

Board Minutes

July 1995
through

June 1998

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 23, 1998

- | | |
|------------------------|---|
| 1. Executive Session | 1A Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session at approximately 5:35 p.m. under provisions of ORS 192.660(1)(d) to consider the employment of a public officer, employee, staff member, or individual agent. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers, Consultant Bob Burns, and Barbara McBurnett, recording secretary. The Executive Session was adjourned at 6:35 p.m. |
| 2. Call to Order | 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:05 p.m. Tuesday, June 23, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers and advisory member Susie Dey. Administrative staff members present were Superintendent Ike Launstein, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, Frank Landrum, Carol Wiggins, and Barbara McBurnett.

Others attending were: Jeff Foreman, Marv Clemons, Lisa Griffiths, Laura Krenk, Lynda Harris, Cheryl Swanson, and Michael Geoge. |
| Agenda Review | 2B Chair Duerst-Higgins added item 8F, Approval of Superintendent Appointment, to the agenda.

Director Swanson requested that items 6D, Approve Board Meeting Calendar for 1998-99, and 7B, Approve Routine Fiscal Designations, to the July meeting agenda based on OSBA suggested agenda items. He also requested item 9B, Lane School, be added as a discussion item. |
| Written Communications | 2C The following written communications were included in the packet: Board Calendar of Events and Acronym List. |
| 3. Budget Hearing | 3 Chair Duerst-Higgins opened the hearing on the 1998-99 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 budget Hearing was published as required by law, in the <u>Register Guard</u> newspaper. Copies of the budget are available for public inspection. The Chairperson invited comments on the budget. There were none. Chair Duerst-Higgins declared the Budget Hearing closed. |
| 4. Statements | 4A No statements from the public were made.
4B No statements from the Board were made.
4C No statements from the Superintendent or staff were made. |
| 5. Reports | 5A Director Miller reported that the LCOG Executive Committee will be meeting next week.

Director Mills reported that the OTIS Executive Board will be meeting next week. |

- 5B Advisory Board Member Susie Dey reported on current activities for Social Services including a community safety net neighborhood-based outreach program, the hiring of eight family support workers to work in the outreach programs, proposed Federal legislation to add \$66 million nationally to safety net programs.
- 5C Board members Don Kimball, Jerry Miller and Jim Swanson attended the OAESD Spring Conference June 5-8, 1998. They reported that it was an excellent conference and commented on the changing role of teachers as problem solvers and team players.
- 5D Carol Wiggins, Communications and Marketing Manager, reported progress of the Communications and Marketing Team. (official attachment)

6. Consent Agenda

- 6 **DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group (except 6D, adopt Board meeting calendar). Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 049)**

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 its meeting May 26, 1998, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting June 2, 1998, as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting June 11 1998, as submitted.
- D. **1998-99 Board Meeting Calendar–Postponed until July meeting.**
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Monthly Human Resources Report date June 17, 1998, and approves the following personnel actions as recommended.

Life Skills Education Program (formerly MSMR) Teacher Appointments:

Michael Boyle – 8-25-98
 Sandra Itzkowitz – 9-2-98
 Irma Gentile – 9-2-98
 Steve Jonas – 9-2-98

Discontinuation of Employment:

Ron Williams, Program Consultant – 6-9-98
 Nancy Fischer, MSMR Teacher – 6-12-98

Change of Status:

Paul Weill, from School Improvement Specialist to Supervisor– 7-1-98

- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the May 1998 Financial Report.

7. Business Affairs

7A **DIRECTOR KIMBALL MOVED TO APPROVE THE FOLLOWING THREE BUDGET RESOLUTIONS:**

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby adopts the budget for 1998-99 in the sum of \$31,049,450 now on file at the Office of the Superintendent. (ESD Resolution # 97- 050)

BE IT RESOLVED that the amount for the fiscal year beginning July 1, 1998, and for the purposes shown below are hereby appropriated as shown on the attached appropriations memo. (official attachment) (ESD Resolution # 97- 051)

BE IT RESOLVED that the Board of Directors for Lane Education Service District hereby imposes the taxes provided for in the adopted budget at the rate of \$.2234 per \$1,000 of assessed value for operations and in the amount of \$0 for bonds; and that these taxes are hereby imposed and categorized for tax year 1998-1999 upon the assessed value of all taxable property within the district. (ESD Resolution # 97- 052)

	Education	Excluded from Limitation
General Fund	\$.2234/\$1000	\$0

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97-053)

7B Postponed until July meeting.

8. Action Items

8A Human Resources Manager Alan Livingston presented the Affirmative Action Report.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Affirmative Action Report as submitted. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97- 054)

8B The 1998-99 School Calendar information was presented

DIRECTOR WEATHERS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1998-99 school year calendar as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97- 055)

8C Approval of three-year contracts for licensed administrators to conform statute referred to as Senate Bill 880. Those administrators are Stella Dadson, Michael George, Carol Knobbe, Frank Landrum, Alan Livingston, Donna Telep-Manclark, Paul Weill, and Carol Wiggins.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD offers each licensed administrator named above a three (3)-year contract effective August 17, 1997, through June 30, 2000. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97- 056)

- 8D There was discussion regarding the proposed Ethics Policy, GBC. Director Swanson believes that various other ESD policies already address employee ethics issues. This proposed policy was modeled from an OSBA sample policy and reviewed by steering team and legal counsel. It was suggested this be discussed at the July Board meeting.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD table the Ethics Policy motion. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS MILLER, NEARING, SWANSON AND WEATHERS VOTING YES; DIRECTORS DUERST-HIGGINS, KIMBALL, AND MILLS VOTED NO. (ESD Resolution # 97- 057)**

- 8E Director Frank Nearing has resigned his Board position effective June 30, 1998.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Director Frank Nearing effective June 30, 1998.. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 058)**

- 8F Chair Duerst-Higgins recommended hiring of Gene Carlson for the position of 1998-99 Interim Superintendent.

DIRECTOR KIMBALL MOVED TO APPROVE THE FOLLOWING THREE RESOLUTIONS:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Chair, with assistance of consultant Bob Burns, to enter into negotiations with the Confederation of School Administrators (COSA) for the provision of administrative services, and

BE IT FURTHER RESOLVED that the Board unanimously select Mr. Gene Carlson to serve under the COSA contract as the Interim Superintendent from July 1, 1998, to June 30, 1999, and

BE IT FURTHER RESOLVED that the annual salary shall be \$85,000 plus related benefits as agreed to by the parties.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolutions # 97-059, 97-060, 97-061)**

9. Discussion Items

- 9A OAESD Marketing Committee has asked that two Board members for each ESD serve as legislative communications links. Training for the positions will occur over EdNet with an on-site facilitator. Directors Don Kimball and Jim Swanson tentatively volunteered but would like to see a schedule of meetings.
- 9B Board members received a written update of Resolution #8, Lane School program (official attachment). Special Education Coordinators will meet again on August 4. Board members expressed concern regarding "pass through" funds. The Superintendent will contact other ESD's for information regarding their policies on "pass through" funds.

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|-------------------------|---|
| 10. Reports | 10A . Information regarding vacation carryover from 1997-98 was presented by Alan Livingston, Human Resources Manager. |
| 10. Future Agenda Items | 10 Future agenda items include: <ul style="list-style-type: none">• 1998-99 Board Meeting Calendar• Organization of the Board for 1998-99• Fiscal Designations for 1998-99• Ethics Policy• Final Standardization Report (when received) |
| 11. Next Meeting | 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, July 28, 1998, with the regular meeting beginning at 7:00 p.m., at the ESD Center Building. |
| 12. Adjourn | 12 The meeting was adjourned at approximately 8:45 p.m. |

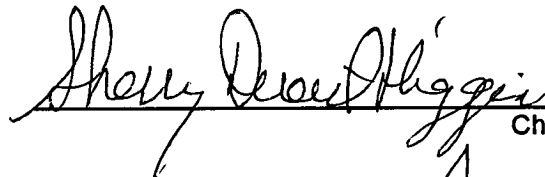
Minutes approved:


7-28-98

(date) BJM

Attachments to official minutes:

1. Marketing Report
2. 1998-99 Appropriations
3. Resolution #3 Update


Chairperson


Gene Carlson, Superintendent-Clerk

LANE EDUCATION SERVICE DISTRICT
1200 Highway 99N • P. O. Box 2680
Eugene, Oregon 97402

Office of the Superintendent
Tuesday • June 16, 1998
Minutes

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 16, 1998

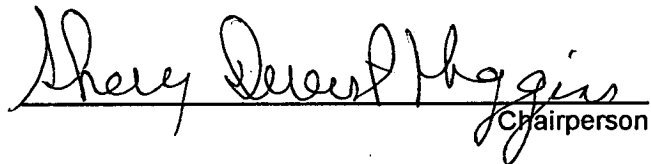
Call to Order

Chairperson Sherry Duerst-Higgins called the board meeting to order at approximately 5:40 p.m. Tuesday, June 16, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, and Jim Swanson. Others in attendance were Dr. Bob Burns, consultant; and Barbara McBurnett was present as recording secretary.

Move to Executive Session

Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(a) to consider the employment of a public officer, employee, staff member, or individual agent. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, and Jim Swanson. Others in attendance were Bob Burns and Barbara McBurnett. The Executive Session was adjourned at approximately 9:00 p.m.


Chairperson

Minutes approved:

7-28-98
bjm

LANE EDUCATION SERVICE DISTRICT
1200 Highway 99N • P. O. Box 2680
Eugene, Oregon 97402

Office of the Superintendent
Wednesday • June 17, 1998
Minutes

LANE ESD BOARD OF DIRECTORS' MEETING
Wednesday – June 17, 1998

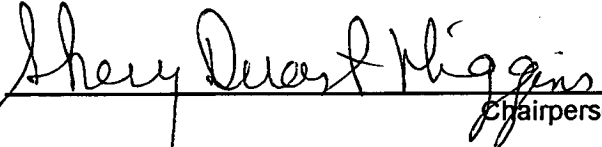
Call to Order

Chairperson Sherry Duerst-Higgins called the board meeting to order at approximately 5:40 p.m., Wednesday, June 17, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, and Jim Swanson. Others in attendance were Dr. Bob Burns, consultant; and Barbara McBurnett was present as recording secretary.

Move to Executive Session

Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(a) to consider the employment of a public officer, employee, staff member, or individual agent. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, and Jim Swanson. Others in attendance were Bob Burns and Barbara McBurnett. The Executive Session was adjourned at approximately 8:00 p.m.


Chairperson

Minutes approved:

7-28-98
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Thursday – June 11, 1998

Call to Order

Chairperson Sherry Duerst-Higgins called the board meeting to order at approximately 5:50 p.m. Tuesday, June 11, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Dr. Robert Burns was present as a consultant to the Board of Directors. Barbara McBurnett was present as recording secretary. Jeff Foreman was present during the work session.

Review of Process for Hiring Interim Superintendent

The Notice of Vacancy, Posting No. 98016, for Interim Superintendent of Lane ESD was posted approximately May 1, 1998, and closed May 29, 1998. Qualifications, performance responsibilities, application procedures, and selection process are stated on the Notice of Vacancy. The Board of Directors chose to hire Dr. Robert Burns to assist with the screening and interview processes.

Adoption of Policy Directives, Standards, Criteria, and Guidelines

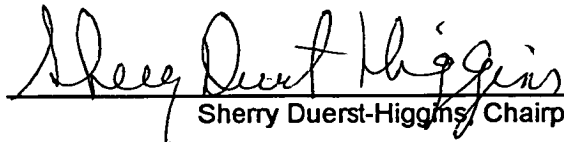
DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopt: 1) Terms of Employment, 2) Qualifications, 3) Performance Responsibilities, 4) Application Procedures and 5) Selection Process as stated on the Lane Education Service District's Posting No. 98016 (attached). NOTE: The Board of Education, assisted by Dr. Bob Burns, advisory, will conduct screening duties. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution #97—048)

Public Comment

Chair Duerst-Higgins invited comments from the public. There were no public comments.

Move to Executive Session

Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session at approximately 5:55 p.m. under provisions of ORS 192.660(1)(a) to consider the employment of a public officer, employee, staff member, or individual agent. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers. Barbara McBurnett was present as recording secretary. The Executive Session was adjourned at approximately 7:30 p.m.

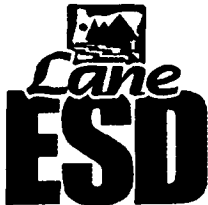

Sherry Duerst-Higgins, Chairperson

Attachments to Official Minutes.

1. Notice of Vacancy # 98016

Minutes approved:

6-23-98
bjm



Helping Schools Help Kids

Lane Education Service District

1200 Hwy 99 North – P. O. Box 2680 – Eugene, OR 97402

Telephone (541) 461-8202 ♦ Fax (541) 461-8298

POSTING NO. 98016

NOTICE OF VACANCY

POSITION: Interim Superintendent

SERVICE AREA: Administrative Services

STARTING DATE: July 1, 1998

TERMS OF EMPLOYMENT: This is a minimum 1-year position for the 1998-99 year (July 1, 1998 – June 30, 1999) with possibility of contract continuance.

SALARY RANGE: \$80,000 - \$85,000 plus benefit package

QUALIFICATIONS:

1. Candidates must be eligible to hold a valid Oregon superintendent's license. A standard license requires a master's degree plus an additional 45 hours in an approved program in educational administration.
2. High degree of personal and moral integrity, trustworthy and fair.
3. Exceptional ability to communicate, personable, approachable and practical.
4. Ability to work with diverse groups, work fairly, equitably and with consistency and dependability.
5. Commitment to affirmative action and cultural diversity.
6. Proven skills in bringing groups and organizations together.
7. Strong leader with a vision, open to change, able to assess and lead in change, active participant/experience with agencies in the midst of change.
8. Successful experience leading regional programs or experience with educational service districts or other programs within the context of a regional educational agency.
9. Understanding that all students can learn, interest in total education of students.
10. Awareness of local, state and national educational issues.
11. Knowledge of current educational trends.
12. Working knowledge of special education-related laws and pedagogical issues.
13. Knowledge of information systems and technology.
14. Familiarity with 21st Century Schools Act.
15. Successful experience in personnel management, labor contract management and collective bargaining.

REPORTS TO: Lane ESD Board

PERFORMANCE RESPONSIBILITIES:

1. Develop positive employee relations.
2. Support and recognize internal cohesiveness among three ESD service areas.
3. Develop sense of team among county districts.
4. Meet changing needs of districts.
5. Continue to be a support resource for school districts in encouraging positive change.
6. Continue to provide quality services to school districts.

