESD program evaluation identified the need for such training.

A copy of the grant application was available for review.

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 Children in the amount of \$2,629.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of the special fund in the 1990-91 budget and the appropriation of expenditures not to exceed \$2629.

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

(ESD Board Resolution #90-44)

5B. Financial
Statements

5B. Superintendent Maxwell reviewed ESD and OTIS financial statements for January, 1991. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for the General Fund and OTIS.

The Superintendent pointed out that the statements show reserve fund transfers which are made during the month of February. As discussed last month, expenditures for legal fees have exceeded the amounts budgeted. A recommendation will be brought to the Board next month seeking to transfer funds from OTIS contingency to a special fund to cover unusual expenses due to the ongoing expense account investigation and lawsuit.

5C. Board members reviewed background information from Richard Ellingboe and John Thomas, Employee Benefits consultant, regarding a recommended additional authorized deposit holder for ESD Deferred Compensation Plans.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors recognizes SAFECO Insurance Company as a provider for Deferred Compensation Plans for current plan participants.

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

(ESD Board Resolution #90-45)

5D. Student Retention Initiative Grant

5D. Superintendent Maxwell recommended that the Board authorize the Special Education Division to seek continuation of funding for a student retention initiative grant proposal. Through this project, the ESD provides special assistance to rural districts in preventing drop-outs. Funding is through a state grant handled by the Lane County Youth Development Commission and administered by Lane ESD, through Lane School.

Board members reviewed background materials explaining the methods used to identify students at risk of dropping out of rural high school and the techniques developed to keep them in school.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the submission of a grant proposal to Lane County for Drop-out Prevention in the amount of \$72,675 for use during the 1991-92 and 1992-93 school years.

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

(ESD Board Resolution #90-46)

6. Action items

6A. OTIS rates

6A. ESD contracts with OTIS user districts allow the ESD Board to raise rates charged up to 6% each year. Because of the favorable OTIS cash carryover status and the uncertainties faced by Districts as a result of Ballot Measure #5, the OTIS Executive Board recommended at its February 10 meeting that no rate increase be levied for next year.

Superintendent Maxwell suggested instead that the rate schedule for 1991-92 be restructured to include no increase only for those districts willing to sign a "no-cut contract" for the next two years. Such schedule would assure OTIS a continued user base through the remaining period of high debt payment while at the same time helping to ease the financial uncertainties currently faced by user districts.

Board members reviewed a chart analyzing OTIS long-term obligations.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves an OTIS user fee structure for 1991-92 that includes a 6% increase for those districts remaining in the existing consortium user contract but includes no increases for those districts who authorize a contract addendum that assures their continued consortium membership through June 30, 1993.

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

(ESD Board Resolution #90-47)

7. Discussion items

7A. Auditor's recommendations

7A. Two areas were addressed by Jones & Roth in the regular audit management letter. A memo from Richard Ellingboe summarized modifications recommended to correct those deficiencies.

7A. Auditor's
recommendations
(continued)

7A. (continued)

The first recommendation would implement a change in the method of calculating the value of media library fixed assets by developing a method which will reflect differences between list price and replacement value cost. The procedure will maintain the integrity of the fixed asset inventory and also verify the value of replacement costs to the insurance company in the event any losses occur.

The second recommendation specifically affects the tuition revenue received from Districts for basic school support for special education students enrolled in ESD programs. To establish a true modified accrual basis of accounting, the District will need to double-budget this account in the 1991-92 budget.

8. Reports

8B. OTIS Report

- 8B. Ted Murray reviewed the latest monthly OTIS Consortium Report and the training site status report dated March 26. He said the four-year "New OTIS" training project is now within eight days of being completed.

8C. Legislative Report

Jeff Foreman reviewed the legislative status of several bills of interest to the ESD.

Superintendent Maxwell said that HB 2613, which would allow the ESD to promote and sell tickets to planetarium shows directly to the general public, has passed the House and passage in the Senate appears likely. The bill was sponsored by Lane County representatives Hosticka, Dwyer, Dominy, and Edmunson at the request of the Friends of the Planetarium.

8C(1) Added action
item

The Superintendent said that the ESD administration has had an opportunity to study the potential impact of the legislation and believes that the bill could potentially benefit the ESD planetarium operation. He recommended that the Board support passage of the legislation, as long as the proposed statutory change remains permissive and does not mandate the use of ESD funds to fund non-school planetarium services.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors supports legislative enactment of House Bill 2613, which would make it permissible for the ESD to promote and offer public shows at the planetarium.

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

(ESD Board Resolution #90-48)

8D. Special Ed
Advisory
Committee

- 8D. Director Weathers gave a brief update on the meeting of the Lane ESD Advisory Council for Special Education held earlier on this date. Minutes from the February 19 meeting were distributed for the Board's information.

8E. L-COG

- 8E. A background memo from George Kloeppel, L-COG Director, was included in the Board's agenda packet. Director Nearing reported that the L-COG administration continues to be interested in the Schaefers Building purchase.

8F. ESD Service Resolutions

8F. The Lane ESD Service Resolutions package for 1991-92 has been approved as required by ORS 334.175. All local district boards have now taken action; approval was unanimous in fifteen of the sixteen districts. (Lowell voted no on two of the resolutions.)

8G. Lane School Facilities

8G. Superintendent Maxwell presented an update on the search for Lane School facilities. As of this date, neither a specific lease nor a request for bids have been completed although both the Eugene and Bethel Districts have been very cooperative in the process.

The Superintendent listed the pros and cons of two possible sites. The Bethel administration has indicated that at the ESD's request it would recommend to its board the use of a site attached to Willamette High School building. Lane School staff and students would gain direct access to the school's support services. The site would not lend itself to expansion. Because of unusually high preparation costs, the cost of this facility is estimated to be 15% greater than a free-standing unit elsewhere.

The Eugene District has indicated that, at our request, it would recommend the use of a site between Kennedy Middle School and Churchill High School for a free-standing unit. Support facilities would be difficult to access. The cost is estimated to be 15% less than for the Bethel site.

The Superintendent also said that because of the passage of Ballot Measure 5, lending institutions appear generally to be unwilling to offer a package with an escape clause based on possible later non-funding of the program, such as have been used for lease-purchase of OTIS computer equipment.

A chart showing financing options for purchase of six modular classrooms was distributed for the Board's information.

9. Future agenda items

9. Future agenda items include the following:

- A. Authorize renewal of probationary teachers
- B. Final Report on resolutions
- C. Review suggested changes to Chapter 600 policies
- D. Responses to Auditor's recommendations

10. Next Meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 23, 1991, at the ESD Center, 1200 Highway 99 North, Eugene.

There will be a meeting of the Lane ESD Budget Committee at 7:00 p.m. on Tuesday, April 9, 1991 at the ESD Center.

11/ Action following

11/ The following action was taken as a result of discussion during

12. Executive Session

12. the Executive Session held at 6 p.m.

12. Action following
Executive Session
(continued)

12. (continued)

DIRECTOR McKAY MOVED:


BE IT RESOLVED that the Board of Directors of Lane ESD authorizes its legal counsel, Joe Richards, to waive the attorney-client relationship, if he so chooses, in order to testify to the Grand Jury in the case involving Lane ESD.

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

(ESD Board Resolution #90-49)

13. Adjourn

13. The meeting was adjourned at approximately 9:10 p.m.



James R. Swanson, Chairperson


James G. Maxwell, Superintendent-Clerk

Attachments:
Change of Status, probationary certificated employees

Minutes approved:


4/30/90
(Date)

SR

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

DATE: *March 21, 1991*

TO: *Jim Maxwell*

FROM: *Richard Ellingboe* 

RE: *Recommendations for Certified Staff*

The Board of Directors will act on the administrative recommendations for probationary teachers at its March 26, 1991, meeting. Immediately following the Board action, the administration will notify the individuals affected as the statute requires the notification be completed no later than April 1.

All probationary certified staff are recommended for renewal or permanent status.

RE:kjg

4C (2)

Attachment 3/26/91

RECOMMENDED FOR RE-ELECTION

NAME	POSITION	HIRE DATE
------	----------	-----------

Second Year Probationary Status

Aaron, Gigi	Teacher - TMR	08/28/90
Dilliplane, Dorothy	Teacher - SED	08/28/90
George, Michael	Supervisor - Prog./Per.	09/06/90
George, Nancy	Teacher/Consultant	08/28/90
Green, Susan	School Psychologist	08/28/90
Krenk, Laura	Teacher - TMR	08/28/90
Mallchok, Jeanne	Adaptive PE	10/19/90
Thomas, Sheila	Teacher - TMR	09/29/90
Wiley, Martha	Speech Therapist	08/28/90

Third year Probationary Status

Dadson, Stella	Teacher - TMR	08/29/89
Deeks, Virginia	Language/Speech Therapist	03/13/89
Faulkner, Cheryl	Teacher - TMR	08/29/89
Juniper, Leah	Teacher - TMR	08/29/89
Mathisen, Susan	Teacher - TMR	08/29/89
Perrin, Cary	Teacher - TMR	08/29/89
Sheehan, Karen	Teacher - TMR	08/29/89
Smith, Stephanie	School Psychologist	08/29/89
Warberg, Ann	Parent/Teacher Consultant - SED	03/03/89

Recommended for Permanent Status

Fischer, Nancy	Teacher - TMR	08/30/88
Heaton, C.J.	School Psychologist	08/30/88
Kozlowski, Jean	TMR Program Consultant	10/26/88
Lesch, Sandra	Teacher - SED	09/28/88
Witt, John	Teacher Consultant - SED	08/30/88

LANE ESD BOARD OF DIRECTORS
Tuesday, February 19, 1991

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, February 19, 1991. The meeting was called under provisions of 192.660(1)(h) to consult with counsel about litigation; 192.660(1)(b) to discuss a grievance; and 192.660(1)(f) to discuss records exempt from public disclosure. Attending were Directors McKay, Medford, Nearing, Schibler, Swanson, and Weathers; Superintendent Jim Maxwell, Sallie Rainville, and Joe Richards. In addition, Mike Lewis attended the first part of the session and Richard Ellingboe and Marv Wilkerson attended the latter part. Also present was Renee Lee of the Register-Guard.