7. Support local districts in providing services districts identify as vital.
8. Provide equitable services to all county districts.
9. Develop curricular programs.
10. Have vision to move special education into the 21st century.
11. Maintain a commitment to provide special education services to local districts.
12. Provide leadership in school improvement.
13. Define needs of customers, consult with legislature, serve as resources for districts to implement the 21st Century Schools Act.
14. Maintenance of professional development for school district staffs.
15. Be creative and innovative with financing.
16. Identify and seek other sources of funds.
17. Provide leadership and serve as liaison between state and local districts.
18. Continue public relations campaign to educate public about what an education service district does.

CLOSING DATE: May 29, 1998

APPLY TO: Human Resources
Lane Education Service District
P. O. Box 2680 - 1200 Hwy 99N
Eugene, OR 97402
Phone: (541) 461-8202
Fax: (541) 461-8298
E-mail: bjones@lane.k12.or.us

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap or marital status.

APPLICATION PROCEDURES

An official Lane ESD application form must be submitted in order to be considered for this position. Forms are available at the Receptionist desk or in the Human Resources Department. Your completed application must be received at Lane ESD by 5:00 p.m. on the closing date. In addition to the application form, applicants must submit the following information:

- A letter of application. Include a statement of educational philosophy.
- An essay relating your experience and listing accomplishments in the areas defined under Qualities and Qualifications.
- A description of your experiences.
- A statement of your management style.
- A completed application form.
- Current letters of reference.
- College, university placement credentials.
- Photocopy of relevant administrative license.
- Other materials of your choice.

Application materials will not be returned. In order to be considered for future openings, please check the job postings regularly and submit a new application for each position.

SELECTION PROCESS

Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview.

Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.

LANE EDUCATION SERVICE DISTRICT
1200 Highway 99N • P. O. Box 2680
Eugene, Oregon 97402

Office of the Superintendent
Tuesday • June 2, 1998
Minutes

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – June 2, 1998

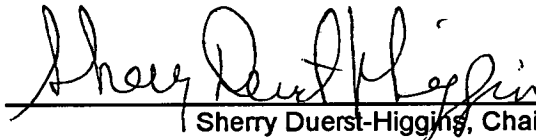
Call to Order

Chairperson Sherry Duerst-Higgins called the board meeting to order at approximately 5:30 p.m. Tuesday, June 2, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Barbara McBurnett was present as recording secretary.

Move to Executive Session

Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(a) to consider the employment of a public officer, employee, staff member, or individual agent. Those attending were: Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers. Barbara McBurnett was present as recording secretary. The Executive Session was adjourned at approximately 7:30 p.m.


Sherry Duerst-Higgins, Chairperson

Minutes approved:

6-23-98
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – May 26, 1998

1. Work Session

- 1A Chairperson Sherry Duerst-Higgins called the Work Session to order at approximately 5:30 p.m. for the purpose of discussing changes to the 1998-99 Resolution # 8, Services for Severely Emotionally Disturbed Students. Board members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers. Superintendent Ike Launstein, Marv Wilkerson, Michael George, Jeff Foreman and Barbara McBurnett were also present.

The 1998-99 Addendum to Resolution # 8, which will be an Action Item at the Regular Board Meeting, was reviewed by Superintendent Launstein. Changes in the resolution require unanimous approval by all districts, since the 1998-99 Resolution #8 was approved by all Lane County Districts. The Addendum 1998-99 would create a transitional year and would provide six teacher consultants (no change); three adolescent classrooms and one 4-8 classroom at Lane School; and one K-3 classroom at an as yet undetermined site in the urban area.

In 1999-2000, the K-8 model would be implemented under the direction of Lane School. Teacher consultation services would be redefined while considering the need for continuing consultation services in smaller districts.

The Work Session was adjourned at approximately 7:00 p.m.

2. Call to Order

- 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:10 p.m. Tuesday, May 26, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Advisory Board member Joe Berney was also present. Administrative staff members present were Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, Gwen Gardner, Alan Livingston, and Barbara McBurnett.

Others attending were: Carol Wiggins, Michael George, Jeff Foreman, Laura Krenk and Lynda Harris.

Written
Communications

- 2B The following written communications were included in the packet:

Letter from Springfield superintendent Jamon Kent regarding OTIS services and Superintendent Launstein response; OSBA Summer Conference information; Youth Pledge flyer; calendar of events; and acronym list.

3. Statements

- 3A Statements from the public:

Laura Krenk shared 1998-99 LCEA Executive Board information. She noted that the positions of president and two representative positions are not yet filled. Laura also commented that she valued her three years as LCEA president thanked the Board for its responsiveness.

- 3B No statements from the Board were made.

3C Statements from the Superintendent or staff:

Superintendent Launstein reported that several ESD staff members had worked to provide support and assistance to Thurston High School and Springfield School District during the recent shooting crisis.

Superintendent Launstein reported that the Lane Education Foundation Board of Directors met on May 21 and approved the By-laws which will not be filed with the State.

Director of Communications and Development Sara Jane Bates has been asked by the School Improvement staff to thank the Board for their support of the recent Student Achievement Convention. It was a very successful event with significant progress in customer service and technical accomplishments. There was unanimous support to hold the event again next year approximately one month earlier to meet component district timelines.

4. Reports

4A LCOG – Director Miller reported that the LCOG budget committee has recommended approval of the \$20.4 million budget. Jerry has been nominated for president of the LCOG Foundation.

4B Advisory Board Member Joe Berney did not report.

4C David Dowrie was not present, therefore, the OTIS progress report was not made.

5. Consent Agenda

5 **DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 044)**

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 its April 21, 1998, work session as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its April 28, 1998, meeting as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of May 5, 1998, Budget Committee meeting as submitted.
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its May 12, 1998, work session as submitted.
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated May 20, 1998, and approves the following personnel actions as recommended:

Leah Juniper – unpaid leave for 1998-99

Ron Williams – extend leave through 6/30/98

Linda Reeves – resignation effective 6/12/98

Marietta Van Eekeren – return from leave effective 4/17/98

Carol Wiggins – from Supervisor I to Manager III

- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the April 1998 Financial Report as submitted.

6. Business Affairs

- 6A A recap of the Cooperative Purchasing bid awards was presented. Committees making award recommendations represent users of products.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves cooperative purchasing bids as recommended by the selection committee. A copy of the bid summary is an attachment to the official copy of the minutes of this meeting. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES.**
(ESD Resolution # 97- 045)

7. Action Items

- 7A Directors Duerst-Higgins, Kimball, Miller, and Swanson have requested to attend the OAESD Spring Conference in Bend June 5 through 8, 1998 (Director Duerst-Higgins withdrew her request).

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance of Directors Don Kimball, Jerry Miller, and Jim Swanson at the OAESD Spring Conference in Bend June 5 – 8, 1998, in Bend, Oregon . Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97- 046)

- 7B The Affirmative Action report was distributed to Board members. Director Nearing requested that this agenda item be moved to the June agenda to allow time for review by Board members.

- 7C The Addendum to Resolution #8, Services for Students Severely Emotionally Disturbed, was reviewed and discussed in the Board work session prior to the regular Board meeting. The only change requested was in the last sentence of paragraph three. This sentence will read: "A grade K-3 SED classroom, *under direction of Lane School*, will be established at the beginning of the 1998-99 school year in an urban school district."

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves Addendum to Resolution #8, Services for Students Severely Emotionally Disturbed, with change as noted above. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES.**
(ESD Resolution # 97- 047)

8. Discussion Items

- 8A The calendar of suggested regular Board meetings for 1998-99 was reviewed. Director Swanson recommended moving the July meeting to July 21 for organizational purposes. The 1998-99 Board meeting calendar will be an action item at the June Board meeting.

- 8B The draft Ethics Policy GBC was discussed. This draft was based on an OSBA model and has been through multiple readings by Lane ESD staff. Director Swanson requested verification that statements in this draft policy are not in contradiction to other policies. Some statements are included in this policy that also appear in other Lane ESD policies so that it is an immediate source of information. Cross references to other policies will be verified.

9. Reports

- 9A There were no reports

10. Future Agenda Items

10 Future agenda items include:

- 1998-99 Board Calendar Approval
- Ethics Policy GBC Approval
- Budget Hearing
- Adopt Budget, Appropriate funds, Levy Taxes
- Routine Fiscal Designations
- 1998-99 School Calendar Approval
- Vacation Carryover Report
- Board Member Reports on OAESD Conference

11. Next Meeting

11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, June 23, 1998, beginning at 7:00 p.m., at the ESD Center Building.

12. Adjourn

12 The meeting was adjourned at approximately 7:40 p.m.


Minutes approved:

6/23/98
(date) BJM

Attachments to official minutes:

1. LCEA Memo


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

Lane County ESD Education Association

PO Box 2680 ♦ Eugene, OR 97402

May 21, 1998

TO: Lane ESD Board of Directors

FROM: Laura Krenk, LCEA

SUBJECT: LCEA Officers and Representatives

I want to inform you of the results of our recent election of officers and representatives. We do not have every position filled. Those positions that are filled are as follows:

Vice President	Lynda Harris
Secretary	Sue Mathisen
Treasurer	Laura Krenk
Communication and Development	Kathleen Nahorney
Licensed	Alan Pierce
	Gene O'Neil
Classroom Classified	Julie Jones
	Froydis Tyburczy
	Marvina Mayhugh

We continue to look for people to fill the president and other representative (3) positions. In the meantime, Lynda Harris will be LCEA's primary contact person.

LANE ESD BUDGET COMMITTEE MEETING
Tuesday – May 5, 1998

1. Call to Order

- 1A Chairperson Sherry Duerst-Higgins called the Lane ESD Budget Committee meeting to order at 7:00 p.m. Tuesday, May 5, 1998. A public notice of this meeting was published in accordance with Oregon statute and the agenda for the meeting was published and distributed.

Budget Committee members in attendance were: Chris Pryor, Virginia Thompson, Jennifer Heiss, Wayne Watkins, John Weddle, Sherry Duerst-Higgins, Jim Swanson, Jerry Miller, Don Kimball, and Frank Nearing.

Others attending were: Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, David Dowrie, Gwen Gardner, Barbara McBurnett, Jeff Foreman, Michael George, Paul Weill, Lynda Harris, and Lois Beard.

Welcome

- 1B Chairperson Sherry Duerst-Higgins welcomed those attending and thanked local district committee members for their willingness to assist Lane ESD in the budget process.

2. Statements

- 2 No statements were presented.

3. Election of Officers

- 3 The Chair pro-tem opened the floor to nominations for Budget Committee Chairperson.

- 3A Wayne Watkins nominated John Weddle who declined the nomination.

Virginia Thompson nominated Wayne Watkins. John Weddle seconded the nomination.

Jerry Miller moved the nominations cease and a unanimous ballot be cast for Wayne Watkins. Sherry Duerst-Higgins seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

Wayne Watkins was declared elected as Lane ESD Budget Committee Chairperson.

- 3B Sherry Duerst-Higgins nominated Jennifer Heiss as Budget Committee Vice-Chairperson. Jerry Miller seconded the nomination.

Don Kimball moved the nominations cease and a unanimous ballot be for Jennifer Heiss. Wayne Watkins seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

Jennifer Heiss was declared elected as Lane ESD Budget Committee Vice-Chairperson.

- 3C Sherry Duerst-Higgins nominated Virginia Thompson as Budget Committee Secretary. Jerry Miller seconded the nomination.

Jerry Miller moved the nominations cease and a unanimous ballot be for Virginia Thompson. Don Kimball seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

Virginia Thompson was declared elected as Lane ESD Budget Committee Secretary.

Chairperson Watkins turned the meeting over to Superintendent Launstein.

- | | | |
|---------------------------------|---|--|
| 4. Budget Message | 4 | Superintendent Launstein presented the budget message indicating highlights of the 1998-99 proposed budget including: <ul style="list-style-type: none">• Reflects changes within the organization• Reflects changing needs of districts• Based on 75% state replacement of property tax loss• Includes an additional MSMR classroom• Includes \$126,000 contingency for SED program transitions• Reflects continued growth of Special Funds |
| 5. Review | 5 | Superintendent Launstein reviewed the proposed budget indicating changes from the prior year's budget. A change in budget presentation of Special Funds was made at the suggestion of the auditors to align the budget document with the audit document. A thorough examination of fund definitions was made to verify the changes in both audit and the budget. |
| 6. Action on
Proposed Budget | 6 | Jennifer Heiss moved and Jerry Miller seconded to approve the general and special fund resources and requirements as proposed.

BE IT RESOLVED that the Lane ESD Budget Committee approves the Lane Education Service District budget in the aggregate amount of \$31,049,450 as presented and that the permanent tax rate of \$.2234 per 1,000 as assessed value be assessed in support of the General Fund. This permanent tax rate is expected to raise \$11,025.767. (Resolution # 97- 043) |
| 7. Adjourn | 7 | The meeting was adjourned at approximately 8:50 p.m. |

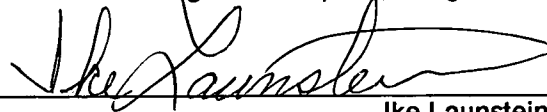
Minutes approved:

5-26-98

(date) BJM

Wayne Watkins, Budget Committee Chairperson

Virginia Thompson, Budget Committee Secretary



Ike Launstein, Superintendent

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – May 12, 1998

1. Call to Order

Chairperson Sherry Duerst-Higgins called the Board work session to order at 7:00 p.m. Tuesday, May 12, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, Jim Swanson, and Glen Weathers. Lane ESD staff present were Superintendent Ike Launstein, Barbara McBurnett, Marv Wilkerson, Michael George and Jeff Foreman. Others in attendance were Jamon Kent, Springfield Superintendent; Kent Hunsaker, Bethel superintendent; Larry Horton, Oakridge superintendent; Special Education Coordinators Greg Stober, Siuslaw; Preston Wills, Lowell; Cindy Stults, Eugene; Debbie Cunningham, South Lane; Bob Cattoche, Springfield; Ellen Adler, Oakridge; Carl Cole, Bethel; Tom Maloney, Pleasant Hill.

2. Review of Subcommittee Process

Superintendent View:

Jamon Kent—Springfield, Larry Horton—Oakridge, and Kent Hunsaker—Bethel shared their district needs and perceptions of the process. The district Special Education Coordinators were invited into the Severely Emotionally Disturbed (SED) service delivery design process at the request of the Superintendents. Their initial design was developed to offer more services to the increasing population of SED students in Lane County. Directions were given to the Special Education Coordinators Subcommittee to offer equity between districts regardless of district size. The timing of the process did not fit the resolution process, but districts passed Resolution #8 with the understanding that adjustments would be made to the resolution based on the input of the Subcommittee.

Process Review:

Bob Cattoche, Springfield Special Education Coordinator, reviewed the chronology of events in the 1997-98 year leading to the current design proposal. Prioritization of needs were for SED, autism, and MSMR programs. All groups were represented in the plan design.

3. New Model Presentation

Bob Cattoche reviewed the proposed plan dated April 21, 1998, and noted there is a phase-in of the implementation plan. The handout included in the Board packet (official attachment to these minutes) includes this information as well as a flow chart for the current proposed model.

4. Implementation for 1998-99 and 1999-2000

Debbie Cunningham, South Lane School District Special Education Coordinator, reviewed the implementation plan for both 1998-99 and 1999-2000 (included in Board packet). There is no change in Lane School personnel for the 1998-99 year; however, changes may be considered in 1999-2000. The \$126,000 contingency will be considered for program additions.

5. Urban Perspective

Cindy Stults, Eugene Special Education Coordinator, commented that the "steering committee" as described in the proposal, is designed to assist Lane ESD with "as needed" change and builds in flexibility. This eliminates the current circumstance when a huge change is needed.

The urban districts would open slots in their SED programs and to students who are not as "high need". This would open more slots at Lane School for those high-need students. The proposal offers a range of services and options for all districts including those that may be a better fit for some students.

Carl Cole, Bethel School District Special Education Coordinator, commented that needs have changed dramatically over the last 10 years. SED services needed then were adolescent and there is now an increased need for elementary SED services. Enrollment at the Child Center takes too long. There is not currently one entity that provides a range of services; this proposal, however, captures that.

6. Near Urban Perspective

Preston Wills, Lowell Special Education Coordinator, commented that programs for younger students are desperately needed. Intervention at earlier ages are more effective and long lasting. The near urban proximity to Eugene makes the proposal very appealing.

Tom Maloney, Pleasant Hill Special Education Coordinator, commented that he believes the consultant model is ineffective due to travel time involved.

7. Rural Perspective

Ellen Adler, Oakridge Special Education Coordinator, commented that this proposal is a Lane County plan, not a Lane ESD plan. It opens more placement options and possibly eliminates some of the prohibitive tuition and aide costs districts face.

8. Lane ESD Perspective

Michael George commented he is agreeable in moving toward an elementary model; however, he is concerned about the age range at Lane School

Marv Wilkerson distributed a memorandum containing his ideas on the proposed change (official attachment). Marv stated he agrees with information presented by the Special Education Coordinators, but the change process has been difficult for Lane School staff. Bob Cattoche asked for clarification from Marv regarding the possible difference in proposals. Marv stated that it is not a different plan and he supports the plan as presented.

9. General Comments

Chair Duerst-Higgins apologized to the group for miscommunication that has occurred and wants to assist in the process so that it does not happen again.

In order to address concern of the three districts concerned about losing the services of teacher consultants, a resolution should be broad enough to include those services.

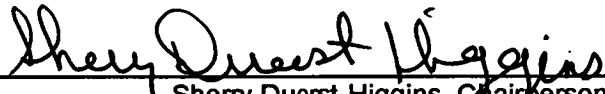
Attorney Joe Richards has consulted with ODE legal advisor determined that a change in the resolution requires a revote.

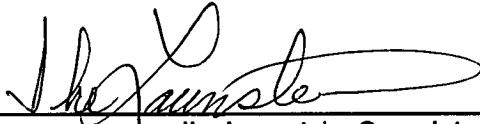
Director Swanson commented he is not in support of cash out options. Marv Wilkerson commented that he and Michael George do not have the authority to approve purchased services.

The May 26, 1998, Board Meeting will have an addendum to Resolution #8 as an approval agenda item. The amendment will include a four through eight program at Lane School and an off-site K through three program, each to be provided by Lane ESD.

10. Meeting Adjourned

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


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

Official Attachments:

1. Proposed Implementation Plan
2. New Model for Delivery of Services

Minutes approved:

bjm

Date: May 12, 1998

To: Lane ESD Board of Education

From: Subcommittee Reviewing Lane School Service Delivery Model
(Subcommittee members: Alan Adler, Tom Maloney, Greg Stober, Cindy Stults, Debbie Cunningham, Carl Cole, Bob Cattoche, Ellen Adler, Preston Wills, Michael George, Marv Wilkerson, Ike Launstein)

Re: Proposed Implementation Plan for Lane School Service Delivery Model

Proposed Implementation Plan for Lane School Service Delivery Model:

1. Parameters/Boundaries for Implementation Plan:
 - a. No change in personnel in Lane School during the 1998-1999 school year.
 - b. The amount of \$126,000 is available for program additions.
 - c. Changes will be considered in personnel in Lane School in 1999-2000.
 - d. Lane School will primarily serve adolescent SED population in 1998-1999 school year (per resolution language).
2. Overall Agreement about Implementation Plan
 - a. All the subcommittee members agreed on implementing in the 1999-2000 school year the basic model for redesign of Lane School service delivery (as presented in the Feb. 19, 1998 flow chart).
 - b. A timeline should be established for input and approval from superintendents, directors and coordinators of Special Education in Lane County, and from the Lane ESD Board concerning the implementation plan.
 - c. The final implementation plan for 1999-2000 and resolution language should be completed by Nov. 1, 1998 for final approval by superintendents and by the Lane ESD Board.
3. Agreement about Implementation Plan for 1998-1999
 - a. It was proposed that a new K-3 SED classroom be started in the fall of 1998. The new K-3 classroom would be part of Lane School but would be located in an urban school district. One teacher and two assistants would be assigned to the classroom. Salaries for the teacher and two assistants, start-up costs and consultant costs would be paid through a portion of the \$126,000 available for program additions.

- b. The role of the Steering Committee should be defined and the membership of the Steering Committee should be determined. This task should be completed by a small group of subcommittee members in August 1998.
 - c. The role of the Service Coordination Committee should be defined and a plan should be developed for establishing the Committee in the 1998-1999 school year. This task would be completed by a small group of subcommittee members in August 1998.
 - d. The Service Coordination Committee should develop a plan for transition of 9th to 12th grade Lane School students out of Lane School in the fall of 1998. A portion of the \$126,000 should be used for providing transition services for these students.
 - e. It was proposed that as 9th to 12th grade Lane School students transition out, a 4th-6th grade classroom be established at Lane School (this would be a replacement classroom program--not new program). Costs for establishing the replacement 4th-6th grade classroom (consultant costs, new curriculum) would be paid for from a portion of the \$126,000.
 - f. There is continued need for support for the behavior specialist in the Oakridge School District.
4. Implementation Plan for 1999-2000
- a. Interagency agreements should be defined between urban districts and near urban and rural districts concerning placement in urban district classroom programs. Issues to be considered include: how many "free" slots would be available and how many slots would result in costs to near urban and rural districts.
 - b. The role of consultants should be defined in the new model and the need for continued consultation services in smaller districts should be considered.
 - c. The K-8 model for Lane School to be implemented in the 1999-2000 school year should be further defined and clarified. It is important to consider the issue of mixing K-8 students in the Lane School facility which was not designed for younger elementary students.
 - d. One of the recommendations in the basic model for redesign of Lane School Service Delivery included the reduction of one classroom. It was suggested that this recommendation be reviewed.
 - e. Issues to be considered by the Lane ESD Board which impact the implementation of the proposed plan in 1999-2000 include the allocation of moneys to Siuslaw and the reassignment of personnel in Lane School.

5. General comments from Subcommittee Members about proposed model:
- a. The proposed model has an elementary focus but is designed to provide services to K-12 SED students.
 - b. The proposed model meets the needs of students, is flexible, and is responsive to the needs of school districts.
 - c. The subcommittee will fill in the details as we move forward with the plan.
 - d. We need to serve adolescents and we should consider preventative interventions with younger students.
 - e. The needs of school districts have changed. To a degree the success of the plan depends on urban districts providing placement slots for near urban and rural districts.

*Prepared by Robert Cattoche
email: rcattoch@sps.lane.edu
phone: 726-3404
fax: 726-3279*

Date: May 12, 1998

To: Lane ESD Board of Education

From: Subcommittee reviewing Lane ESD Special Education Resolution programs (subcommittee members: Cindy Stults, Carl Cole, Preston Wills, Ellen Adler, Tom Maloney, Alan Adler, Bob Cattoche, Debbie Cunningham, Greg Stober, Geoff Colvin, Marv Wilkerson, Michael George)

Re: Final plan for recommendations of redesign of delivery of services provided by Lane School (as presented to Lane County School Superintendents on Feb. 19, 1998).

Purpose:

The Lane County School Superintendents have requested that the Lane County Special Education Directors provide them with recommendations for the redesign of delivery of services provided by Lane School to meet the needs of the population of severe SED students.

Current Model for Delivery of Services:

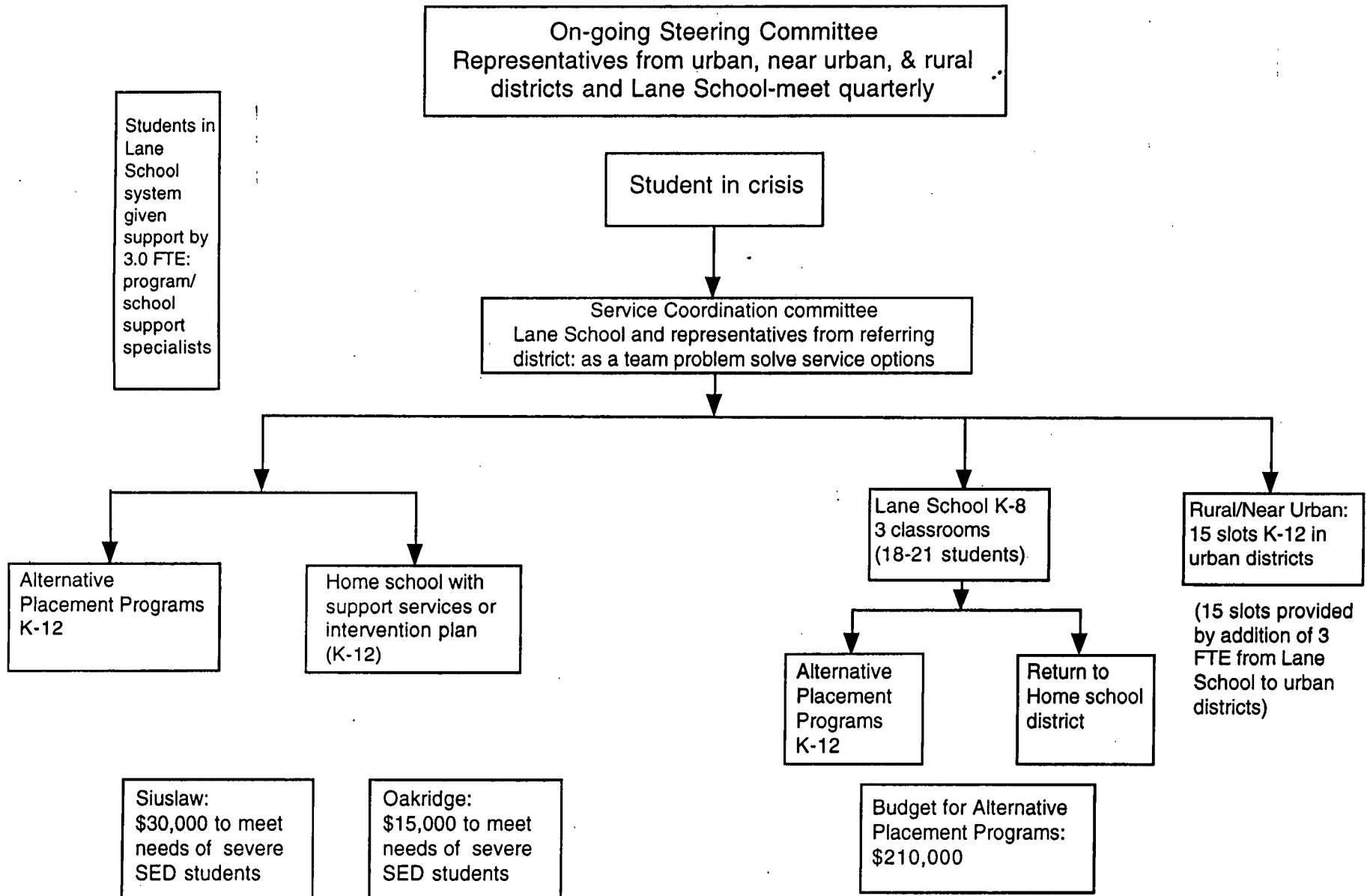
1. Lane School provides educational treatment services for approximately 24-28 students grades 6-12.
2. Lane School contains 4 classrooms (total cost: \$384,000, cost of each classroom: \$81,000--includes teachers, EAs, supplies).
3. In addition Lane School has 6 consultants (total cost: \$376,800, cost of each consultant: \$62,800).
4. Total cost of services: \$828,000

New Model for Delivery of Services (see attached flow chart):

1. Lane School provides educational treatment services for approximately 18-21 students from grades K-8 (3 classrooms).
2. Three of the Lane School consultants are assigned to the three urban districts to work as teachers of students with behavior disorders.
3. Because of this increased capacity in the urban districts, the rural and near urban districts will have 15 slots (K-12) available in the urban districts for placement of their SED students needing more restrictive settings. Rural/near urban and urban districts would enter into partnerships governed by interagency agreements. These placements would be at no cost to near/urban and rural school districts.
4. The remaining consultants will be assigned to work in the role of program and school support personnel to meet the needs of SED students served at Lane School and those students served through alternative placements and programs. One of the consultants will specialize in providing services and alternative placements to SED students in grades 9-12.