2. Call to order
2A. Attendance

2. Chairperson Swanson called the regular meeting to order at approximately 8:30 p.m, in accordance with the agenda and public notice of the meeting. No action was taken as a result of matters discussed in Executive Session. The following persons were present:

Board members:

Jim Swanson, Chairperson
Bill Medford
Frank Nearing

Doug McKay
Lois Schibler
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Ted Murray
Jeff Foreman

Richard Ellingboe
Marv Wilkerson
Sallie Rainville

Others:

Mike Lewis

Renee Lee

2B. Communications

- 2B. Communications included in the Board packet were noted as follows:

1. Resolutions Progress Report.
(Twelve local district boards have acted on the resolutions. Approval was unanimous in all but one district, Lowell, which supported 13 of the 15 resolutions. The remaining four districts have scheduled action at a meeting later this month.)
2. Letter sent to ESD Budget Committee members announcing adopted budget preparation calendar.
3. Report summarizing findings about suicide attempts at Skipworth Juvenile Detention Facility and listing related instructional materials in the media library collection.
4. Announcement of LCSBA Meeting on Wednesday, March 27, at Willamette High School.

3. Statements

3. There were no statements.

4. Consent agenda4. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Schibler seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS 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 meeting minutes of January 15, 1991, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints GARY SHEARER to fill an unexpired term on the ESD Budget Committee representing ESD Board Zone 5. The term of office expires June 30, 1991. (ESD Board Resolution #90-39)
- C. **BE IT RESOLVED** by the Board of Directors of Lane ESD that Jim Maxwell, Superintendent, and Richard Ellingboe, Director of Administrative Services, are hereby authorized 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 Board Resolution #90-40)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated February 13, 1991.

5. Business affairs

5A. Review of Audit Management Letter Recommendations

5A. Mike Lewis of Jones & Roth, ESD's Auditor, was present to review recommendations related to audit management letters.

Board members reviewed the staff's response to recommendations made in the auditor's management letter after the 1988-89 audit. It was suggested at that time that approval outside the initiating department for transactions exceeding a specified dollar amount would strengthen internal control. To comply with this recommendation the administration has implemented a procedure which requires a second signature for all transactions exceeding \$10,000.

No formal management letter has been issued for the 1989-90 regular audit. However, the auditors did note the following two suggestions to strengthen the District's overall financial statements: (1) That Media Library materials (films, video) be entered on fixed asset inventory records on the basis of actual purchase price rather than at replacement cost; and (2) That tuition revenue for students in special education programs be handled on an accrual basis rather than a cash basis.

A second management letter concerned the special expense report audit. Lewis distributed and reviewed the letter, dated November 14, 1990. Procedures for expense accounting currently in place were initially developed under the supervision of another auditing firm and were reviewed and modified in 1988 by Jones and Roth. Lewis reviewed new recommendations which are derived from IRS regulations modified since the 1988 review, as well as technical suggestions that would help to document and protect individual employees and the District.

Board members discussed the recommendations and concerns expressed were noted by the staff. Superintendent Maxwell said that Administrative staff will formulate suggested policy changes in response to the auditor's recommendations and Board members' input. These will be brought to the March meeting for Board review.

- 5B. Legal Services Costs
- 5C. Financial Statements
6. Action items
- 6A. Legislative Platform and Report
- 5B. Board members reviewed a briefing memo on costs of legal services involved in the expense account investigation and lawsuit.
- 5C. Richard Ellingboe reviewed ESD and OTIS financial statements for January, 1991. Reports included the Summary of General Fund Expenditures and Encumbrances; General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports for the General Fund and OTIS.
- 6A. Jeff Foreman reported on the recent OSBA Legislative Conference and briefly updated the Board on school finance and other legislative issues.

Superintendent Maxwell gave a brief summary of two recently introduced bills which could affect Lane ESD. The first, HB 2613, introduced by Lane County Friends of the Planetarium through Lane County legislators, would allow the ESD to offer Planetarium services directly to the public. Superintendent Maxwell recommended that the Board take a neutral position on this proposed statutory change as long as it remains permissive and does not mandate the use of ESD funds to support previously proscribed activities.

The second, HB 2572, brought through Multnomah ESD, concerns billing for out-of-county students being educated in a juvenile detention facility, such as Skipworth. However, the legislation has been drafted to apply only to Multnomah ESD. The Superintendent said the administrative staff will be following appropriate steps to amend the bill to allow its provisions to also apply to other providers of such services.

Board members reviewed the Oregon Association of Education Service Districts (OAESD), legislative platform including a resolution regarding Ballot Measure 5. The Superintendent recommended that the Board formally indicated its support of the platform.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors supports the OAESD legislative platform, including the attached resolution adopted by the OAESD general membership regarding Ballot Measure 5, which is hereby appended to and made a part of the official minutes of this meeting.

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

(ESD Board Resolution #90-41)

Meeting Extended

DIRECTOR SCHIBLER MOVED to extend the ending time of the meeting to 9:15 p.m. Director Medford seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

6B. Conference Attendance

- 6B. Several Board members had indicated possible interest in attending National conferences. Review of the requests was scheduled on the agenda in accordance with adopted Policy.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors McKay, Medford, and Nearing, at the National School Boards Association (NSBA) Convention April 13 through 16, 1991, in San Francisco.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Jim Swanson at the 1991 National Council of Teachers of Mathematics Conference April 16-21 in New Orleans.

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

(ESD Board Resolution #90-42)

7. Discussion items

7A. OTIS - Future Hardware Needs and Report

- 7A. Ted Murray provided additional background on a memo included in the agenda packet regarding future OTIS Hardware Needs. No action was requested at this meeting, but it is anticipated that recommendations will be made at future meetings.

First, Murray discussed the need for a Communications System using Local Area Network (LAN) technology. This system would allow OTIS staff and users to communicate with each other without using the valuable central processing capability of the computer.

A second need is to update test scoring software and replace existing out-of-date hardware used for test scoring. The Board reviewed a test-scoring proposal which was approved by the OTIS Executive Board at its February meeting.

Third, Murray discussed media booking and scheduling. Development of software for use on new OTIS is progressing on schedule. It is likely that the software will require additional computer capacity on new OTIS just as it did on old OTIS. The practice in the past has been for OTIS to buy the needed capacity and for the Media Department to pay an annual usage fee to cover the amortization and maintenance of the hardware.

Murray also reviewed the OTIS Consortium Membership Status Report (Item 8B on the agenda). Director McKay provided a brief summary of the February 10 OTIS Executive Board Meeting.

8. Reports

8. The following additional reports were included in the agenda packet for the Board's information:
- A. TMR Program Evaluation (report deferred to March meeting)
 - B. Special Education Advisory Committee
 - C. County-wide school enrollment, Fall 1990.

9. Future agenda items

9. Future agenda items include the following:

- A. Authorize renewal of probationary teachers
- B. Final Report on resolutions
- C. Review suggested changes to Chapter 600 policies
- D. Responses to Auditor's recommendations

10. Next Meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, March 26, 1991, at the ESD Center, 1200 Highway 99 North, Eugene.

11./ Executive Session

11./ No additional Executive Session was held since discussion was completed

12.

12. during the first part of the session held at 6 p.m.

13. Adjourn

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



 James R. Swanson, Chairperson



 James G. Maxwell, Superintendent-Clerk

Attachments:

Resolution concerning Ballot Measure 5

Minutes approved:

(Date)

SR

RESOLUTION ADOPTED BY OAESD GENERAL MEMBERSHIP

WHEREAS, Oregon voters November 6 adopted Measure 5, the constitutional property tax limitation which phases down maximum school property tax rates over the next five years thereby severely limiting schools' access to local revenue; and

WHEREAS, Measure 5 requires the legislature to "replace from the state's general fund any revenue lost by the public school system because of the limitations" thereby establishing a prior claim to state-collected revenue sources; and

WHEREAS, Measure 5 does not protect existing levels of Basic School Support, community college aid or other state-appropriated categorical school funding, nor does Measure require affected schools to receive a dollar-for-dollar replacement of their lost property tax revenue; and

WHEREAS, Measure 5 does not assure the legislative enactment of voter-approval of a new or additional source of replacement revenue adequate to fund lost school property taxes, state aid to schools, ESDs and community colleges, and existing state programs and services.

NOW, THEREFORE BE IT RESOLVED that the Oregon Association of Education Services Districts (OAESD) urges the 1991 Legislative Assembly to guarantee that schools, ESDs and community colleges each receive replacement revenue in an amount no less than their losses, and that Basic School Support, community college aid and other school funds be appropriated at a level necessary to fund adequately quality school programs and services; and

BE IT FURTHER RESOLVED that the OAESD urges the 1991 Legislative Assembly to review not only existing state and local level revenue sources to enhance their revenue-raising capability, but also to enact a new broad-based, state-level source of revenue to guarantee adequate funding of school, ESD and community college programs; and

BE IT FURTHER RESOLVED that the OAESD commits the time, energy and talents of its membership, board of directors and staff to work with Governor Roberts, Superintendent of Public Instruction Paulus, the leadership and members of the 1991 Legislative Assembly, professional educator organizations, other interested organizations and Oregon citizens to assure adequate funding for Oregon's public school, ESD and community college programs and services.