5. \$30,000 would be allocated to the Siuslaw School District to meet their needs in serving severe SED students. In addition, \$15,000 would be provided to Oakdridge School District based on a previous agreement. These moneys are being provided to Siuslaw and Oakdridge because of their geographic distance from services in Lane County.
6. \$160,000 is available for the special education resolution; adding to that amount \$80,000 from the elimination of one Lane School classroom program and deducting \$30,000 allocated to Siuslaw, \$210,000 would be available for alternative programs and placements to meet the needs of K-12 students.
7. Alternative programs and placements include such services as Looking Glass Day Treatment program, Child Center Short Term Day Treatment program, use of behavior support specialists, wrap-around plans).
8. It is anticipated that approximately 30 high needs students would be served through the \$210,000 amount, and 10 students would be served in Siuslaw School District through the \$30,000 made available to that school district.
9. Using this new model, approximately 75 high needs SED students would receive services.
10. Referrals of high needs SED students for services would be made to a "Service Coordination Committee" comprised of Lane School staff and representatives of the referring school district. Students would be screened and through mutual problem solving, school districts would be provided these possible options:
 - 1) Student is placed in Lane School program;
 - 2) Student receives services through alternative placements and programs;
 - 3) Student returns to school district with support services or with an intervention plan.
11. A future area of need would be increasing services to students in grades 9-12. At the current time, however, the highest priority for providing services was determined to be SED students in grades K-8.
12. An on-going Steering Committee would be established to provide oversight and direction to the new Lane School model for delivering services. The Steering Committee would be comprised of representatives from the three urban districts, and representatives from rural and near urban districts. The Steering Committee would meet quarterly and report to the larger group of Directors of Special Education of Lane County.
13. The the new model for delivery of services by Lane School would be implemented in September 1998. Specific plans for implementation and the creation of new job descriptions would be developed in conjunction with the Steering Committee.

Model of Delivery of Services--Lane County



LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – April 21, 1998

Call to Order

Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 5:30 p.m. Tuesday, April 21, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers; and Superintendent Ike Launstein. Barbara McBurnett was present as recording secretary.

Discussion

Superintendent Launstein reviewed the process involved in the component districts' requests for a change in the SED Resolution #8. Most recently, it has been requested to phase out the 9-12 program and transition to a mid-level program with 1998-99 being the transition year.

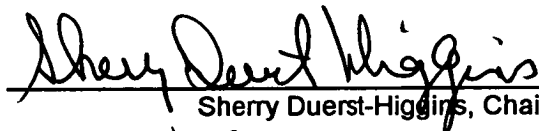
A Board Work Session will be scheduled to hear district presentations regarding their current needs for Severely Emotionally Disturbed students.

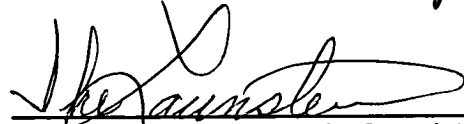
Meeting Adjourned

The work session was adjourned at approximately 6:50 p.m.

Executive Session

Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(a) to consider the employment of a public officer, employee, staff member, or individual agent. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers. Barbara McBurnett was present as recording secretary. The Executive Session was adjourned at approximately 7:30 p.m.


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

5-26-98

bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – April 28, 1998

1. Call to Order

- 1A** Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, April 28, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jim Swanson, Glen Weathers, Jerry Miller, and Frank Nearing; Advisory Board Members, Susie Dey and Joe Berney. Administrative staff members present were Superintendent Ike Launstein, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, and Barbara McBurnett.

Others attending were: Jeff Foreman, Michael George, Frank Landrum, Laura Krenk, and Lynda Harris.

**Written
Communications**

- 1B** The following written communications were included in the packet:
- Jones & Roth Report to Management
 - Lane County Student Achievement Convention Invitation
 - Information Resources Management Council letter
 - Calendar of Events
 - Acronym List

2. Statements

- 2A** No statements from the public were made.
- 2B** Director Swanson asked for an update on the year 2000 issue.
- 2C** Superintendent Launstein reported that there were no noted deficiencies in the Standardization exit interview. The draft report of the visit will be sent within 30 days and will include areas of recommendation.

3. Reports

- 3A**
- Director Miller reported that the LCOG Board voted to modify their charter in order to allow special districts to vote.
 - Director Mills submitted an OTIS Board Meeting report which is in the Board packet.
 - Director Duerst-Higgins reported that the Interim Superintendent position is posted at a salary of \$80,000 to \$85,000 with a possibility of contract continuance.
- 3B** Susie Dey reported on:
- the GIRBL's group has decided on a teen parenting project to practice integrated services,
 - the effectiveness of wrap-around services—not one family receiving these services has had a child in foster care,
 - progress has been made in child abuse rates in Lane County which Susie attributes to community involvement.
- Joe Berney reported on:
- follow-up activities to the YouthPledge Summit (handout in Board packet),
 - Lighted School Alliance, a program to keep schools open in the evening as community centers,
 - Oregon Lions Club is sponsoring a statewide Summit October 9 and 10 with delegations from communities around the state,
 - Requested a report on the four-year record of School-to-Work funding at a future Board meeting.

4. Consent Agenda

- 3C Director Swanson submitted a written report of the NSBA Conference he attended in New Orleans April 3-8, 1998 (official attachment).
- 3D A presentation by Frank Landrum, "Library Media Services in the Age of Technology" reviewed services provided by the Lane ESD including the collection of 18,000 films and videos.
- 4 **DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 036)**

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 its March 17, 1998, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its March 24, 1998, meeting as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated April 20, 1998, and approves the following personnel actions as recommended:

Marilyn Olson—Resignation effective April 15, 1998

5. Business Affairs

- 5A Business Manager Gwen Gardner presented the Quarterly Financial Report for the period ending March 31, 1998.
- DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Quarterly Financial Report dated March 31, 1998, as presented. Director Weathers seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 037)**

6. Action Items

- 6A Applications for the five Lane Education Foundation Board of Director members were reviewed. The Lane ESD Board is the parent Board and the Foundation Board will report to them annually.
- DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD appoints David Frosaker, Maurice Thome, William Land, Bob Reeves, and Thomas Magness to the Lane Education Foundation Board of Directors. Director Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 038)**
- 6B Business Manager Gwen Gardner presented comparison information on bid responses to the RFP for Banking Services. The two responders were South Umpqua State Bank and US Bancorp. Due to the number of branches and the ability to handle electronic transfers, it is recommended that US Bankcorp be awarded the contract.
- DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD designates US Bancorp as the Lane Education Services District banking services provider for the period July 1, 1998, through June 30, 2001. Director Kimball seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 039)**

- 6C The 1997-99 compensation and benefit agreement for Administrator, Confidential, and Managerial Staff was presented. The changes in the agreement represent the same changes to salary and benefits received by LCEA members.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1997-99 Administrator, Confidential, and Managerial Staff Agreement with the following changes:

- For 1997-98, there shall be added to the base salary of each member the following: 1.5% effective 7/1/97, 1.5% effective 1/1/98, 1.5% effective 4/1/98
- For 1998-99, there shall be added to the base salary of each member the following: 2.0% effective 7/1/98
- Pay up to \$373 per month per employee during the 1997-98 year for medical, dental, and vision insurance. For 1998-99, an additional increase in premium not to exceed 112% of \$373, after which sum the excess shall be shared equally by the district and the covered employee.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 040)**

The 1997-98 compensation and benefit package for the Superintendent was presented.

- 6D **DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the 1997-98 Superintendent salary/benefit package with the following changes:

- For 1997-98, there shall be added to the base salary of the Superintendent the following: 1.5% effective 7/1/97, 1.5% effective 1/1/98, 1.5% effective 4/1/98
- Pay up to \$373 per month during the 1997-98 year for medical, dental, and vision insurance.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 041)**

- 6E After the checking of references, it was recommended that outside consultant Minnie Richards be hired to perform updates for job descriptions, job classifications and to provide a comparative salary analysis.

DIRECTOR KIMBALL MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD employ consultant Minnie Richards to perform updates for job descriptions, job classifications and to provide a comparative salary analysis. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 042)**

7. Discussion Items

- 7A Superintendent Launstein reviewed ESD future funding issues to be addressed in the 1999 Legislative session (official attachment). This issue will receive further discussion at the OAESD Summer Conference.

8. Reports

- 8A Domestic partner insurance coverage is now available in five Lane County School Districts. The conditions agreed to in the 1997-99 LCEA agreement with Lane ESD, have been met, and staff is moving forward with our medical insurance provider to extend this coverage to Lane ESD employees who desire domestic partner insurance coverage and meet specified conditions.

9. Future Agenda Items

- 9 Future agenda items include:
- Affirmative Action Report
 - Cooperative Purchasing Bid Awards
 - ESD Future Funding

10. Next Meeting

- 10 A Work Session is planned for Tuesday, May 19, 1998, to meet with component districts regarding Resolution #8. A report was requested from Superintendent Launstein prior to the meeting.

A Budget Committee meeting is scheduled for Tuesday, May 5, 1998, at 7:00 p.m.

The next regular meeting of the Lane ESD Board of Directors will be on Tuesday, May 26, 1998, beginning at 7:00 p.m., at the ESD Center Building.

11. Adjourn

- 12 The meeting was adjourned at approximately 8:50 p.m.

Minutes approved:

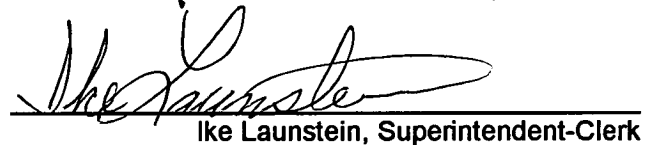
5-26-98

(date) BJM

Attachments to official minutes:

1. Director Swanson NSBA Report
2. Banking RFP Comparison
3. ESD Funding Handout


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

LANE EDUCATION SERVICE DISTRICT

Interoffice Memorandum

DATE: April 27, 1998

TO: Ike Launstein, Superintendent
Board of Directors

FROM: Gwen Gardner

SUBJECT: Banking Services RFP

On Tuesday, April 21, 1998 the Banking Services Review Committee met to open the proposals submitted in response to the Lane ESD Request for Proposal.

There were only two Banks that responded to the RFP:

1. US Bancorp - Oregon Government Banking Division
2. South Umpqua Bank

We did receive letters from Bank of America and Key Bank stating that they were not going to respond, did not hear from Wells Fargo.

After careful consideration of the proposals submitted, it was the recommendation of the committee that the contract be awarded to US Bancorp.

There were many reasons for our decision, but our four principal reasons were:

1. US Bancorp has branches in most of the communities in Lane County and around the state. South Umpqua is a small regional bank with 11 branches, 7 in Douglas county and 4 in Lane County. Specifically 3 in Eugene and 1 in Springfield. Our RFP was written so that other districts within Lane County could piggy back off our agreement. We felt that everyone would be better served by US Bancorp and specifically here at the ESD with a branch located next door.
2. US Bancorp does business with numerous districts, of varying sizes throughout the state. South Umpqua does not list any school districts in their references; and while we are aware that they do serve some smaller districts, we are not aware of any large districts using their services.
3. One of the requirements of the RFP was the ability to receive Direct Deposit data directly from OTIS. US Bancorp is currently setup to receive Direct Deposit from OTIS and disperse payment via the ACH network. South Umpqua is not setup to receive Direct Deposit data from OTIS, which would require the ESD to maintain an Account with US Bancorp or Wells Fargo and make wire transfers to cover the amount of the payroll and accounts payable checks.

LANE EDUCATION SERVICE DISTRICT

Interoffice Memorandum

April 27, 1998

Page 2

4. US Bancorp is a full service Banking Institution that has a full range of banking and financial service offerings. South Umpqua does not in that they are unable to provide lease purchase agreements for capital items at this time.

The committee did consider the Fee Structure for each of the proposals; and while South Umpqua had a lower fee structure, they did not offer the same level of service as US Bancorp. In looking at our local ESD cost for making daily cash deposits, it was obvious that we would eat up any savings in fees by having to pay mileage to an employee for travel to and from the bank daily. Also, since we were looking to allow other districts to use our agreement it seemed prudent to select a firm that operates in most of the communities in our county.

04/28/98

TO: LESD Board

FROM: Jim Swanson

SUBJECT: 58th Annual NSBA Conference, New Orleans, April 4 - 7, 1998.

I attended the four general sessions, the daily clinics, and the daily "meet the experts" presentations. I also attended two organizing sessions for the Native American Caucus.

I attended presentations on Inclusion, public relations, superintendent evaluation, computers, technology, how to handle home schoolers.

In addition to the handouts I received from the sessions I attended I got several handouts from other interesting sessions.

I will make these handouts available to Board and staff as soon as I get them organized.