6A(1)

Attachment 2/19/91

LANE ESD BOARD OF DIRECTORS
Tuesday, January 15, 1991

1. Call to order
1A. Attendance

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order at 7:00 p.m., Tuesday, January 15, 1991. The following persons were present:

Board members:

Jim Swanson, Chairperson
Bill Medford
Lois Schibler

Bill Lewellen
Doug McKay
Glen Weathers

ESD Staff:

Jim Maxwell, Superintendent
Sallie Rainville

Jeff Foreman

Others:

Joe Richards, ESD legal counsel

1B Communications

Communications included in the Board packet were noted as follows:

- A. IRS Mileage Rate change
- B. Announcement: COSA Legislative Conference
- C. Note from Sallie Rainville correcting typographical errors in 12/4 minutes as distributed
- D. Final copy of Lane ESD 1989-90 Annual Report
- E. ESDs in Oregon, OAESD Status Report, 1989-90

Superintendent Maxwell announced that the memorial service for Wyatt Rosenbaum would be held Thursday at 1 p.m., at Musgrove Chapel. (This previously scheduled regular meeting took place on the day following Rosenbaum's death.) The Superintendent recommended that the Board defer regular meeting items except those requiring attention before the next scheduled meeting.

1C Agenda revision

DIRECTOR LEWELLEN MOVED that the published agenda be revised by deferring a number of items to a future meeting, in accordance with ESD Board Bylaws and Policy, Article VI. Director Schibler seconded and the motion carried with all present voting yes. (Deferred items are listed in the future agenda section of these minutes.) A revised agenda was distributed.

2. Executive Session

2. The Chairperson then adjourned the Board to Executive Session, under provisions of ORS 192.660(1)(b) to discuss a grievance, 192.660(1)(h) to consult with counsel about litigation; and 192.660(1)(d) to discuss negotiations. Chairperson Swanson closed the Executive Session at approximately 8:02 p.m., in order to convene the Board in open session. Joe Richards left the meeting following the Executive Session.

3. Return to Open Session

3A. Attendance

- 3A. Chairperson Swanson called the regular meeting to order at 8:10 p.m., in accordance with the agenda and public notice of the meeting. No action was taken as a result of matters discussed in Executive Session.

3A. Attendance

Staff members attending, in addition to those listed above, were Richard Ellingboe, Marv Wilkerson, Bill Ford, and Joel Robe.

3B. Statements

3B. Chairperson Swanson stated that the Board of Directors reaffirms its intent to take legal action necessary to recover any sums due to the District by reason of false claims for reimbursement of expenses.

4. Consent Agenda

4. **DIRECTOR LEWELLEN MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Medford seconded and the MOTION CARRIED WITH ALL BOARD MEMBERS 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 meeting minutes of December 4, 1990, as corrected, and December 27, 1990, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints JENNIFER HEISS to the ESD Budget Committee. The term of office expires June 30, 1993. (ESD Board Resolution #90-33)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated January 9, 1991 as presented.

5. Business affairs

5A. OTIS Equipment

5A. Board members reviewed background information related to the need for auxiliary disc storage in order to successfully complete the conversion of the OTIS user base from original to new OTIS. Funds to purchase the recommended three additional disc drives have been included in the 1990-91 and 1991-92 budgets. Each of the three will cost \$11,060. It is recommended that the first two be purchased on a 30-month lease purchase basis so that they will be paid off at the same time as the computer which they support (August 1993). The third unit will be purchased on a 54-month basis to be paid off at the same time as the second computer (July 1995). Interest at the rate of 7.9% will be added to the regular monthly payment.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the purchase of three IBM 9332 Model 600 DASD disc drives at a cost of \$11,060 each plus interest, to be paid under the conditions specified above.

Director Schibler seconded and the MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #90-34)

5B. Telephone Transfers

5B. U S Bank, which is used by the OTIS Division for its banking functions, requires Board authorization by the Board of Directors to approve any telephone transfer of funds. Superintendent Maxwell recommended Board approval; he said the Board authorization will allow transfers between U S Bank and LGIP only.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the following individuals to transfer funds between U S Bank and LGIP by telephone: Richard Ellingboe, Gwen Gardner, and Pam Bonebright.

5B. (continued)

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #90-35)**

6. Action items

6A. Service Resolutions

6A. Board members reviewed the 1991-92 ESD Service Resolution package, including changes from past years and contingency planning for Ballot Measure 5. The information was included in the agenda packet for the Board's second reading. Superintendent Maxwell said the resolutions have been reviewed by the Lane County Superintendents group which has supported their adoption. A subcommittee of Superintendents is being formed to advise the ESD on contingency strategy if programs must be reduced.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1991-92 Lane ESD Service Resolutions as written and authorizes them to be submitted to local Lane County school boards for review and action.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #90-36)**

6B. Lane School Facilities

6B. Board members received a briefing memo reviewing recommended options for housing Lane School in 1991-92. Superintendent Maxwell requested Board authorization to proceed with the recommendations.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the staff:

1. To negotiate arrangements with a local school district for lease of property on a school campus for siting a portable unit for Lane School.
2. To develop specifications and seek competitive proposals in accordance with Oregon statutes for the lease purchase of a portable classroom facility for Lane School.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #90-37)**

6C. Auditing Services

6C. Superintendent Maxwell recommended that the Board continue with Jones & Roth PC as its auditors for the 1990-91 fiscal audit. The Board reviewed cost figures quoted by Mike Lewis of Jones & Roth.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD engages the firm of Jones & Roth PC as its auditor for the 1990 fiscal audit.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, SCHIBLER, SWANSON, and WEATHERS VOTING YES. (ESD Board Resolution #90-38)**

7. Discussion items

7A. Probationary teachers

7A. The Board is required to take action to renew or non-renew probationary certified staff prior to April 1 of each year. A list of employees who will be considered at the March meeting was distributed in order to provide time to request an executive session if a Board member wishes to discuss the evaluation of any probationary staff member.

Richard Ellingboe stated that it may become necessary to bring recommendations for staff reductions to the Board at a later time, depending upon state legislative action resulting from Ballot Measure 5 .

8. Reports

8A. L-COG

8A. Board members were reminded of the Lane Council of Governments open house for public officials on Thursday, January 24. (Director Nearing had earlier indicated he would attend the session, which is being provided free of charge by L-COG.)

8B. AOI

8B. Director Lewellen reported briefly on his attendance at an Associated Oregon Industries meeting where the state legislative agenda and State Superintendent Paulus' proposed education plan were major topics of discussion.

9. Future agenda items

9. Future agenda items include the following (includes items deferred from this meeting):

- A. Complete Budget Committee appointments
- B. Authorize renewal of probationary teachers
- C. Review proposed changes to Chapter 600 policies
- D. Support of OAESD Legislative Platform
- E. Hear progress report on 1988-89 Auditor's management letter recommendations and receive 1989-90 management letter
- F. TMR Program Evaluation report
- G. Skipworth report
- H. OTIS Consortium report
- I. Ballot Measure 5 Report
- J. Planetarium Report
- K. Special Education Advisory Committee report
- L. Future OTIS hardware needs

10. Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, February 19, 1991, at the ESD Center, 1200 Highway 99 North, Eugene.

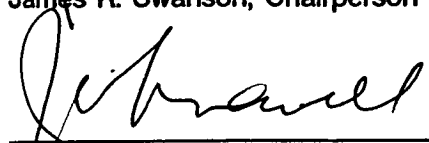
11. Adjourn

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

Minutes approved:

2/19/91
SR


James R. Swanson, Chairperson


James G. Maxwell, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS
Thursday, December 27, 1990

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in a specially called meeting at 12:00 noon on Thursday, December 27, 1990. Notice of the meeting was published in the Register-Guard. The meeting was adjourned immediately to Executive Session under provisions of 192.660(1)(f) to consider records exempt from public inspection and 192.660(1)(h) to consult with legal counsel regarding litigation likely to be filed.

Those attending were Directors Lewellen, Medford, McKay, Nearing, Swanson, Schibler, and Weathers; Superintendent Jim Maxwell, Joe Richards, and Sallie Rainville. The press was represented by Joni James, Register-Guard and Helen Raptis, KVAL.

Chairperson Swanson closed the Executive Session at approximately 1:10 p.m., and convened the Board in open session. Others attending in addition to those attending the Executive Session were Bill Land and other reporters and camera operators from the local media.

2. Action following Executive Session

2. **DIRECTOR NEARING MOVED:**

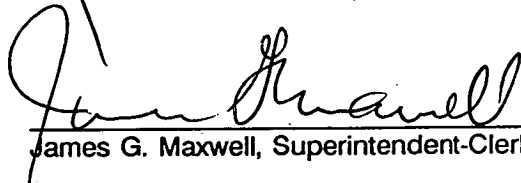
BE IT RESOLVED that the Board of Directors of Lane ESD authorizes its legal counsel to file the necessary legal action in Lane County Circuit Court against Wyatt Rosenbaum to recover any sums due the District by reason of false claims for reimbursement of expenses.

Director McKay seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, MCKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-32)

3. Adjourn

3. The meeting was adjourned at approximately 1:25 p.m.


James R. Swanson, Chairperson


James G. Maxwell, Superintendent-Clerk

Minutes approved:

1/15/91

LANE ESD BOARD OF DIRECTORS
TUESDAY, DECEMBER 4, 1990

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 7:00 p.m., Tuesday, December 4, 1990, under provisions of ORS 192.660(1)(b) to consider complaints against a staff member and 192.660(1)(h) to consult with counsel regarding possible litigation. Those attending were Directors Lewellen, Medford, McKay, Nearing, Schibler, Swanson and Weathers; Superintendent Jim Maxwell, Joe Richards, and Sallie Rainville. Also attending part of the session was Richard Ellingboe. Chairperson Swanson closed the Executive Session at approximately 8:25 p.m., in order to convene the Board in open session. Director McKay left the meeting following the Executive Session.