EDUCATION SERVICE DISTRICT

Legislative Issues

ESD PURPOSES

- ◆ Assure an opportunity for an equitable and excellent education to all students
 - ◆ Assist the State Board of Education in providing state level services
 - ◆ Assist in the coordination of services provided by school districts and health, social service, and employment training agencies
 - ◆ Provide varied and flexible services to component school districts
-
-

FUNDING SOURCES

Local Revenue

- ◆ Property taxes for resolution and administration services
- ◆ Contract services

State Funds

- ◆ Property tax replacement
- ◆ Categorical programs

Federal Funds

ESDs BEFORE MEASURE 5

- ◆ 29 ESD districts covering 30 counties
 - ◆ 6 Counties without ESDs
Crook, Hood River, Josephine
Klamath, Lincoln, Morrow
 - ◆ 4 Equalization ESDs
Grant, Harney, Wallowa, Wheeler
-
-

ESDs BEFORE MEASURE 5

- ◆ Local Tax Revenue
 - \$90 million in 1990-91
 - No bonding authority
 - Unequal property wealth per student
 - Different tax rates
 - ◆ No State General Aid
-
-

ESDs AFTER MEASURE 5

1991-1997

- ◆ Reduced property taxes
 - ◆ State aid to replace tax losses
 - ◆ District consolidation
-
-

ESD MERGER

- ◆ 1993 and 1995 legislation
 - ◆ 21 ESD districts
 - ◆ Statewide coverage
 - ◆ 2 remaining equalization ESDs
 - ◆ Defines Education Act implementation role
 - ◆ Shifts property taxes from K-12
-
-

STATE AID AFTER M5

PERCENT OF TAX LOSS

1991-92	100.0%
1992-93	85.0%
1993-94	71.3%
1994-95	71.3%
1995-96	71.3%
1996-97	71.3%

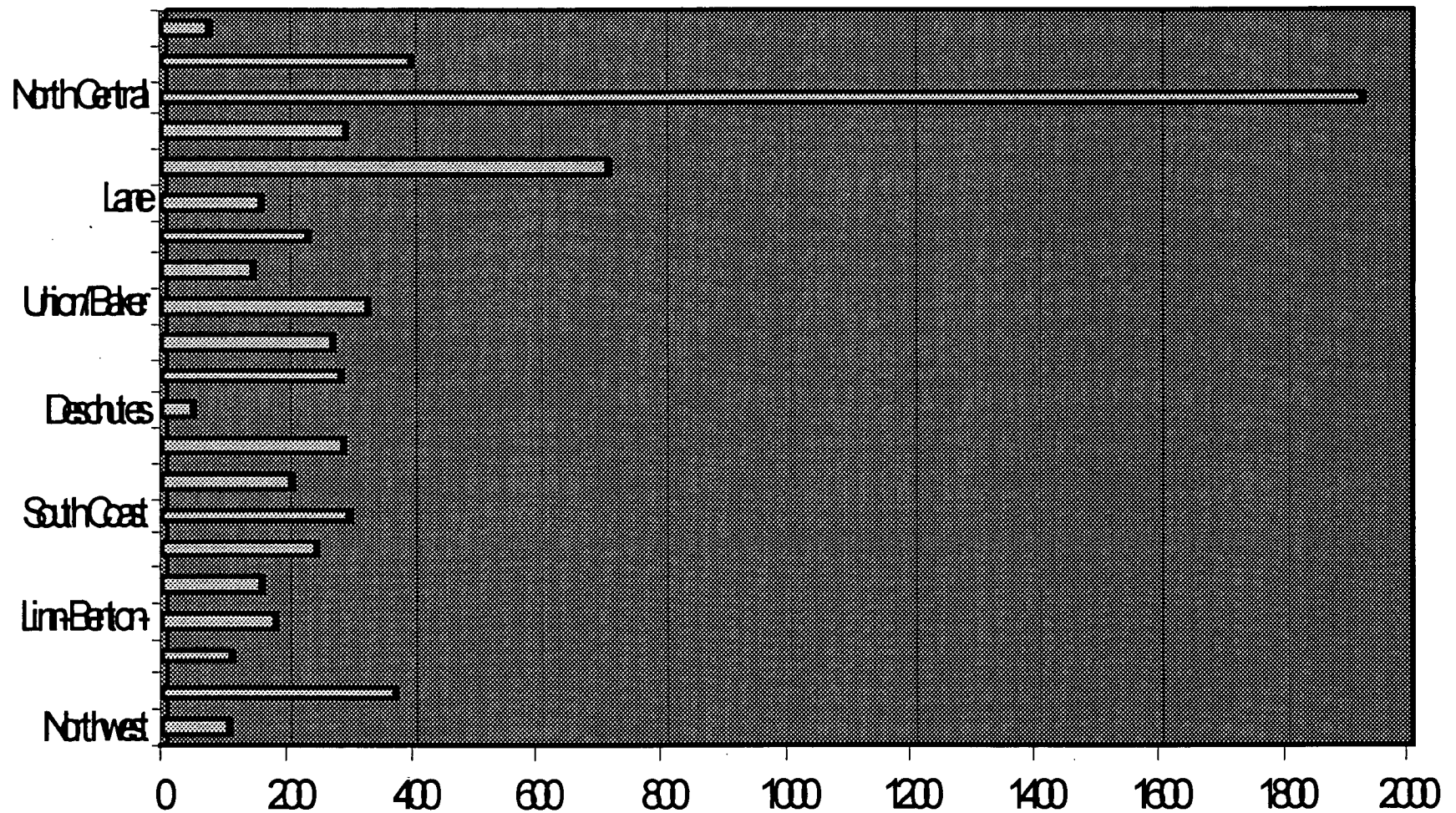
ESDs AFTER MEASURE 50

- ◆ Reduced property taxes
 - ◆ Reduced property tax revenue
 - ◆ Increased state aid
 - ◆ Modified state distribution
 - ◆ Bonding Authority
-
-

STATE AID AFTER M50

- ◆ 1997-98 75% of M5 loss
 100% of M50 loss
 \$1million for network technology
 - ◆ 1998-99 State aid increases 7.46%
 ESD district gets same share of total state
 aid and property tax as 1997-98
 \$1million for network technology
 - ◆ 1999-00 No measure 5 loss number
 No distribution method
-
-

ESD FUNDING ESTIMATES



ESD FUNDING ESTIMATES

ESD	\$ PER ADM _w
Northwest	105
Multnomah	373
Willamette	108
Linn-Benton-Linc	178
Lane	158
Douglas	244
South Coast	299
Jackson	205
Wasco	290
Deschutes	50
Lake	284
Umatilla	272
Union/Baker	330
Malheur	143
Clackamas	231
Yamhill	158
Harney	715
Wallowa	293
North Central	1924
Grant	400
Jefferson	76

Revenue is State School Fund grant plus property taxes less any equalization dollars.

Wallowa and Grant levy equalization dollars for their component school districts.

1997-98 SSF grant is 100% of Measure 50 loss and 75% of Measure 5 loss. 1998-99 SSF total is 7.46% more than the 1997-98 SSF total.

OAESD LEGISLATIVE COMMITTEE

GUIDING PRINCIPLES FOR ESD FORMULA ADJUSTMENT

1. Focus on the role of ESDs in providing equal excellent educational opportunity statewide across small and large districts.
 2. Pursue adequate funding for ESDs to achieve their mission.
 3. Enhance K-12 equalization.
 4. Aggregate K-12 and ESD tax resources.
 5. Minimize dislocation of services and reduction of current resources
 6. Phase in hold harmless strategy if there are those above new formula rate.
 7. Recognize differences between ESDs.
 8. Maintain incentives for local economies and efficiencies through collaboration and partnerships.
 9. Tie additional resources to desired services and expectations within the local ESD resolution process.
-

POSSIBLE WEIGHTING FACTORS FOR ESD EQUALIZATION FORMULA

1. Unique services by region
 2. High cost students served
 3. Staff experience levels
 4. Geographic hardships
 - a) staff/per pupil time
 - b) distance
 - c) small districts without superintendent
 5. Regional cost of living differences
 6. Socio-economic status level or region
 7. Existing unfunded mandatory programs
-

LANE EDUCATION SERVICE DISTRICT
1200 Highway 99N • P. O. Box 2680
Eugene, Oregon 97402

Office of the Superintendent
Tuesday • March 24, 1998
Minutes

LANE ESD BOARD OF DIRECTORS' WORK SESSION
Tuesday – March 24, 1998

Call to Order

Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 5:30 p.m. Tuesday, March 24, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, and Frank Nearing, Jim Swanson, and Glen Weathers. Barbara McBurnett was present as recording secretary.

Superintendent Hiring Process Discussion

- There was discussion regarding whether to proceed with a superintendent search or hire an interim superintendent for the 1998-99 year.
- Since many superintendent positions for the 1998-99 year have been completed, the pool of qualified applicants may be low. The Board needs to consider goals and objectives for a new superintendent. Planning prior to a superintendent search would facilitate the hiring process.
- An interim superintendent would need to be a good facilitator for both staff and the Board with ESD experience. Strong leadership skills and ability to diagnose difficult areas would be important skills in an interim candidate.
- The Board consensus is to hire an interim superintendent for the 1998-99 year.
- Chair Duerst-Higgins will contact OSBA for information on available interim candidates.
- An Executive Session is scheduled for April 14, 1998, to interview interim applicants.
- Other organizational needs will be addressed at futures work sessions after an interim superintendent is hired.
- Board members believe a work session every other month would enhance their communication and understanding of issues.

Resolution Discussion

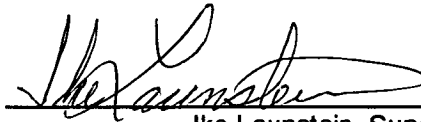
Superintendent Ike Launstein joined the Board of Directors to discuss issues regarding Resolution #8. Districts have requested additional SED services that would provide services to elementary SED students as well as adolescents. The Board wants to convey to component school districts that they are open to change in the 1999-2000 year after a careful planning process. Input from districts regarding their needs as well as ESD staff involved is considered an important part of changing the SED resolution. The Board wishes to have this information communicated to district superintendents as soon as possible.

The Board asked Superintendent Launstein to continue to pursue the legal issues around changing resolutions with Attorney Joe Richards including have Mr. Richards seek an Attorney General's opinion regarding this topic.

Meeting Adjourned

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


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

4/28/98 bm
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – March 17, 1998

1. Call to Order

- 1A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, March 17, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Don Kimball, Jim Swanson, Glen Weathers, Jerry Miller, Joyce Mills, and Frank Nearing. Administrative staff members present were Superintendent Ike Launstein, Marv Wilkerson, David Dowrie, Sara Jane Bates, Gwen Gardner, Alan Livingston, Carol Wiggins, and Barbara McBurnett.

Others attending were: Jeff Foreman, Gayle Galbreath-Sheredy, Joan Laughlin, Kim Black, Froydis Tyburczy, Linda Macy, Lynn Bronson, Lynda Harris, Vivian Moen, Dorothy Dilliplane, Laura Krenk, Shirley Marchbanks, Nancy George, Michael George, Dotty Kemp, Mary Radmore, Stella Dadson, Ken Sprague, Marv Clemons, Bob Coiner, Kathy White

Written
Communications

- 1B The following written communications were included in the packet:
OSBA "Improving Student Learning" Telecast information, OSBA Spring Regional Meeting information, calendar of events, acronym list.

2. Statements

- 2A No statements from the public were made.

- 2B Statements from Board members:

- Director Miller requested to have his NSBA Conference registration cancelled due to a scheduling conflict.

- 2C Statements from Superintendent and staff:

- Superintendent Launstein informed the Board that a sabbatical request had been received from a licensed staff member which needs to be reviewed by two Board members. Directors Nearing and Kimball volunteered to review the request.
- The policy, "Providing Facilities & Services", approved at the February 24 Board meeting will have the code changed from DFD to DFDA since that code has been assigned previously.
- Superintendent Launstein requested to have Action Item B added to the agenda. The Superintendent will ask for acceptance of his resignation effective June 30, 1998.

3. Reports

Board/Administrative, Confidential & Management Communications Committee:
Director Jim Swanson declared a conflict of interest due to specific salary recommendations.

Vivian Moen, School Improvement Specialist, presented information on the Spring activities of the School Improvement staff. Event highlights are writing assessment, math assessment, Student Achievement Convention, School-to-Work Summit, First Steps Program, and the professional/technical program.

Director Nearing requested legal clarification on reporting of writing assessment crisis papers.

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 Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 033)**

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 its February 24, 1998, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated March 11, 1998, and approves the following personnel actions as recommended:

Ron Williams—Extend leave to 4/30/98

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the February 1998 Financial Report as submitted.

5. Business Affairs

- 5A There were no business affairs on the agenda.

6. Action Items

- 6A OTIS requested authority to enter into a third-party review contract to provide evidence to allow consortium members' Financial Auditor to assess the adequacy of controls for OTIS business software. The results of the review, to be delivered by May 31, 1998, will validate the new procedures and controls established for the software.

DIRECTOR KIMBALL MOVED; BE IT RESOLVED that the Board of Directors of Lane ESD approves a contract in the amount of \$35,200 with Coopers & Lybrand, L.L.P., for a Third-Party Internal Controls Audit of OTIS Business Software. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Resolution # 97-034)**

- 6B Resignation of Superintendent Ike Launstein was submitted for approval.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Superintendent Ike Launstein effective June 30, 1998, and approves the conditions of the Resignation and Release agreement as presented. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Resolution # 97-035)**

7. Discussion Items

- 7A A process to update job classifications and job descriptions is being formulated by the Steering Team and Human Resources staff. Minnie Richards of Leadership Services Incorporated, a consultant recommended by Oregon School Personnel Association, is being considered for the project. A reference check of work done for former clients will be done. The project would also include development of a new evaluation form and process, establish a process for updating job classifications and descriptions on an on-going basis. The entire process, which will include employee questionnaires and interviews, should be completed by September 4, 1998.

- 7B Superintendent Launstein reviewed the process of events leading to possible adjustment to Resolution #8. In June, 1997, superintendents made their position clear that adjustments in the SED program were needed in order to meet district needs. The superintendents proposed that a group of district special education coordinators representing all 16 districts be involved in planning. Superintendents asked that the resolution approval process be delayed by one month in order to receive the special education coordinators report. The coordinators report called for expanding the SED program to include elementary SED students. A change in services would be developed by Lane ESD in collaboration with a committee of district special education coordinators.

Director Nearing asked that an Attorney General's opinion be sought to determine the legality of changing resolutions after March 1.

Public comment included:

Marcola Superintendent Maurice Thorne expressed concern that with a change in program Marcola and other small districts might lose the Lane ESD teacher/consultant services. He asked for caution when considering changes to resolutions so that small districts are not effected negatively.

Lane School staff including Michael George, Nancy George, and Ken Sprague expressed concern regarding changing the resolution and impact on the Lane School Program and would like to be part of the process when considering program changes.

- 7C OAESD leadership is requesting local ESD's to consider inviting component district Board members and superintendents to the OAESD Summer Conference as guests. The conference will be June 5-7 at Inn of the 7th Mountain.
- 7D ESD future funding will be deferred to a later meeting.
- 7E Executive hiring timeline for director positions was deferred.

8. Reports

- 8A A plan developed for Lane ESD operation during the Springfield School District strike will not be needed due to settlement of the strike.

9. Future Agenda Items

Future agenda items include:

- ESD Future Funding
- The Lane Education Foundation Board of Directors Approval
- Banking Services RFP

11. Next Meeting

- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, April 28, 1998, beginning at 7:00 p.m., at the ESD Center Building.

12. Adjourn

- 12 The meeting was adjourned at approximately 9:05 p.m.

13.

A Board Work Session was called immediately following the regular Board meeting to discuss plans for filling superintendent and director positions.

The consensus was to move forward with the hiring of an interim superintendent. OSBA will be contacted for possible candidates.

Directors Bates and Wilkerson will be asked if they are interested in continuing their contractual agreements into the 1998-99 year.

The work session was adjourned at approximately 9:35 p.m.

Minutes approved:

4/28/98 *bm*
(date) BJM

Attachments to official minutes:

1. Superintendent Resignation Memo

Sherry Duerst-Higgins
Sherry Duerst-Higgins, Chairperson

Ike Launstein
Ike Launstein, Superintendent-Clerk

BOARD MEMO

Date: March 25, 1998
To: Board Members
From: Ike Launstein
Subject: Resignation

It is my plan to announce my resignation as a part of the "Statements from Superintendent and Staff". I will be suggesting the addition of an "Action Item" to accept the resignation and approve the "Resignation and Release Agreement".

Attached is a copy of the Resignation and Release Agreement as drafted by Joe Richards. I am in full agreement with the details of the document. If you have questions, please contact Sherry or me as may be appropriate.

I recommend approval of the proposed motion listed below.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Superintendent Ike Launstein effective June 30, 1998, and approves the conditions of the Resignation and Release Agreement as presented.

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – February 24, 1998

- | | | |
|------------------------|----|--|
| 1. Executive Session | 1A | <p>Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session at approximately 5:30 p.m. under provisions of ORS 192.660(1)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or agent unless the officer, employee, staff member, or agent requests an open meeting. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers, Superintendent Ike Launstein, Attorney Joe Richards, and Barbara McBurnett, recording secretary.</p> <p>Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session at approximately 6:15 p.m. under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers, Superintendent Ike Launstein, David Dowrie, Marv Wilkerson, Alan Livingston, Gwen Gardner, Joe Richards and Barbara McBurnett, recording secretary.</p> |
| 2. Call to Order | 2A | <p>Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:15 p.m. Tuesday, February 24, 1998, in accordance with the agenda and public notice of the meeting.</p> <p>Board Members present were Sherry Duerst-Higgins, Don Kimball, Jim Swanson, Glen Weathers, Jerry Miller, Joyce Mills, and Frank Nearing. Administrative staff members present were Superintendent Ike Launstein, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, and Barbara McBurnett.</p> <p>Others attending were: Jeff Foreman, Michael George, Laura Krenk, Donna Telep-Manclark, Lynda Harris, Sue Mathisen, Dannette Bialous, Patty Brannan, Tina Norton, Verna Laughlin, Lynn Lary, Marv Clemons, Paul Weill, Kathleen Nahorney, Alan Pierce, Dottie Kemp, Kathy Clarke, Tania Gutierrez, Sandi Marsters, Pam Bonebright, Lori Wollenweber, Becky Schmitt, Shirley Marchbanks, Patrick Mahoney, Sandy Higinbotham, Marvina Mayhugh, Anne Glenn, and Froydis Tybursky.</p> |
| Written Communications | 2B | <p>The following written communications were included in the packet: OSBA Spring Regional Meeting information; OSBA Leadership Academy information; calendar of events, and acronym list.</p> |
| 3. Statements | 3A | <p>LCEA President Laura Krenk shared that LCEA members ratified the Lane ESD/LCEA tentative agreement by 98%.</p> |
| | 3B | <p>No statements from the Board were made.</p> |
| | 3C | <p>Superintendent Launstein informed Board members that Lane ESD has recently been notified that the agency is the recipient of a \$123,000 school-based tobacco prevention grant funding from the Oregon Department of Human Resources, Health Division.</p> |

4. Reports

- 4A
- LCOG—Director Miller reported the LCOG mid-year budget will be published soon.
 - OTIS Executive Board—Director Mills reported that the OTIS Executive Board will meet at the end of March, and that she will report at the April Board Meeting.
 - Negotiations Committee – Director Kimball reported that an agreement has been reached and is on the agenda for approval.
 - Board/Administrative, Confidential & Management Communications Committee – Director Swanson reported that the committee has met and a recommendation for a cost-of-living increase is planned for the March agenda.

Advisory Board members were not present.

4B

- 4C
- Oregon Public Education Network (OPEN) was formed in partnership with Oregon Association of Education Service Districts to assist all Oregon schools to have network technology and use it to improve student learning. Information Technology Director David Dowrie is the Chair of the OPEN Steering Committee. Lynn Lary, Lane ESD instructional technology staff member, demonstrated how educators can use the OPEN web page.

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 Miller seconded and **the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 27)**

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 its January 27, 1998, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated February 18, 1998, and approves the following personnel actions as recommended:

Sara Jane Bates—Retirement 2/28/98
 Marv Wilkerson—Retirement 2/28/98
 Irma Gentle—MSMR teacher appointment 1/19/98

(Change of Status for Vivian Moen to Supervisor was withdrawn at the request of Superintendent Launstein.)

- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the January 1998 Financial Report as submitted.
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes the notification to all probationary licensed staff of their change of status as submitted. For those employees renewed, the effective date will be the first working day of the 1998-99 school year.

6. Business Affairs

- 6A
- There were no agenda items for Business Affairs.

7. Action Items

- 7A
- Contracts for licensed/professional staff will be issued as required by Senate Bill 880. The alphabetical list of staff who will receive contracts is an official attachment to these minutes.

- 7A **DIRECTOR SWANSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD offers each LCEA licensed and professional staff member on the attached list a two-(2)year contract effective July 1, 1998. Director Miller seconded and the
- MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.**
(ESD Resolution # 97- 28)
- 7B As reported early by LCEA President Laura Krenk, LCEA members have ratified the tentative bargaining agreement with the Lane Education Service District Board of Directors. The agreement is for the 1997-99 period.
- DIRECTOR SWANSON MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Agreement between Lane Education Service District and Lane County Education Association for the period July 1, 1997 through June 30, 1999. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, AND SWANSON VOTING YES; DIRECTOR WEATHERS VOTED NO.**
(ESD Resolution # 97- 29)
- 7C Since there has not been a cost-of-living increase settlement for non-represented staff, a salary increase of 3% retroactive to July 1, 1997, for retiring administrative staff Sara Jane Bates, Marv Wilkerson, and Sallie Rainville was requested.
- DIRECTOR MILLER MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves a 3% salary increase effective July 1, 1997, for Sara Jane Bates, Sallie Rainville, and Marv Wilkerson. Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.**
(ESD Resolution # 97- 30)
- 7D A 1997-98 compensation package for the non-represented staff members is still in the development process. This item will be delayed until the March 17, Board meeting.
- 7E Policy DFD—Providing Facilities and Services is required by Oregon Department of Education to address the potential interaction with religious organizations.
- DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves Policy DFD--Providing Facilities and Services. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97- 31)
- 7F The 1998-99 Service Resolutions have been approved unanimously by all 16 Lane County School Districts. Superintendent Launstein called attention to Resolution Numbers 8 and 11. These resolutions were written to allow flexibility based on input from districts. Resolution No. 8, Services for Students Severely Emotionally Disturbed, will receive input from the Special Education Coordinators, at the request of superintendents, to extend the program to include elementary SED students. Resolution No. 11, Services for Students with Moderate to Severe Mental Retardation, will have added partial reimbursement for near urban special educational assistants. These changes are in response to increased district need in these areas.
- Director Swanson reiterated his disapproval of the resolution process this year.
- DIRECTOR KIMBALL MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD approves the ESD Service Resolutions for 1998-99 as presented. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLS, NEARING, AND WEATHERS VOTING YES; DIRECTORS SWANSON AND MILLER VOTED NO.** (ESD Resolution # 97- 32)

8. Discussion Items

- 8A ESD's are required by statute to have a majority of the Budget Committee members from local districts boards. Lane ESD needs, therefore, needs eight budget committee members in addition to the seven Lane ESD Board members.
- 8B Lane ESD staff will begin the recruiting process for five initial Directors as called for in the Bylaws for The Lane Education Foundation. Applicants for the Director positions will be presented at the April Board meeting for approval.

9. Reports

- 9A Business Manager Gwen Gardner reported that in order to meet required timelines, Lane ESD will be moving forward with and Request for Proposal process for banking services. The RFP will include a "hitchhiking clause" allowing for multiple Lane County School Districts to utilize the banking RFP. The RFP will be sent to local banks. Approval of the RFP will appear on the April Board meeting agenda.

10. Future Agenda Items

- 10 Future agenda items include:
A. Comparable Worth Study
B. Banking Services RFP

11. Next Meeting

- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, March 17, 1998, beginning at 7:00 p.m., at the ESD Center Building.

12. Adjourn

- 12 The meeting was adjourned at approximately 8:10 p.m.

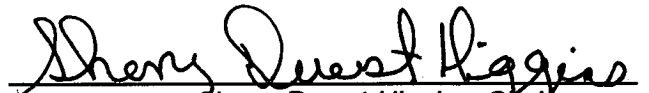
Minutes approved:


3-19-98 BM

(date) BJM

Attachments to official minutes:

1. LCEA/LESD 1996-99 Agreement
2. SB 880 Memo


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – January 27, 1998

- | | |
|------------------------|--|
| 1. Executive Session | 1A Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660 (1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers, Superintendent Ike Launstein, Sara Jane Bates, David Dowrie, Marv Wilkerson, Alan Livingston, Gwen Gardner, Joe Richards and Barbara McBurnett, recording secretary. |
| 2. Call to Order | 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:10 p.m. Tuesday, January 27, 1998, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Jerry Miller, Don Kimball, Joyce Mills, and Frank Nearing. Administrative staff members present were Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, and Barbara McBurnett.

Others attending were: Jeff Foreman, Laura Krenk, Tania Gutierrez, Verne Baarstad, Cameron Yee, Sandy Higinbotham, Patrick Mahoney, Lucile Patrick, Shirley Marchbanks, Lynn Iary, Lori Wollenweber, Susan Gama, Deb Dellinger, Juanita Vickers, sue Mathieson, Peter Harlan, Linda Gil, Mary Radmore, Pam Bonebright, Darlen Stichler, John Hubbard, Tod Tryk, Maggie Hautala, C. Jean Peet, Lois Bear, Marvinna Mayhugh, Froydis Tyburczy, Danette Bialous, Lynda harris, Marv Clemons, Tina Norton, Kathleen Clarke, Kathleen Nahorney, Kevin Ness.

The following written communications were included in the packet: |
| Written Communications | 2C OAESD document—ESD Equity; "Planetarium Friend" invitation; Board calendar of events; acronym list. |
| 3. Statements | 3 LCEA President Laura Krenk thanked the ESD bargaining team for communicating to staff. She commented that over 40 members of LCEA were present to support their bargaining team (167 signed support statements were presented), but their support also shows their belief in the ESD and the mission of the ESD to support school districts.

3B No statements from the Board were made.

3C Communications and Development Director Sara Jane Bates announced that notification was recently received that the ESD is the recipient of a \$235,000 Goals 2000 Grant to be used for training teachers in math and math assessment. The six districts involved represent the largest and the smallest county districts. Paul Weill and Vivian Moen were instrumental in obtaining this 18-month grant.

Governor Kitzhaber has declared January as School Board Recognition Month, and Superintendent Launstein presented Directors with certificates to acknowledge their service to Lane ESD. The Superintendent also observed that Chair Duerst-Higgins has also been reelected to the OSBA Board of Directors and serves on various committees. |

Superintendent Launstein encouraged Board members to attend the OAESD Summer Conference on June 5-7, 1998. The NSBA National Conference will be held in Phoenix in December 2-5, 1998.

The issue of state funding equity to ESD's will be a topic in the next Legislative Session. Superintendent Launstein is on the OAESD Legislative Committee. COSA Legislative Committee, and School Funding Coalition (superintendents' committee to consider school funding).

4. Reports

4A LCOG—Jerry Miller reported that the LCOG dues structure for 1998-99 was adopted; annual report for LCOG (in-depth review of programs) is now available; proposed legislation directed at Portland Metro could affect LCOG.

4B Negotiations Committee—Jim Swanson reported a second mediation session is scheduled for February 9.

Preparations have begun for the Board/Administrative, Confidential and Managerial Committee to meet.

Advisory Board Member Joe Berney presented a video production of the Youth Pledge Summit held October 10, 1997. The Summit advocated youth resiliency through working with existing community organizations. This video presentation will be included in a National video summit. The 26-minute tape is to anyone who would like to borrow it.

Director Duerst-Higgins reported that, at the February meeting, OSBA plans to select a State Superintendent candidate to support.

5. Consent Agenda

5 **DIRECTOR NEARING MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97- 022)**

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 its December 16, 1997, meeting as submitted.

B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated January 20, 1998, and approves the following personnel actions as recommended:

Ron Williams—leave through 3/5/98
Marv Clemons—retirement 2/28/98

6. Business Affairs

6A Mike Lewis and Forrest Arnold of Jones & Roth reviewed highlights of the 1996-97 Audit Report. No specific issues were found.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Lane Education Service District 1996-97 Audit Report as submitted. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-023).**

6B Business Manager Gwen Gardner presented information regarding the Quarterly Financial Report. The ending fund balance is now an audited figure. The investment pool is earning 5.85%.

7. Action Items

6B **DIRECTOR MILLS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the Quarterly Financial Report as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97-024).

7A John Weddle has been nominated by the Oakridge Board Chairperson to serve on the Lane ESD Budget Committee. He would fill the vacant Zone 5 position formerly held by Willee Brown.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD appoints John Weddle to the ESD Budget Committee position representing Zone 5. The appointment is for a three-year term of office which will expire June 30, 2000. Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97-025).

7B The Lane Education Foundation Articles of Incorporation and Bylaws have been edited based on input from the Lane ESD Board, accountant, and attorney. Lane County Superintendents are very supportive of the Foundation.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves The Lane Education Foundation as presented. Director Kimball seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES.** (ESD Resolution # 97-026).

8. Discussion Items

8A Superintendent Launstein distributed a summary of the twelve Lane County resolutions. The Superintendent has made arrangements to attend district Board meetings for those requesting. Districts have been adamant in their requests for additional special education services. The Superintendent invited Board members to accompany him to district Board meetings.

8B Policy DFD—Providing Facilities and Services which addresses facility use by outside organizations was discussed. The Oregon Department of Education requires that potential interaction with religious organizations be addressed in policy. It is intended that this document be adopted at the February Board meeting following modifications as may be directed.

9. Reports

9A Auxiliary Services Manager Alan Livingston reported on a proposed building addition. An increase in services and staff has created a need for additional office and meeting space. The building architect has recommended adding office space in a second floor over the studio area. Director Swanson suggested surveying staff involved to get their input as well as considering ventilation and accessibility.

10. Future Agenda Items

10 Future agenda items include:

- A. Approve Contracts for Licensed, Non-Administrative Staff for 1998-99
- B. OPEN Presentation
- C. Discussion—Director Nearing requested that there be discussion regarding a comparable worth study at a future meeting.
- D. Joe Berney will report again in March on Youth Pledge Summit.