2. Call to Order

2A. Attendance

- 2A. Chairperson Swanson called the regular meeting to order at 8:30 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Jim Swanson, Chairperson
Bill Medford
Lois Schibler

Bill Lewellen
Frank Nearing
Glen Weathers

ESD staff:

Jim Maxwell, Superintendent
Ted Murray
Jeff Foreman

Richard Ellingboe
Marv Wilkerson
Sallie Rainville

Others

Frances Dyke
Tom Yates

Bill Land

2B. Communications

- 2B. The following written communications were presented:

- A. Announcement of 1991 Board member election date and filing deadlines (terms of positions 2 and 7 will expire)
- B. Letter sent to Lisle Waechter on behalf of Board and staff on the occasion of her retirement celebration
- C. Letter of sympathy sent to family of Dorothy McNair, at request of Board
- D. Letter from Principal Darrell Seely thanking Marv Clemons for his help in expanding Elmira High School's Vocational Education program.
- E. Home School Enrollment statistics report
- F. Announcement of NASA visitation at planetarium

2C. Action following
Executive Session

2C. During the 7 p.m. Executive Session, Board members discussed two matters. As a result of the discussion, the Board took the following actions:

DIRECTOR LEWELLEN MOVED that the Board of Directors announce in a letter to employees that the Board does not discourage any employee from assisting the District Attorney in the current investigation by the District Attorney.

Director Medford seconded.

DIRECTORS LEWELLEN, MEDFORD, SCHIBLER, and SWANSON VOTED YES. DIRECTORS NEARING and WEATHERS VOTED NO. THE MOTION CARRIED.

(ESD Board Resolution #90-24)

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors authorizes the administration to file an Unfair Labor Practice complaint with the Employment Relations Board if the LCEA fails to execute the signing of the 1990-93 Agreement and provide a copy to the District on or before December 14, 1990.

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

(ESD Board Resolution #90-25)

(6D. 1989-90 Audit
Report)

6D. (Chairperson Swanson altered the agenda to accommodate the timeline of Frances Dyke CPA, representing the ESD's auditing firm, Jones & Roth.)

Board members had no questions about the 1989-90 ESD Audit which was reviewed at the last meeting by Mike Lewis and Steve Christiansen of Jones and Roth.

Superintendent Maxwell thanked Mrs. Dyke for attending the meeting in the absence of Lewis and Christiansen who had both been called out of town.

DIRECTOR SCHIBLER MOVED TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS Oregon statutes require Lane Education Service District to note audit recommendations, and

WHEREAS the ESD Board has received the financial audit report for 1989-90,

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the audit report as received.

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

(ESD Board Resolution #90-26)

(7A. Auditor's
Management
Letters)

The Board agreed to defer discussion of the Auditor's management letters until the January meeting.

3. Statements

- 3. Superintendent Maxwell and Jeff Foreman called attention to a newly-released document "A Dollars and Sense Look at Oregon School Finance." It was prepared by T K Olson for Oregon Tax Research. Several Board members indicated they would like copies.

Director Nearing called attention to information from OR-NET News on California's Serrano case (regarding unfair school financing) and its possible implications for Oregon's similar case, especially in light of Ballot Measure 5.

4. Consent agenda

- 4. **DIRECTOR LEWELLEN MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.**

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SCHIBLER, 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 October 23, 1990, and October 30, 1990, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts revised Policies 323/427: Drug-Free Workplace. A copy of the adopted policy is attached to the official copy of the minutes of this meeting.
(ESD Board Resolution #90-27)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated November 27, 1990, and approves the Superintendent's personnel recommendations as follows:

Accept resignation of certified staff member Deborah Holmes, effective January 18, 1991

Approve unpaid leave of absence for certified staff member Betsy Fernandez, from January 2, 1991, through the remainder of the 1990-91 school year

(ESD Board Resolution #90-28)

5. Business affairs
5A. Financial Statements

- 5A. Richard Ellingboe reviewed ESD and OTIS financial statements for October, 1990. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds, and Investment Reports for the General Fund and OTIS.

6. Action items

6A. Membership,
L-COG

- 6A. A review of services provided to the ESD by Lane Council of Governments (L-COG) was included in background materials for the October meeting. Superintendent Maxwell recommended that the membership be continued.

DIRECTOR LEWELLEN 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 Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #90-29)

6B. Board meeting
calendar change

- 6B. Because of schedule conflicts, a Board member had requested that the Board consider changing the date of the next meeting.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby revises the adopted Board calendar by changing the regularly scheduled January Board meeting from Tuesday, January 22, 1991, to Tuesday, January 15, 1991.

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

(ESD Board Resolution #90-30)

6C. Budget Committee
Calendar

- 6C. Superintendent Maxwell recommended that the organizational meeting of the Lane ESD Budget Committee be held on Tuesday, April 9, 1991, at 7 p.m. The meeting would be held for the purposes of organizing the Committee, orienting new members to the ESD budget review process, delivery of the Superintendent's budget message, distributing budget estimates, and establishing review procedures and meeting dates.

Because of the passage of Ballot Measure 5, the Superintendent recommended that meetings to review the proposed budget be deferred until mid-May, by which time more information on revenues may be available from the legislature. He suggested that the first review meeting be tentatively scheduled for Tuesday, May 14. The proposed budget document would be distributed at that time. Additional review sessions would follow on succeeding Tuesdays until the process has been completed.

The public hearing on the budget is scheduled for Tuesday, June 25, 1991, 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 and notice of the budget hearing, including a budget summary, will be published according to statute, in the Register-Guard.

6C. Budget Calendar
(Continued)

6C. (Continued)

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby adopts the calendar for preparation of the 1991-92 Lane ESD Budget as proposed.

Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**

(ESD Board Resolution #90-31)

7. Discussion items
7B. Ballot Measure 5

7B. Board members reviewed the Superintendent's briefing memo on Ballot Measure 5. Superintendent Maxwell said that much effort has been made by the staff to understand the measure and its impact on the ESD. The memo included a brief summary of the history and provisions of the Measure and also discussed its impact on the ESD.

The specific impact on the ESD's ability to collect property taxes will depend upon the assessed valuation of property in its service area. A table based on various projections of the values of these properties provided the following estimates of lost property tax revenue:

1991-92	\$1.9 million
1992-93	\$2.9 million
1993-94	\$4.0 million
1994-95	\$5.3 million
1995-96	\$6.7 million

These estimates will be reviewed and updated within the next month by the Legislative Revenue Office.

Through 1995-96, the Oregon Legislature is charged with the responsibility of making up lost revenues for public education. However, no procedure is contained within the constitutional amendment for distributing the make-up funds. Further, there are no restrictions placed on the Legislature that prohibit it from using existing state funds such as the Basic School Support Fund or monies for educating the handicapped as part of the make-up for lost property tax revenues.

The Oregon Department of Revenue is preparing for the Legislature a major revision in state statutes relating to local budget law. These statutes must be enacted to give definition and substance to the Constitutional Amendment.

In summary, Superintendent Maxwell said, it is unclear to the ESD staff at this point whether or not the Lane ESD will receive make-up funds for any or all of its lost authority to receive property tax collections from its service area. It is likely that no decision will be made until late in the 1991 Legislative Session.

7C. Service
Resolutions

7C. The 1991-92 ESD service resolutions were presented for first reading and discussion.

Because of the passage of Ballot Measure 5, the package has been written to cover two potential sets of conditions.

Under the first condition, revenue will continue as projected during the past summer. (Current tax base +6%; 6% increase in general user fees; no increase in state and federal sources; 10% decrease in cash carryover.)

The second condition projects a net reduction in revenue of up to \$1.9 million as a result of Ballot Measure 5.

Each resolution includes a transition clause that allows the program to be modified if the District receives less revenue than projected in Condition 1.

The resolutions have been reviewed by the Lane County Superintendents Group which supports their adoption. A subcommittee of the Superintendents Group will advise the ESD on a contingency strategy if programs must be reduced.

The Board reviewed each of the 15 resolutions, with Superintendent Maxwell highlighting changes in addition to the Measure 5 contingency clause. The following major changes were noted: Resolution No. 5: Science/Planetarium. Superintendents have requested that support of this service be phased out by the beginning of the 1992-93 school year, with resources to be shifted to additional support of emotionally disturbed students. A contingency fund to provide this increased support has been added to Resolution No. 10: Severely Emotionally Handicapped services. In addition to the shift from the planetarium resolution, funds will also be shifted from Resolution No. 11, the High-Cost Student Support fund. No new dollars will be added to Resolution 11.

Meeting Extended

Director Medford moved to extend the ending time of this meeting past 9 p.m. to 9:30 p.m. Director Nearing seconded and the motion carried with all present voting yes.

7D. OAESD Legislative
Platform

7D. Board members reviewed the legislative platform adopted by OAESD at its November meeting. A resolution urging the 1991 Oregon Legislature to guarantee that schools, ESDs and community colleges receive replacement revenue for funds lost due to Ballot Measure 5 was included. OAESD requests the support of ESD Superintendents, Boards, and Board members.

Chairperson Swanson asked that the resolution be noted for action on the next meeting agenda, after members have had a chance to study the proposal.

8. Reports

8A. OTIS Consortium

8A. Board members reviewed the regular OTIS Consortium Membership Status Report and a status report on OTIS Training Sites. Ted Murray reported that nearly all Districts have been trained on new OTIS, with the remaining districts scheduled for training by Spring 1991. Ted also told the Board that Brookings-Harbor District, which left OTIS four or five years ago to install their own computer system, had returned to OTIS in November.

8B. Lane School
Facilities

8B. Since the last Board meeting, the Administrative Committee studying Lane School facilities needs has focused on accommodations and/or land in the Eugene or Bethel School Districts. Superintendent Maxwell told the Board about sites in each district which meet basic specifications developed for the school. He said that the impact of Ballot Measure #5 must now be taken into account as the cost of available options is considered. It is probable that the committee will have a preliminary recommendation by the January Board meeting.

8C. Planetarium
Services

8C. The ESD Administrative staff has met with local district Superintendents several times since August to discuss ESD service resolutions and to hear the Superintendents' recommendations. The group has advised the ESD to phase down its support of planetarium services and to shift the resources from that resolution to Special Education, specifically to support students who are classified as being severely emotionally disturbed.

The specific intent was to begin to withdraw support during 1991 from the operation of the Alton Baker Park Planetarium and to focus on support for operation of portable planetaria at local school building sites.