- | | |
|------------------|---|
| 11. Next Meeting | 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, February 24, 1998, beginning with an Executive Session to consider labor negotiations at 6:00 p.m., with the regular meeting beginning at 7:00 p.m., at the ESD Center Building. |
| 12. Adjourn | 12 The meeting was adjourned at approximately 9:00 p.m. |

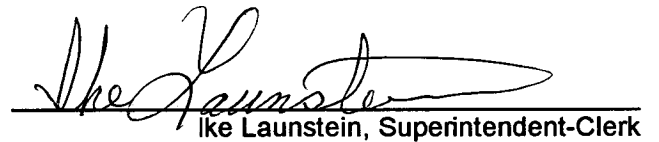
Minutes approved:

2/24/98 BM
(date) BJM

Attachments to official minutes:

1. Resolution Summary


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

LANE EDUCATION SERVICE DISTRICT
1200 Highway 99N • P. O. Box 2680
Eugene, Oregon 97402

BOARD MEETING

Executive Session

LANE ESD BOARD EXECUTIVE SESSION
January 27, 1998

MEETING CALLED TO ORDER

Vice-Chair Jerry Miller called the Lane ESD Board to order in Executive Session at approximately 6:14 p.m., Tuesday, January 27, 1998. This meeting was convened under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Board members present in addition to Jerry Miller were Don Kimball, Joyce Mills, Frank Nearing, Jim Swanson, Glen Weathers, and Sherry Duerst-Higgins. Others in attendance were Superintendent Ike Launstein, Joe Richards, Sara Jane Bates, Marv Wilkerson, Alan Livingston, Gwen Gardner, and Barbara McBurnett.

DISCUSSION

Attorney Joe Richards reviewed the labor negotiations process and recommended adding .25% to the last Lane ESD offer bringing the current offer to 3.04%. The Board concurred. The Board position on domestic partner insurance stands—they do not want to be a leader for this benefit for educational agencies in Lane County.

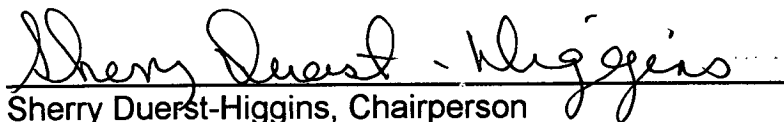
The next mediation is scheduled for February 9, 1998.


The LCEA contract (Article XXII-C) states that the successor agreement to be effective July 1, 1998, should begin not later than February 10, 1998.

It was suggested there be a discussion regarding collaborative bargaining prior to the next contract negotiations.

MEETING CLOSED

Vice-Chair Miller closed the Executive Session at 7:00 p.m.


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent

2-24-98 Bjm
Date
bjm

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – December 16, 1997

- | | |
|------------------------|---|
| 1. Executive Session | 1A Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were: Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Jerry Miller, Don Kimball, Joyce Mills, Frank Nearing, Superintendent Ike Launstein, Sara Jane Bates, David Dowrie, Marv Wilkerson, Alan Livingston, Gwen Gardner, Joe Richards and Barbara McBurnett, recording secretary. |
| 2. Call to Order | 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:20 p.m. Tuesday, December 16, 1997, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Jerry Miller, and Don Kimball, Joyce Mills, and Frank Nearing. Administrative staff members present were Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, Jeff Foreman, Carol Wiggins, and Barbara McBurnett.

Others attending were: Mary Radmore, Lynda Harris, Lois Beard, Sue Mathison, Linda Macy, Jon Elvert. |
| Written Communications | 2B The following written communications were included in the packet:

Board calendar of events; OSBA Leadership Academy information; OSBA Handout, "Superintendent's Evaluation" |
| 3. Statements | 3A No statements from the public were made.

3B No statements from the Board were made.

3C Lois Beard reported that as a LCEA bargaining team member she has received at least 15 calls from staff members offering support. Other bargaining team members have also received calls of support. Board members were asked to consider the LCEA proposal.

Superintendent Ike Launstein reported State Teacher Education Association had mailed letters to Lane ESD Board members addressing negotiations with ODE to provide teachers for Camp Florence. STEA information was incorrect--Lane ESD is not considering providing teachers for Camp Florence. |
| 4. Reports | 4A The 1996-97 Audit Report is not yet ready. The report will be complete and included in the January Board packet.

4B Directors Mills, Kimball, Nearing, Duerst-Higgins and Superintendent Launstein attended the OSBA Annual Convention in November and shared information.

4C Director Miller reported that LCOG has set their 1998 itinerary and Lane ESD Board members are always welcome to attend meetings; LCOG is reviewing their dues structure; no speaker has been confirmed for the LCOG dinner in January.

Director Swanson reported that the Board/Administrative, Confidential & Management Communications Committee staff members have been selected; however, the Committee has not met. |

4. Reports
(continued)

- 4C Director Duerst-Higgins reported that the OSBA Board met during the annual convention and elected new directors and officers. They will meet in January.
- 4D Joe Berney requested to have time at the February Board meeting for a video presentation which will report about a fundamental change which will become a bond levy.

Susie Dey reported that new staff allocations will increase case work and support positions by 50% by the end of the biennium. This will bring staff total in the Lane County Branch of SCF to approximately 150 positions. Susie also reported that local agencies providing similar services are working with the Public Safety Coordinating Council to create a computer linkage system to allow agencies to communicate regarding children at risk.

5. Consent Agenda

- 5 DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Kimball seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, WEATHERS, AND KIMBALL VOTING YES. (ESD Resolution # 97-017)

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 its October 28, 1997, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its November 18, 1997, meeting as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated December 9, 1997, and approves the following personnel actions as recommended:
- Leave of Absence: Linda Reeves, MSMR Teacher
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the November 1997 Financial Report as submitted.

6. Business Affairs

- 6A The 1996-97 Audit Report is nearing completion and will be presented at the January 27, 1998, Board meeting.
- 6B Expansion of Fund 445 to include after-hours dial-up and equipment reserve was requested.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves that the purpose of Fund 445 (LaneNet) be expanded to include monies for the after-hours dial-up system and as a LaneNet equipment reserve.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-018)

7. Action Items

- 7A Authorization was requested to purchase a car and a mini-van to replace three existing vehicles in the ESD fleet.
- BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes purchase of two replacement motor pool vehicles (sedan and mini-van) with payment to come from Fund 400, Equipment Replacement. **BE IT FURTHER RESOLVED** that the Board authorizes a call for bids in accordance with the specifications described in Board Memo 6-A.

DIRECTOR WEATHERS MOVED:

Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-019)

- 7B Approval of updated Superintendent goals was requested.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the Superintendent's goals as presented.

DIRECTOR MILLER MOVED:

Director Kimball seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-020)

- 7C Approval for Directors Swanson and Miller to attend the 58th Annual National School Boards Association Conference in April was requested.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Jim Swanson and Jerry Miller at the National School Boards Annual Conference and Exposition, April 4-7, 1998, in New Orleans, Louisiana.

In accordance with provisions of Board Policy and Administrative Rule BHD/BHD-AR, this resolution authorizes payment of registration, lodging, meal and travel expenses from Account Number 100-2310-340-100-010.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-021)

8. Discussion Items

- 8A Lane Education Foundation proposed bylaws and articles of incorporation were discussed. Sara Jane Bates has lead the process of developing a foundation that would give access to sources of funding not currently available. Funds could be pursued and accepted on behalf of Lane ESD program augmentation as well as supporting Lane County School Districts. This could include donated funds and grants for which the ESD does not currently qualify for programs which fit the mission of Lane ESD..

Questions regarding the foundation included how the foundation would be accountable to Lane ESD, percentage of administrative costs, board selection and term.

Director Miller has gone through a similar Foundation process with LCOG and will provide assistance to Ms. Bates in revisions of the documents.

Edited documents will be presented at the January Board meeting for review and approval.

9. Reports

- 9A Lane ESD staff have received training for the implementation of Senate Bill 880. Contracts for licensed staff are being prepared and will be presented to the Board at the February 24 meeting for approval before the March 15 deadline.
- 9B Lane County Superintendents will meet on January 15, 1998, to review and make a decision regarding the 1998-99 Resolutions. Resolutions will incorporate Special Education Committee recommendations for additional services for Severely Emotionally Disturbed (SED) students. Action on the proposed resolution package is planned for the regular February Board meeting. Local districts will follow the same timeline for approval, which will provide action by the March 1 legal deadline.

- 9C OTIS Director David Dowrie presented a report regarding the focus of OTIS. At the September Executive Board meeting, the Board established a new student services system as a priority. A student services standing committee was created the process of determining whether to create a new system or purchase an existing system has begun.
- 9D Superintendent Launstein reviewed recent restructuring activities at the ESD. The Design Document has been distributed to all staff, and each service area is determining training methods. The Leadership Team is receiving training from Laurie Swanson-Gribskov.
10. Future Agenda Items
- 10 Future agenda items include:
- A. Review/accept annual audit
 - B. Review/approve Lane Education Foundation
 - C. Approve 1998-99 ESD Service Resolutions
 - D. Approve Budget Committee Appointment
11. Next Meeting
- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, January 27, 1998, beginning with an Executive Session to consider labor negotiations at 6:00 p.m., with the regular meeting beginning at 7:00 p.m., at the ESD Center Building.
12. Adjourn
- 12 The meeting was adjourned at approximately 9:15 p.m.

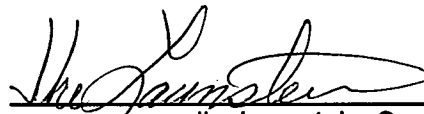
Minutes approved:

1-28-98
(date) BJM *BM*

Attachments to official minutes:

1. Otis Update


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

OTIS Update

Lane ESD
David Dowrie
12/16/97

Approved OTIS Initiatives

1. Market Research Project
2. Quality Assurance
3. **New Student System**
4. New Human Resources System
5. Repackage OTIS applications
6. End User Services
7. Update OTIS infrastructure

Chronology

- (4/22) Executive Board approves 7 initiatives
- (April-Sept) Implement new Financial System
- (9/24) Executive Board says Student is top priority
- (10/13) 1st Student System Standing Committee (SSSC)
- (10/31) User survey on Student System done
- (11/7) SSSC says all of student system be replaced
- (11/14) Executive Board agrees
- (12/15) Design Team identified and put in place
- (12/16) 1st vendor presentation

Current Strategies

- Realign to enable OTIS to do development
- Identify all current and pending work
- Defer all non-critical work
- Separate application maintenance and support from development
- Cut back current ongoing work to manageable levels
- Defer accepting any new customers

Short Term Efforts

- Set up structure and processes for Maintenance & Support
- Determine minimal requirements for 1st release of new Student System
- Split off Design Team to spearhead development of new Student System
- Develop P/R plan to help keep current customers until new Student System available
- Make build or buy decision for moving ahead

LANE EDUCATION SERVICE DISTRICT
1200 Highway 99N • P. O. Box 2680
Eugene, Oregon 97402

Work Session

Board Meeting
November 18, 1997

MEETING CALLED TO ORDER

Chair Duerst-Higgins called the Lane ESD Board to order at 7:00 p.m., Tuesday, November 18, 1997.

Board members present in addition to Ms. Duerst-Higgins were Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, and Jim Swanson. Also attending were Laurie Swanson-Gribskov, Superintendent Ike Launstein, Jeff Foreman, and Barbara McBurnett.

MANAGING TRANSITIONS TRAINING

Laurie Swanson-Gribskov has been working with the Lane ESD Organizational Development Advisory Team since September 1997. The purpose of the work is:

- To identify the key challenges in managing transitions
- To frame the evolution of the organizational design efforts at the ESD
- To provide an introduction to the Design Document

Laurie reviewed the historical process of the ESD, employees, and board members. Certain situations had created a climate of fear, secretiveness, chaos, and "silos".

When Ike arrived in 1995, he delivered a message to all staff in August regarding his belief in teams and training. Vicki Handy was subsequently hired as a consultant to lead the newly created Continuous Improvement Team and Lane ESD through the process of becoming a high performance organization. The change has been dramatic. "Change" is when something starts or stops, happens at a point in time, can take place quickly, often comes downwardly, and is often outside our control.

Transition is an individual's gradual inner reorganization—a period of time between old reality and new reality, starts with an ending, and it takes time.

The stages of loss are denial, blaming/anger, bargaining, depression, and acceptance. Transitions start with an ending, have a neutral zone, and a new beginning. Identifying the problems is critical to the process.

Endings (letting go):

- Identify who's losing what
- Expect and accept signs of grieving
- Don't be surprised at over reaction
- Define what's over and what isn't
- Give people information again and again
- Mark the endings
- Treat the past with respect

Neutral zone:

- Normalize—redefine
- Create temporary systems
- Strengthen intergroup connections
- Build and enhance trust
- Capitalize on creativity—create opportunities to make decisions, encourage experimentation, embrace losses and setbacks as entry points for new solutions, brainstorm new answers to old problems, restrain natural impulse to push prematurely for certainty and closure.

New Beginning:

- Ambivalence
- Timing—purpose, picture, plan, part and play
- Reinforcement

The Design Document for Recommended Direction for Lane Education Service District created by the Continuous Improvement Team includes sections on Introduction, Support Design, Cultural Shifts, Communication, Support Processes, and Resource List. This document will be distributed to most all employees by mid-December. Reinforcement of appropriate employee behaviors is very important as well as acknowledging accomplishments.

Superintendent Launstein talked about why there is a need for change. He believes that as an organization, Lane ESD needed to make changes to better respond to districts' requests for additional services. We need to restructure to stretch dollars, be as efficient as possible, and provide more district services.

SUPERINTENDENT'S GOALS

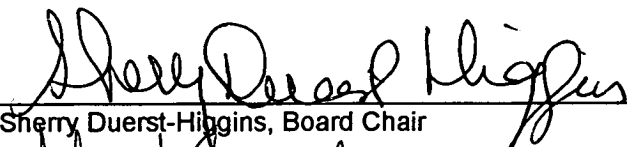
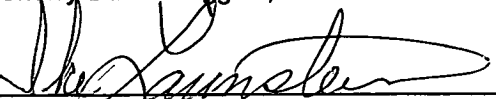
Proposed superintendent goals were reviewed. Board members recommended goals include:

- The four "p's" of communication should be restated in the goals.
- More emphasis on servicing district needs.
- Involvement with legislature and political process
- Working with OSBA
- Personal development
- Better communication with Board

Superintendent Launstein will revise goals and resubmit for next Board meeting.

ADJOURN

The meeting was adjourned to Executive Session at 8:50 p.m., under provisions of ORS 192.660 (1)(f) to consider records that are exempt by law from public inspection.