Reasons for the decision include diminishing resources available for Districts to transport students to the Alton Baker Park site; the increasing difficulty in gaining access from the City of Eugene/WISTEC to allow access by school groups to public health facilities at the Alton Baker Park facility; and the lack of financial support available from the other partners in the original consortium. In recent years, the public schools, via the ESD, have borne nearly all of the overhead costs for Planetarium operations.

The superintendents have asked the ESD to communicate with the original consortium members (U of O, LCC, Lane County, City of Eugene) to determine if there is any interest in a collaborative effort to underwrite continuance of the Alton Baker Park Planetarium. If none materializes, it is the intent of the school districts to discontinue financial support via the ESD Resolution during the 1992-93 fiscal year.

Superintendent Maxwell said that unless directed otherwise by the Board he would be prepared to communicate this intent to the other agencies and would also begin to review options for the orderly disposition of ESD financial responsibilities for the projector systems and dome at the Alton Baker Park site.

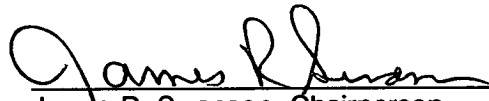
Director Swanson expressed regret that available resources may not allow the ESD to continue to make this educational tool available to local districts, but said he understood the concerns of local district superintendents.

8D. Special Ed
Advisory Council

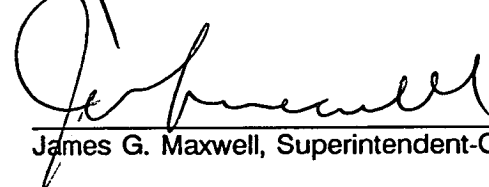
8D. Director Weathers briefly reviewed the agenda for the Special Education Advisory Council meeting, held at Skipworth Juvenile Detention Center at noon on this date. Minutes of the Council's October 23 meeting were distributed in the Board's agenda packet.

Director Nearing told the Board that at its meeting earlier today the Lane County Commissioners authorized additional funding for the County Juvenile Department because of the increasing potential for suicide at Skipworth. He said he would be interested in how this problem may impact the ESD's school program at the facility.

- 8E. L-COG
- 8E. Director Nearing distributed the L-COG Annual Report. He also reported that L-COG will not be moving into the Schaefers Building, since the County Commissioners turned down L-COG's request.
9. Future agenda items
9. Future agenda items include:
- A. Authorize renewal of probationary teachers
 - B. Approve Resolutions and authorize them to be submitted to local district school boards
 - C. Complete Budget Committee appointments
 - D. TMR Program Evaluation
 - E. Review proposed revisions to certain Chapter 600 policies
10. Next Meeting
10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, January 15, 1991, at the ESD Center, 1200 Highway 99 North, Eugene.
11. Adjourn
11. The meeting was adjourned at approximately 9:30 p.m.



James R. Swanson, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

1/15/91



LANE ESD BOARD OF DIRECTORS
TUESDAY, OCTOBER 30, 1990

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in a specially called emergency meeting at 5:45 p.m., Tuesday, October 30, 1990. Notice of the meeting was published in the Register-Guard. The meeting was adjourned immediately to Executive Session under provisions of 192.660(1)(b) to consider complaints against a staff member and 192.660(1)(f) to consider records exempt from public inspection.

Those attending were Directors Lewellen, Medford, McKay, Nearing, Swanson and Weathers; Superintendent Jim Maxwell, Joe Richards, Jeff Foreman, and Sallie Rainville. The press was represented by Joni James of the Register-Guard.

2. Action following Executive Session

Chairperson Swanson closed the Executive Session at approximately 7:00 p.m., and convened the Board in open session.

2. **DIRECTOR NEARING MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD directs the Superintendent to suspend the District's independent investigation into allegations of employee misuse of expense accounts until the District Attorney has progressed in his investigation to a point where the Board's further action would not interfere.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-22)

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD appoints Superintendent Jim Maxwell to be spokesperson for the Board in the matter of the investigation into allegations of an employee's misuse of expense accounts and the resulting criminal investigation by the District Attorney's office.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MEDFORD, MCKAY, NEARING, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-23)

3. Adjourn

3. The meeting was adjourned at approximately 7:05 p.m.

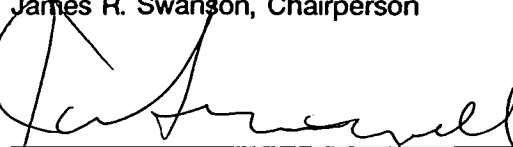
Minutes approved:

12/4/90

SR



James R. Swanson, Chairperson



James G. Maxwell, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS
TUESDAY, OCTOBER 23, 1990

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, October 23, 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)(h) to consult with legal counsel regarding possible litigation. Those attending were Directors Lewellen, Medford, McKay, Nearing, Schibler, Swanson and Weathers; Superintendent Jim Maxwell, Joe Richards, and Sallie Rainville. Also attending part of the session were Richard Ellingboe, Ted Murray, Wyatt Rosenbaum, Marv Wilkerson, and Jeff Foreman. Chairperson Swanson closed the Executive Session at approximately 6:50 p.m., in order to convene the Board in open session.

2. Call to Order

2A. Attendance

- 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. The following persons were present:

Board members:

Jim Swanson, Chairperson
Bill Medford
Frank Nearing
Glen Weathers

Bill Lewellen
Doug McKay
Lois Schibler

ESD staff:

Jim Maxwell, Superintendent
Ted Murray
Marv Wilkerson
Sallie Rainville

Richard Ellingboe
Wyatt Rosenbaum
Jeff Foreman

Others

Mike Lewis

Steve Christiansen

2B. Communications

- 2B. The following written communications were presented:
- A. Memo from Bud Lippold, OAESD Communications Committee, requesting assistance at OAESD Booth during OSBA conference
- B. "Astronomical Teaching Activities," a booklet prepared for Lane County teachers by the ESD Planetarium staff

3. Action following Executive Session

3. During the 6 p.m. Executive Session, Board members had reviewed the proposed 1990-1993 Collective Bargaining Agreement.

DIRECTOR SCHIBLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD hereby ratifies the 1990-1993 Collective Bargaining Agreement with the Lane County Education Association (LCEA).

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (ESD Board Resolution #90-18)

- 4. Statements 4. No statements were presented at this time.
- 5. Consent Agenda 5. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, 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 September 25, 1990, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated October 17, 1990, and approves the following personnel recommendations:

Employ certificated staff members: Jeanne Mallchok, Adaptive PE Teacher, .50 FTE (**ESD Board Resolution #90-19**)

- 6. Business Affairs
- 6A. Audit Report 6A. Mike Lewis and Steve Christiansen of Jones & Roth CPA were present to report on the 1989-90 audit. Copies had been distributed earlier to each Board member. Mike Lewis thanked staff members for their help and cooperation throughout the audit process. He said the auditors found no problems or weaknesses in the report. Lewis reviewed the audit and explained the format of the document. He said no management letter had been included with the report at this time, but there will be a letter summarizing the auditors' findings at a later time. He encouraged Board members to call him if they have questions after reviewing the document further.

- 6B. Special Ed Grant 6B. Superintendent Maxwell recommended that the Board authorize application for grant funds available through the Oregon Supported Employment Initiative Act. The purpose of this act is to assist special education personnel in implementing supported employment for secondary and post-secondary handicapped students. Marty Sheehan, Secondary TMR Supervisor, working in collaboration with local mental health and vocational rehabilitation agencies, has prepared a grant application. Funds received would be used to purchase video equipment in order to develop a model for a video resume which will provide a visual summary of student vocational skill level. The videos will be used to develop employment opportunities for graduating TMR students by better matching students with potential employers.

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves application to the State Department of Education for Oregon Supported Employment Initiative (OSEI) 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 \$2,995 contingent upon receipt.

Director Lewellen seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.** (**ESD Board Resolution #90-20**)

- 6C. Financial Statements
- 6C. Richard Ellingboe reviewed ESD and OTIS financial statements for September, 1990. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds, and Investment Reports for the General Fund and OTIS.
- 7. Action items
- 7A. Conference Attendance
- 7A. Director Weathers indicated an interest in representing the Board at a conference "Children At Risk: Building Professional Partnerships" at Medford Oregon on November 1-2. In accordance with adopted policy, the request was placed on the agenda.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Glen Weathers at "Children At Risk: Building Professional Partnerships," a conference sponsored by Southern Oregon State College at Medford, Oregon, November 1-2. Expenses for this conference will be reimbursed from funds budgeted for Board travel and conferences, in accordance with Board Policy 108 and Administrative Regulation 1108-1.

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

(ESD Board Resolution #90-21)

- 8. Discussion Items
- 8A. Annual Report
- 8A. There were no questions about the 1989-90 Annual Report, which had been distributed last month.
- 8B. Drug-Free Workplace Policy
- 8B. The Board reviewed a modified version of Policy #323/427 - Drug-Free Workplace, which was placed on the agenda for discussion and first reading. The Policy was adopted in August on an emergency basis in order to remain in compliance with new federal statutes. Superintendent Maxwell said that the modifications were suggested after review by ESD Administration and legal counsel.
- 8C. L-COG
- 8C. The Board reviewed background information related to the District's membership in Lane Council of Governments (L-COG). (The Board determined several years ago that it wished to review this membership annually.) The briefing memo provided a summary of L-COG's purpose and specific L-COG projects which affect the ESD.

The Board also reviewed L-COG Director George Kloepel's Executive Summary related to L-COG's possible purchase of the Schaefer's Building. Frank Nearing, who is the ESD Board's representative to the L-COG Board, provided additional information and requested the Board's direction regarding this issue. Directors Lewellen and McKay each stated that they would direct Nearing to vote that L-COG not purchase the building.

8D. Amendment to
Public Meeting
Law

8D. A 1989 amendment to the Oregon Public Meetings Law holds that public bodies must, upon the request of a hearing-impaired person, make a good faith effort to provide a sign language interpreter for public meetings. Superintendent Maxwell said the ESD has several staff members who are well-trained in sign language and who could be contracted to provide this service if it is requested. Other options are also available to provide such service.

The statute does not require that the public meeting notice include notification that the agency is able to conform to this new provision; however, some public bodies routinely include such notice on each agenda. Board members suggested that the ESD agendas carry such notice for a trial period.

9. Reports

9A. H-VAC
replacement

9A. The Board heard Superintendent Maxwell's summary of a written report on the ESD Center's heating, ventilating, and air conditioning system. The report included information about the agreement with Johnson Controls on the issue of the fan speed control unit and about the energy management system savings agreement.

9B. OTIS

9B. Board members reviewed the regular OTIS Consortium Membership Status Report. Director Lewellen gave a brief report on the OTIS Executive Board Meeting held on October 5.

9C. Lane School

9C. A brief update on activities of the Lane School Facilities Planning Committee was included in the agenda packet.

9D. Planetarium report

9D. Superintendent Maxwell provided an update on the issue of working relationships for the planetarium/museum building at Alton Baker Park. He reported that he has met twice with WISTEC Board Chair Wayne Nay and Ed Smith of the City of Eugene in an attempt to work out an agreement on a set of operating principles that will allow the development of a lease arrangement between the City as landlord and the two tenants (ESD and WISTEC). Each tenant would have clearly defined space for which it is responsible, with written procedures for access to shared space.

9E. Resolution
Process

9E. An Administrative Team is in the process of making visits to each of the constituent districts for the purpose of planning resolution programs for the 1991-92 school year. Superintendent Maxwell reported that 13 districts have been visited to date. He said that a districts are citing a greater need for support for children with severe emotional problems, even in elementary grades.

9F. Special Ed
Advisory Council

9F. Director Weathers reported briefly on the first fall meeting of the Special Ed Advisory Council, held at noon on this date.

10. Future agenda items

10. Future agenda items include the following:

- A. First reading, ESD Service Resolutions
- B. Adopt Budget Calendar
- C. Complete Budget Committee appointments
- D. Review revised Chapter 600 Policies


11. Next Meeting

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 4, 1990, at the ESD Center, 1200 Highway 99 North, Eugene.

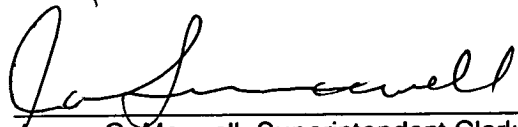
Note: Subsequent to this meeting, an emergency special session of the ESD Board was scheduled for Tuesday, October 30, 1990, at 5:45 p.m.

12. Adjourn

12. The meeting was adjourned at approximately 8:25 p.m.



James R. Swanson, Chairperson



James G. Maxwell, Superintendent-Clerk

Minutes approved:

12/4/90

SR

LANE ESD BOARD OF DIRECTORS
TUESDAY, SEPTEMBER 25, 1990

1. Executive Session
 1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, September 25, 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)(h) to consult with legal counsel regarding possible litigation. Those attending were Directors McKay, Nearing, Schibler, Swanson and Weathers; Superintendent Jim Maxwell, Joe Richards, and Sallie Rainville. Also attending part of the session were Richard Ellingboe, Ted Murray, Wyatt Rosenbaum, Marv Wilkerson, and Jeff Foreman. Chairperson Swanson closed the Executive Session at 7:50 p.m., in order to convene the Board in open session.

2. Call to Order
 - 2A. Attendance
 - 2A. Chairperson Swanson called the regular meeting to order at 7:55 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Jim Swanson, Chairperson	Doug McKay
Frank Nearing	Lois Schibler
Glen Weathers	

ESD staff:

Jim Maxwell, Superintendent	Richard Ellingboe
Ted Murray	Wyatt Rosenbaum
Marv Wilkerson	Jeff Foreman
Sallie Rainville	Bill Ford
George Hentsch	

 - 2B. Communications
 - 2B. The following written communications were presented:
 - A. Letter from ESD TMR Teacher Mick Waggoner to his "host-school" principal at Jefferson Middle School, thanking the school faculty for cooperation with his class. (Superintendent Maxwell commented about the high quality of support the TMR program generally receives from schools where its classrooms are located.)
 - B. Announcement of OSBA Regional Meeting on October 1
 - C. Announcement of OSBA-sponsored workshop on Management Strategies to Cope with Staff Drug and Alcohol Abuse to be held on October 17 at LCC
 - D. Reprint of Gallup Poll on public attitudes toward public schools, provided by Teaching Resource Center
 - E. Announcements of fall Planetarium programs

3. Action following Executive Session
 3. No action was taken as a result of Executive Session discussion.

- 4. Statements 4. No statements were presented at this time.
- 5. Consent Agenda 5. **DIRECTOR NEARING MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS McKAY, NEARING, SCHIBLER, 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 August 28, 1990, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes application on behalf of the Lane Vocational Education Consortium for a Phase VI continuation grant of up to \$48,973 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 1990-91 budget and appropriates the grant amount contingent upon receipt.

(ESD Board Resolution #90-13)

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated September 19, 1990, and approves the following personnel recommendations:

Employ certificated staff members:

Michael George, Supervisor, TMR Program, Special Education

Accept resignations of certified staff:

Joan Finholt, Adaptive PE Teacher, Special Ed

(ESD Board Resolution #90-14)

The personnel report also noted the resignation of long-time employee Bill Land, most recently employed as Data Processing Consultant.

- 6. Business affairs 6A. Richard Ellingboe reviewed ESD and OTIS financial statements for August, 1990. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; Revenue/Expenditure Summary for OTIS funds, and Investment Reports for the General Fund and OTIS.

- 7. Action items 7A. Chairperson Swanson presented his committee assignments for the year.

7A. Committee Assignments

DIRECTOR McKAY MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD endorses the Chairperson's committee and liaison appointments as proposed.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #90-15)

7B. ESD Goals

- 7B. The Board reviewed proposed 1990-91 ESD organizational goals, which had been presented for a first reading at the August 28 meeting. These goals, with related objectives, activities, and staff assignments comprise the ESD's management plan for the year.

Superintendent Maxwell pointed out that changes in the 1990-91 management plan are related to communications, labor relations, and legislative relations.

In addition, the scope of Goal 5, which relates to communications, has been broadened to include "other agencies." Other Board members present agreed with Director Weathers' suggestion that an objective be added to Goal 5 specifically relating to improving ESD-WISTEC communications.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1990-91 organizational goals as presented.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #90-16)

The goals, as adopted, are attached to the official copy of the minutes of this meeting.

7C. Annual Report

- 7C. Copies of the 1989-90 ESD Annual Report were distributed. Superintendent Maxwell said the format for the report is identical to that of previous years. It includes quantitative data associated with local districts' use of ESD services, costs of those services, and evaluative data.

Superintendent Maxwell requested that the Board approve the report in order to comply with state requirements, with additional discussion to be scheduled on the October agenda after Board members have had time to review the report.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD has reviewed and approves the 1989-90 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 McKay seconded and the **MOTION CARRIED WITH DIRECTORS McKAY, NEARING, SCHIBLER, SWANSON, and WEATHERS VOTING YES.**
(ESD Board Resolution #90-17)

8. Discussion items

8A. OTIS Third-Party
Audit Report

- 8A. The OTIS Third-Party Audit Report and management letter were distributed last month. Ted Murray reviewed issues addressed by the auditors in the management letter. Two of the major issues of concern were security and documentation. Murray provided a brief summary of OTIS plans to respond to each of the auditor's recommendations. He answered questions about the audit and planned implementation of corrective measures.

8B. OSBA

- 8B. Four Board members (Directors Lewellen, Medford, McKay, and Nearing) will attend the OSBA Convention November 9-11.

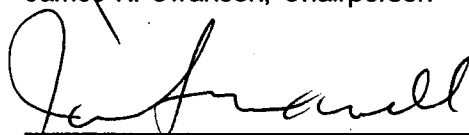
9. Reports

- 9A. OTIS Consortium
- 9A. Board members reviewed the regular OTIS Consortium Membership Status Report. Ted Murray reported that training for all eastern Oregon users on "new OTIS" will be completed by the end of October. He also commented that the uninterruptible power source has been very much appreciated this summer, as the OTIS system came through two area power outages without suffering downtime.
- 9B. Lane School Facilities
- 9B. Marv Wilkerson provided a brief update on activities of the Lane School Facilities planning committee. Board members also reviewed a letter from Lane School staff members expressing concern about the school's temporary location, which is smaller and less convenient than the configuration previously used. Wilkerson and Superintendent Maxwell said the Committee will continue to consider the school staff's input, as it works toward its goal of acquiring a permanent Lane School placement in an appropriate educational environment.
- 9C. Wellness Committee
- 9C. The Board received a summary report of activities planned by the ESD Wellness Committee, which was established by Board policy in March 1989. The Committee serves as a central clearinghouse and planning group for wellness-related issues.
- 9D. Special Ed Enrollment
- 9D. Student enrollment figures for TMR, Lane School, and Skipworth programs were included in the agenda packet for information and review. Marv Wilkerson provided a brief summary of the report.
- 9E. Planetarium Report
- 9E. Board members reviewed a letter dated September 7 from Wayne Nay, Chairman of the WISTEC Board of Directors. The letter cited a number of complaints related to the shared use of the Alton Baker Park facility by WISTEC and the Planetarium and listed new policies which the WISTEC Board has instituted for ESD's use of WISTEC space and equipment.
- Superintendent Maxwell reported that he is scheduled to meet with Ed Smith of the City of Eugene, and Wayne Nay, on Monday, October 1. Mr Smith is preparing a lease for the Alton Baker Park facility which he has said will include an agreement on space allocation for the two agencies and access for ESD staff to shared parts of the building. The Board discussed the facility problems and members expressed the hope that the two agencies will be able to arrive at a mutually satisfactory solution.
- The Superintendent and Wyatt Rosenbaum reported on the latter's meeting with Deborah McCartney, WISTEC Director.
- Superintendent Maxwell also reported that Friends of the Planetarium and WISTEC have come to an agreement about opening the Planetarium for public showings.
- 9F. Special Ed Advisory Council
- 9F. The September meeting of the Special Ed Advisory Council was cancelled; the next meeting will be Tuesday, October 23. Minutes from the last meeting, May 29, were included in the agenda packet for review.
- 9G. L-COG
- 9G. Frank Nearing reported that an agenda item for next Thursday's L-COG Board meeting will be an update on the Schaefer's Building purchase feasibility study. Copies of a briefing memo from L-COG Director George Kloeppel were distributed.

10. Future agenda items
10. Future agenda items include the following:
- A. Report from auditors: 1990 Audit
 - B. Report on Resolutions Visits
 - C. Review revised Chapter 600 policies
 - D. Proposed revisions to Drug-Free Workplace Policy
11. Next meeting
11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 23, 1990, at the ESD Center, 1200 Highway 99 North, Eugene. Board members also discussed tentative dates in case it becomes necessary to schedule a special meeting either before or after that date.
12. Adjourn
12. The meeting was adjourned at approximately 9:10 p.m.



James R. Swanson, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

ESD Organizational
Goals for 1990-91

Minutes approved:

10/23/90

SR

1990-91 ORGANIZATIONAL GOALS

GOAL #1

Within its fiscal resources, the ESD will provide programs and services 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 are better provided on a regional basis due to economy of scale, improved quality, or countywide availability.

GOAL #2

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

GOAL #3

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 role, objectives, accomplishments and needs of the organization.

GOAL #5

The ESD will maintain and enhance a functional two-way communication system between the ESD and the local school districts, with other agencies, 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.

Attachm. 9/25/90

GOAL #7

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.

GOAL #9

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.

GOAL #11

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.

GOAL #12

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

LANE ESD BOARD OF DIRECTORS
TUESDAY, AUGUST 28, 1990

Prior to opening the Board meeting, Chairperson Swanson extended the Board's best wishes to Board member Lois (Copple) Schibler on her recent marriage to Mark Schibler.

1. Executive Session

1. Chairperson Jim Swanson called the Lane ESD Board of Directors to order in Executive Session at 6:00 p.m., Tuesday, August 28, 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. Those attending were Directors Lewellen, McKay, Medford, Nearing, Schibler, and Swanson; Superintendent Jim Maxwell, Joe Richards, and Sallie Rainville. Also attending part of the session were Richard Ellingboe, Ted Murray, Wyatt Rosenbaum, Marv Wilkerson, and Jeff Foreman. Chairperson Swanson closed the Executive Session at 7:40 p.m., in order to convene the Board in open session.

2. Call to Order

2A. Attendance

- 2A. Chairperson Swanson called the regular meeting to order at 7:45 p.m., in accordance with the agenda and public notice of the meeting. The following persons were present:

Board members:

Jim Swanson, Chairperson
Doug McKay
Frank Nearing

Bill Lewellen
Bill Medford
Lois Schibler

ESD staff:

Jim Maxwell, Superintendent
Ted Murray
Marv Wilkerson
Sallie Rainville

Richard Ellingboe
Wyatt Rosenbaum
Jeff Foreman

Others attending:

Pete Raustin

Guy Butterfield

2B. Communications

- 2B. The following written communications were presented:
- A. Report on November educational ballot measures
 - B. Memo from Superintendent Maxwell re 5AAA Athletic Passes
 - C. List of Lane County School Superintendents, 1990-91
 - D. Preliminary Board Planning Calendar for 1990-91
 - E. Letter from Deborah McCarty, WISTEC and response from Superintendent Maxwell, relating to planetarium services

3. Action following Executive Session

3. **DIRECTOR NEARING MOVED:** In the matter of the grievance filed by Belinda Peterson, **BE IT RESOLVED** that the Board of Directors of Lane ESD ratifies the settlement agreement as proposed by the Superintendent. The said agreement is made a part of the official minutes of this meeting. Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, MCKAY, NEARING, SCHIBLER, and SWANSON VOTING YES.** (Director Medford abstained and his vote is recorded.)
(ESD Board Resolution #90-7)

4. Statements

4. Jeff Foreman announced the Fall OSBA-LCSBA meeting to be held Monday, October 1 at 6:30 p.m. at the Black Angus. The program will include discussions of November ballot measures.

5. Consent agenda

5. **DIRECTOR LEWELLEN MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED.** Director Schibler seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, and SWANSON 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 July 10, 1990, as presented.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints **CONNIE KELLEY** to fill an unexpired term on the ESD Budget Committee representing ESD Board Zone 4. The term of office expires June 30, 1992.
(ESD Board Resolution #90-8)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the personnel report dated August 22, 1990, and approves the following personnel recommendations:

Employ certificated staff members:
 Susan K. Green (school psychologist, temporary position)
 Martha Wiley (speech therapist .50)
 Laura Krenk (TMR teacher)
(ESD Board Resolution #90-9)

(Chairperson Swanson altered the agenda to accommodate visitors.)

(Agenda revised)

9A. OTIS Audit Report

9A. Copies of the OTIS Third-Party Audit Review and Report to Management were distributed.

Ted Murray introduced Pete Raustin and Guy Butterfield of Coopers & Lybrand CPA, who conducted the audit. It covered control objectives and procedures for OTIS operations related to payroll and fiscal systems.

Mr Raustin reviewed the process and format used for reports. He thanked the OTIS Administration for their cooperation and assistance.

Ted Murray said the audit report would be sent to user districts or their auditing firms upon request.

Superintendent Maxwell said additional discussion of the audit would be scheduled on the September agenda, after Board members have had time to review the report. In addition, a report on OTIS Security will be scheduled.

6. Business affairs

6A. Financial Statements

6A. Richard Ellingboe reviewed ESD and OTIS financial statements for July 1990. He noted the format change for the General Fund Expenditure Summary. Reports included the Summary of General Fund Expenditures and Encumbrances, General Fund Revenue Summary; and Revenue/Expenditure Summary for OTIS funds.

- 6. Business affairs
(continued)
- 6B. Mentor Teacher Grant

6B. Superintendent Maxwell reviewed background material on the Mentor Teacher Program. The State Department of Education has again made funds available to the ESD through this program which is for the purpose of providing special services to assist beginning teachers during their first year; \$3,000 per beginning teacher is provided. Two first-year Special Education teachers are eligible.

DIRECTOR SCHIBLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD hereby approves 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 contingent upon receipt.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #90-10)

- 7. Action Items
- 7A. Policy for Drug-Free Workplace

7A. Board members reviewed background information on new federal and state mandates to institute a policy stating that a drug-free work environment will be provided.

The Superintendent recommended that the Board adopt policy language developed by the Administrative Council, on an interim emergency basis. The policy may be returned for further discussion after the staff has had an opportunity to work with district legal counsel regarding his analysis of the applicable legislation.

DIRECTOR LEWELLEN MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD declares an emergency in accordance with ESD Bylaws Article III and adopts Board Policy 323/427: Drug-Free Workplace, as a part of its official Bylaws and Policy Document. The policy, as adopted, is attached to the official copy of these minutes.

Director Medford seconded and the **MOTION CARRIED WITH DIRECTORS LEWELLEN, McKAY, MEDFORD, NEARING, SCHIBLER, and SWANSON VOTING YES.**

(ESD Board Resolution #90-11))

- 7B. Board Conference attendance

7B. The OSBA Fall Collective Bargaining Conference will be held September 21-22 in Beaverton and the OSBA Annual Convention is scheduled for November 9-11 at the Portland Marriott. Five Board members indicated their interest in attending the November conference. Chairperson Swanson asked that the resolution to approve attendance also include approval for absent Board member Glen Weathers, if he indicates he wishes to attend.

7B. Conference attendance
(continued)**DIRECTOR NEARING MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the OSBA Annual Convention November 9-11 for Directors Bill Lewellen, Doug McKay, Bill Medford, Frank Nearing, Lois Schibler, and Glen Weathers.

This resolution 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.

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

(ESD Board Resolution #90-12)

8. Discussion items
8A. ESD Management Plan

8A. Board members received a briefing memo which provided background on the proposed ESD Management Plan for 1990-91. The Plan consists of Goals and Objectives (to be adopted by the Board) and activities designed to meet the goals.

Superintendent Maxwell reviewed the 1989-90 adopted goals and highlighted areas of changed emphasis as proposed for 1990-91. Draft copies of the complete Management Plan, including assigned activities, were available for Board members. Goals will be brought to the Board in September for adoption.

8B. Resolution Calendar

8B. The calendar for recommending 1991-92 service resolutions was distributed. Superintendent Maxwell pointed out that a change from previous years was a planning session held by the Lane County Superintendents group on August 22. He said the Superintendents' collective advice will be helpful in incorporating District input into the draft resolutions.

8C. Committee appointments

8C. Chairperson Swanson distributed a summary of current Board Committee and liaison appointments. He said he would be contacting members soon to determine areas of interest for 1990-91 assignments.

9. Reports
9B. OTIS Report

9B. The Board reviewed the monthly OTIS Consortium Membership Status Report. Ted Murray explained that the format had been updated to provide a June 30, 1990, comparison base.

9C. Lane School

9C. Lane School will be located in a different area of the Silver Lea Building for 1990-91. A part of the cafeteria will also be used for offices. The facilities planning committee is continuing to investigate options for providing a more permanent site for the school in order to assure a stable long-term program.

9D. L-COG


9D. Frank Nearing provided an update on L-COG's plans to initiate a feasibility study and appraisal of the Schaefers Building for possible purchase.

10. Future agenda items

10. Future agenda items include the following:

- A. Endorse chairperson's committee and liaison appointments
- B. Complete review and re-approval of Chapter 600 policies
- C. OTIS Security System Report
- D. Adopt ESD Goals for 1990-91

11. Next Meeting 11. The next regular ESD Board meeting is scheduled for Tuesday, September 25, 1990, at the ESD Center. It is possible that a special meeting may be called either before or after that date.
12. Adjourn 12. The meeting was adjourned at approximately 8:45 p.m.



James R. Swanson, Chairperson



James G. Maxwell, Superintendent-Clerk

Attachments to official minutes:

Settlement Agreement,
B Peterson

Drug-Free Workplace,
Policy 323/427

Minutes approved:

9/25/90

SR

AGREEMENT

This agreement is made and entered into between the Lane Education Service District (District), Belinda Peterson, and the Lane Education Service District Education Association (Association).

The parties have agreed to settle, to release, and resolve all issues related to Ms. Peterson's employment and the currently pending grievance filed by Ms. Peterson. The parties agree as follows:

1. The District agrees to make the following one-time lump sum payments to Ms. Peterson:

(a) A payment of \$1500 representing damages for lost insurance benefits;

(b) A payment of \$240 representing lost PERS retirement benefits;

(c) A payment of \$2784 representing lost wages.

2. The District agrees that no tax withholding shall be made from the payments listed in paragraph number 1 (a) and (b) above.

3. Ms. Peterson wishes to tender her resignation from her employment with the District effective the date of execution of this agreement. The District hereby accepts Ms. Peterson's voluntary resignation as a lawful termination of her employment. The District will make no complaint to the Teacher Standards and Practices Commission regarding Ms. Peterson's failure to give 60 days notice of resignation to the District.

4. The Association and Ms. Peterson agree to withdraw the currently pending grievance and demand for arbitration concerning the Peterson grievance. The Association and Ms. Peterson waive any and all claims related to the circumstances giving rise to the grievance.

5. The parties mutually release each other and their agents and employees from any and all claims known or unknown concerning the events giving rise to the Peterson grievance.

6. The parties recognize that this settlement is a compromise of a disputed claim and this agreement is not to be considered as an admission of wrongdoing by either party.

Attachm. 9/25/90

7. The District agrees to forward payment of the amounts required hereunder to counsel for the Association within 10 days of receipt of the executed agreement from Ms. Peterson and the Association.

8. This settlement agreement contains the entire agreement between the parties and its provisions are contractual and not a mere recital.

Belinda Peterson

Belinda Peterson

Linda S. Pires

for: Lane ESD Education
Association

for: Lane ESD

POLICY

PROPOSED

No. 323 / 427

Lane Education Service District

CERTIFICATED STAFF

DRUG-FREE WORKPLACE

The Lane Education Service District prohibits the manufacturing, distributing, dispensing, possessing and/or use of controlled substance or alcohol in the workplace.

As a condition of employment, employees must abide by this policy and inform the District within five days of any criminal drug conviction that occurred in the workplace.

The District shall provide a drug-free awareness program during its annual inservice. The program shall include information about the dangers of drug abuse in the workplace, a copy of the District's policy and the availability of drug counseling, rehabilitation from outside sources and the District's employee assistance programs. The program shall also include the consequences of violating the District's policy.

The District shall make a good faith effort to continue to maintain a drug-free workplace.

Violation of this policy may result in discipline up to and including discharge or a requirement the employee participate satisfactorily in a drug abuse assistance or rehabilitation program.

Date Adopted:
Date Revised:

page 1/1

300-36

Attachm. 9/25/90

LANE ESD BOARD OF DIRECTORS
TUESDAY, JULY 10, 1990

1. Call to Order
1A. Attendance

- 1A. Chairperson Swanson called a regularly scheduled meeting of the Lane ESD Board to order at 7:00 p.m., Tuesday, July 10, 1990, in accordance with the agenda and public notice of the meeting. This meeting was held in the Board Room at the Lane ESD Planetarium/WISTEC building at Alton Baker Park. The following persons were present:

Board members:

Jim Swanson, Chairperson
Bill Lewellen
Bill Medford
Glen Weathers

Lois Copple
Doug McKay
Frank Nearing

ESD staff:

Jim Maxwell, Superintendent
Ted Murray
Marv Wilkerson
Jeff Foreman

Richard Ellingboe
Wyatt Rosenbaum
Sallie Rainville

1B. Communications

- 1B. The following written communications were presented:

- A. Letter from Candace Ludtke, State Mediator, setting a mediation session for 4 p.m. on August 13.
B. Memo from OSBA requesting nominees for officers and directors for OSBA

2. Statements

2. Superintendent Maxwell updated Board members on the painting and carpeting project currently underway at the ESD Center Building.

3. Consent agenda

3. DIRECTOR COPPLE MOVED TO ADOPT THE CONSENT AGENDA AS PRESENTED. Director Weathers 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 June 27, 1990, 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 #90-1)
- C. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated July 5, 1990 and approves the following personnel recommendations to employ certificated staff members: Nancy George, Mark Doll
(ESD Board Resolution #90-2)

4. Reports
4A. Planetarium

4A. Superintendent Maxwell complimented Planetarium Supervisor Jon Elvert for his work in restoring the projectors to operable condition and in coordinating planetarium presentations with grade level curriculum. At this point, the meeting moved to the Planetarium facility. Mr Elvert presented a planetarium show which was an overview of the type of presentations that are given to various grade levels. Following the showing, the meeting again moved to the Board Room. Superintendent Maxwell gave a brief update on the work of the Friends of the Planetarium organization in providing planetarium shows for non-public school groups.

4B. OTIS Consortium

4B. The Board reviewed the monthly OTIS Consortium Membership Status Report.

4C. L-COG

4C. Director Nearing reported on an issue which arose at the June 28 L-COG Board meeting. Although it had not been on the published agenda for that meeting, L-COG Executive Director George Kloeppel proposed that the organization look into the possible purchase of the Schaefers Building to house the L-COG operation. L-COG currently rents some space in that building and has made improvements to the facility. Director Nearing said that after the L-COG Board had discussed the issue, it authorized Kloeppel to enter into negotiations leading to the Building's purchase, with final approval contingent upon the L-COG Board's approval.

Nearing said he had voted no on that motion because he was not comfortable making a decision with so little information. He said he had requested that information on the issue be sent to chief administrators of L-COG members. Superintendent Maxwell had received the information from Mr Kloeppel and copies were distributed to Board members.

Director Nearing suggested that Board members let the Superintendent know if they have concerns after having the opportunity to read the distributed information. He asked the Superintendent to inform the L-COG Board of the ESD Board's comments.

5. Business affairs
5A. Youth Care Grant

5A. Superintendent Maxwell recommended that the Board authorize application for Residential Youth Care funds available through the State Department of Education for the Stepping Stone Lodge component of the Looking Glass program (Resolution #15). Money awarded under this grant will be used to fund .10 of a Teaching position and a .40 Teaching Assistant. The Board reviewed a summary of the grant application.

DIRECTOR MEDFORD MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes grant application to the Oregon Department of Education for Residential Youth Care funds in the total amount of \$7,500 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 and appropriates the funds upon receipt.

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

(ESD Board Resolution #90-3)

6. Action items
6A. Organization of
the Board

6A. Chairperson Swanson declared nominations open for the position of Board Chairperson for 1990-91.

Director Copple nominated JIM SWANSON.

Director Medford moved that nominations cease and a unanimous ballot be cast for Jim Swanson.

Director Lewellen seconded and the MOTION CARRIED UNANIMOUSLY.
(ESD Board Resolution #90-4)

Nominations for Vice-Chairperson were opened.

Director Lewellen nominated DOUG McKAY.

Director Nearing moved nominations cease and a unanimous ballot be cast for Doug McKay.

Director Copple seconded and the MOTION CARRIED UNANIMOUSLY.
(ESD Board Resolution #90-5)

6B. Math Leaders
Conference

6B. Director Swanson has been invited to attend the 16th Annual Oregon Math Leaders Conference at Linfield College August 13 through 16. He requested that the Board approve his attendance representing the ESD and said expenses would be limited to a \$37 registration fee and transportation costs.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves attendance at the Oregon Math Leaders Conference for Director Jim Swanson. This resolution authorizes payment of registration and transportation expenses in accordance with Board Policy #108 and Administrative Regulation #1108-6, from Account #100/2310/340/100/010.

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

(ESD Board Resolution #90-6)

7. Discussion items
7A. Contracted
Service Providers

7A. As specified in Board policy, the Superintendent provided a brief written review of services provided during the past year by contracted service providers as follows:

Agent-of-Record, Employee Benefits: Johnson & Thomas
Legal Counsel: Joe B Richards
Auditor: Jones & Roth
Agent-of-Record, Property-Casualty: Coroon & Black
Labor Relations Consultant: Joe B Richards

Superintendent Maxwell said the staff has been satisfied with the services of all of the providers.

7. (continued)
Contracted
Service Providers

7. (Continued)

Board policy specifies that providers which are due for formal review during the ensuing fiscal year are to be identified at the July meeting. Because the Auditor is in the fourth year of providing services and because the ESD has had several inquiries from other auditing firms, Superintendent Maxwell said it would be appropriate to develop a timeline for a formal review process including a request for proposals for this position.

8. Future agenda items

8. Future agenda items include:

- A. Review and approve ESD Goals and management plan
- B. Review and approve Resolutions plan and calendar
- C. Complete review and re-approval of Chapter 600 policies
- D. Endorse chairperson's committee and liaison appointments
- E. OTIS third-party auditor report and security report

9. Next meeting

9. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, August 28, 1990, at the ESD Center, 1200 Highway 99 North, Eugene.

10 and 11.
Executive Session

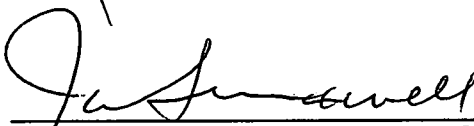
10. Chairperson Swanson recessed the regular meeting and called the Board to Executive Session under provisions of ORS 192.660(1)(f) to consider records exempt from public inspection. No action was taken as a result of the Executive Session.

12. Adjourn

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



 James R. Swanson, Chairperson



 James G. Maxwell, Superintendent-Clerk

Minutes approved:

8/28/90

SR