Sherry Duerst-Higgins, Board Chair
Ike Launstein, Superintendent-Clerk

12/16/97
(date) BJM

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – October 28, 1997

- | | |
|------------------------|--|
| 1. Executive Session | 1A Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were: Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Jerry Miller, Don Kimball, Joyce Mills, Frank Nearing, Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, Alan Livingston, Gwen Gardner, Joe Richards and Barbara McBurnett, recording secretary. |
| 2. Call to Order | 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, October 28, 1997, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Jerry Miller, Don Kimball, Joyce Mills, and Frank Nearing. Administrative staff members present were Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, Gwen Gardner, Alan Livingston, Jeff Foreman, and Barbara McBurnett.

Others attending were: Laura Krenk, Froydis Tyburscky, Lynda Harris, Linda Macy, Deb Dellinger, Jeff Foreman, Carol Wiggins, and Mary Radmore. |
| Written Communications | 2B The following written communications were included in the packet: Board calendar of events, and OAESD memo requesting OSBA booth volunteers (Director Kimball volunteered). |
| 3. Statements | 3A No statements from the public were made.

3B No statements from the Board were made.

3C No statements from the Superintendent or staff were made. |
| 4. Reports | 4A Director Miller reported that the LCOG appreciation dinner is Thursday, January 8, 1998, at the Doubletree Hotel in Springfield. LCOG is also seeking nominations for their senior/disabled services committee.

Director Swanson reported for the negotiations committee that mediation has been scheduled for December 9, beginning at noon at Lane ESD.

Chairperson Duerst-Higgins reported that the OSBA Regional Meeting on October 8, was very informative.

4B Advisory Board members were not present. Superintendent Launstein reported that he attended the Youth Summit on October 10 which was well attended and organized in a very effective manner. |
| 5. Consent Agenda | 5 DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-008) |

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 its September 23, 1997, meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources Report dated October 21 1997, and approves the following personnel action as recommended:

Employ: Donna Telep-Mandlark, Special Education Supervisor

6. Business Affairs

- 6A Business Manager Gwen Gardner reviewed the Quarterly Financial Report for the first quarter of the 1997-98 year. Gwen noted that beginning fund balances reflect the additional cash carryover. Gwen also noted that interest rates are holding steady and the local government pool is the most advantageous for interest rates at this time.

7. Action Items

- 7A The Lane ESD Benefits Committee has recommended Lane ESD provide domestic partner insurance coverage.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves of the domestic partner insurance coverage option for employees of Lane Education Service District to become effective January 1, 1998.

Director Miller seconded and the MOTION FAILED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLS and WEATHERS VOTING NO; DIRECTORS MILLER, NEARING AND SWANSON VOTED YES. (ESD Resolution # 97-009)

- 7B Acceptance of the 1996-97 annual report was requested.

DIRECTOR KIMBALL MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 1996-97 Annual Report and authorizes the Administration to submit the report to the Oregon Department of Education by October 31, 1997.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-010)

- 7C It was recommended Lane ESD continue in the 1997-98 year to contract with the Oregon Department of Education for Administration of Education Programs at SCAR/Jasper Mountain.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to enter into a contract with Oregon Department of Education for administration of educational programs at SCAR/Jasper Mountain for 1997-98.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-011)

- 7D The contract between Lane ESD and SCAR/Jasper Mountain for the educational program at SAFE Center and Jasper Mountain was recommended.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to enter into a contract with SCAR/Jasper Mountain for the educational program at those facilities for 1997-98.

Director Kimball seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-012)

- 7E Approval for attendance at the 51st Annual Oregon School Boards Association Conference on November 14-16, 1997, in Portland, for Directors Duerst-Higgins, Mills, Nearing, and Kimball was requested.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Sherry Duerst-Higgins, Joyce Mills, Frank Nearing, and Don Kimball at the OSBA Annual Conference November 14-16, 1997.

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 Number 100-2310-340-100-010.

Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-013)

- 7F Board members were asked to approve a resolution in support of Ballot Measure 52. This Ballot Measure would authorize sale of bonds to benefit K-12 school districts. At \$245 per student, this would mean almost 12 million dollars for Lane County schools. The bond debt would be repaid using unobligated net lottery proceeds.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD recommends voter support of Ballot Measure 52 with a "yes" vote.

Director Mills seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, SWANSON, AND WEATHERS VOTING YES. DIRECTOR NEARING ABSTAINED. (ESD Resolution # 97-014)

- 7G Rescheduling of the December Board Meeting to December 16 would be after the December 4 Lane County Superintendents' meeting and allow for a first reading on next years resolution packets.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves Tuesday, December 16, 1997, as the date for the regular Board of Directors meeting instead of December 2, 1997.

Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-015)

- 7H Superintendent Launstein recommended a mid-November Board Workshop to focus on transition training for the Board and goal setting for the superintendent.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves November 18, 1997, for a Work Session of the Lane ESD Board of Directors.

Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON AND WEATHERS VOTING YES. (ESD Resolution # 97-016)

8. Discussion Items

- 8A There were no discussion items.

9. Reports

- 9A A report on the resolution process was presented by Superintendent Launstein. Lane County superintendents have indicated an interest in restructuring resolutions to allow for additional services in the area of Special Education. The superintendents currently have a committee meeting to address possible restructuring within the Special Education area due to greater needs. The three goals assigned to the Education Design Team by the superintendents are: staff development based on mutual or countywide interests, delivery of special education resolution programs, and skill training for high school students.

10. Future Agenda Items

- 10 Future agenda items include:
A. Senate Bill 880 Update
B. Review/Accept Annual Audit
C. Approve Vehicle Purchase

11. Next Meeting

- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, December 16, 1997, with the regular meeting beginning at 7:00 p.m., at the Lane ESD Planetarium, 2300 Leo Harris Parkway.

12. Adjourn

- 12 The meeting was adjourned at 8:00 p.m.

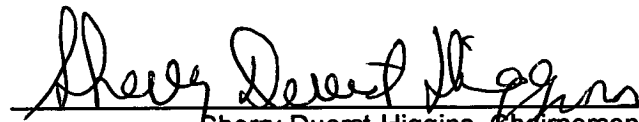
Minutes approved:

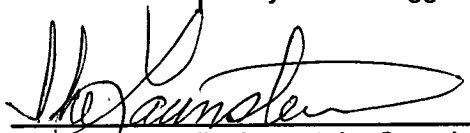
12/16/97

(date) BJM

Attachments to official minutes:

1. 1996-97 Annual Report


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday – September 23, 1997

- | | |
|------------------------|--|
| 1. Executive Session | 1A Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were: Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Jerry Miller, Don Kimball, Superintendent Ike Launstein, Sara Jane Bates, David Dowrie, Marv Wilkerson, Alan Livingston, Gwen Gardner, Joe Richards and Barbara McBurnett, recording secretary. |
| 2. Call to Order | 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m. Tuesday, September 23 1997, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Jerry Miller, and Don Kimball. Administrative staff members present were Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, Jeff Foreman, and Barbara McBurnett.

Others attending were: Peter Harlan, Laura Krenk, Lynda Harris, Lois Beard, Shirley Marchbanks, Sue Motsinger, Erick Keating, Kathy Allison, Kevin Ness, Eugene O'Neil, Carol Wiggins, Jeff Foreman, Mary Radmore, and Kathleen Nahorney. |
| Written Communications | 2B The following written communications were included in the packet: Planetarium update, Student Services program enrollments; OSBA Regional Meeting information; registration information for OSBA convention in November, information on AAESA annual conference; Board calendar of events.

Board requested to receive information regarding Planetarium events as soon as it is available.

Increase in MSMR program enrollments on the Student Services Report indicate that the program is growing due to special needs population rising faster than general student population. |
| 3. Statements | 3A No statements from the public were made.

3B No statements from the Board were made.

3C No statements from the Superintendent or staff were made. |
| 4. Reports | 4A Director Miller did not have an LCOG report; but commented that Legislators would be present at the next LCOG meeting with a post-session briefing, which is open to the public.

4B Superintendent Launstein made the OTIS Board report for Directors Mills. The OTIS Board received Marketing Research report on a project staffed by interns from University of Oregon, Stanford University, and Oregon State University. These interns did an outstanding job and worked under the direction of Erick Keating on a specific project as well as preparing a bid packet for Klamath County School District.

The business services software is now implemented in all districts—which has been a major project for OTIS staff. The Board directed OTIS to make the development of a new student services software package a priority. |

- 4C
- Susie Dey reported that John Radich has returned as local District Manager of AFS. SCF and AFS have been considering commonalties in order to broaden the continuum of services provided.
 - Springfield has continued to be proactive in finding ways to prevent child abuse.
 - Senate Bill 689, which sets a limit of one year from time of disposition for parents to make a safe home for a child or the child becomes eligible for adoption, becomes effective October 4.
 - Susie was recently installed as a member of Commission on Children and Families.
 - Joe Berney invited everyone to attend the Youth Pledge Summit on October 10 at the Lane County Fairgrounds. The Summit kicks off a three-year project which will promote fundamental resources for youth. There is no cost to attend the summit.

5. Consent Agenda

- 5 DIRECTOR MILLER 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, WEATHERS, AND KIMBALL VOTING YES. (ESD Resolution # 97-005)

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 its August 26, 1997, meeting as submitted.

- A. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Human Resources Report dated September 15, 1997, and approves the following personnel actions as recommended:

Advancement on Salary Schedule:

Kathryn Henderson from BA to MA column

Sherry Daggett from MA to MA+45 column

FTE: Annette Thompson from .5 to .7 FTE

- B. BE IT RESOLVED that the Board of Directors of Lane ESD approves the August 1997 Financial Report as submitted.

6. Business Affairs

- 6A Business Manager Gwen Gardner presented information on the 1996-97 Beginning Fund Balance (attachment 1). Auditors have completed the field work, but due to the extensive auditing required for three major grant programs, this balance is considered to be unaudited. Auditors should provide final figures soon.

7. Action Items

- 7A Alan Livingston presented information recommending Cramer and Giles Insurance Company as the Agent of Record for Lane ESD. They would provide OSBA property and casualty insurance at an annual savings of \$17,121.86 from last year's coverage which was through Willis and Carroon.

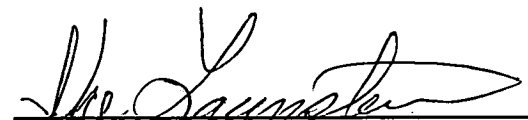
Director Miller moved that the bid be accepted as presented. Director Swanson seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. (ESD Resolution # 97-006)

- 7B Approval of attendance for Director Kimball at the OSBA Senate Bill 880 conference on September 19 and 20, 1997, was requested.

Director Miller moved that the bid be accepted as presented. Director Swanson seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. (ESD Resolution # 97-007)

8. Discussion Items
- 8A Board members were invited to participate in discussion developed by the Continuous Improvement Team (CIT). CIT members were available to answer questions and address concerns. A document summarizing the cost of the project was distributed (attachment 2). Staff members present also contributed to the discussion. Involvement of the Board with the HPO/CIT process on a regular basis is important.
- Chair Duerst-Higgins summarized the discussion saying that some mistakes were made in the process and these considerations need to be made:
1. The HPO process went too fast—need to slow down
 2. More training is needed for all staff
 3. Better communications are needed with staff and Board
 4. The Board should be more involved
 5. An effective measure of HPO process is needed.
 6. "Real" costs need to be figured.
- By unanimous consent, the meeting was extended for 15 minutes.**
9. Reports
- 9A Superintendent Launstein reported that he has requested input from Lane County Superintendents regarding utilization of Lane ESD additional revenue. Lane ESD is considering providing financial support to the computer-refurbishing program at Churchill High School. This would provide an instructional model to all Lane County high schools as well as refurbished computers.
- 9B Superintendent Launstein, Director Kimball, and Alan Livingston attended an OSBA Senate Bill 880 Conference on September 19 and 20. The bill requires two-year contracts for teachers and three-year contracts for administrators. Implementation of the law is considered to be the main issue at this time. The Board would like to have this issue on a future agenda when more information is available.
10. Future Agenda Items
- 10 Future agenda items include:
- A. Review of Annual Report
 - B. Review Service Resolutions Plan and Calendar and EDT Planning
 - C. Contract with Oregon Department of Education and Lane ESD for administration of educational programs at SCAR/Jasper Mountain
 - D. Contract between SCAR/Jasper Mountain and Lane ESD
 - E. Senate Bill 880
11. Next Meeting
- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, October 28, 1997, beginning with an Executive Session to consider labor negotiations at 6:00 p.m., with the regular meeting beginning at 7:00 p.m., at the ESD Center Building.
12. Adjourn
- 12 The meeting was adjourned at approximately 9:15 p.m.
- Minutes approved:
- 10/28/97
(date) BJM
- Attachments to official minutes:
1. Beginning Fund Balance
 2. HPO Expense Report


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

BEGINNING FUND BALANCE

1997-98

BALANCE - AUGUST FINANCIAL STATEMENT	2,585,555.86
CORRECTIONS - (DOUBLE ENTRIES MADE VIA COMPUTER INVOICING PROGRAM)	(176,158.94)
	<hr/>
CORRECT BEGINNING FUND BALANCE TO DATE	2,409,396.92

OTIS

BALANCE - AUGUST FINANCIAL STATEMENT	1,247,378.39
CORRECTIONS - (DOUBLE ENTRIES MADE VIA COMPUTER INVOICING PROGRAM)	(201,921.43)
CORRECT BEGINNING FUND BALANCE TO DATE	1,045,456.96

HPO EXPENSE REPORT
July 1995 – September 1, 1997

Detail	1995-96	1996-97	1997-98	Detail Total
Printing	\$ 641.15	\$ 486.63	\$ 335.64	\$ 1,463.42
Food	\$ 571.93	\$ 422.87	\$ 102.85	\$ 1,097.65
Vicki Handy	\$ 23,808.53	\$ 19,153.29	\$ 4,245.20	\$47,207.02
Temporary Help (Gama,Motsinger)	\$ 2,249.36	--	--	\$ 2,249.36
Overtime (Gama)	\$ 114.48	\$ 1,764.87	--	\$ 1,879.35
Substitutes (Pierce,Gama)	\$ 2,449.63	\$ 3,497.01	--	\$ 5,946.64
Miscellaneous (consultants, surveys)	\$ 401.97	\$ 6,450.37	--	\$ 6,852.34
Year TOTALS:	\$ 30,237.05	\$ 31,775.04	\$ 4,683.69	
TOTAL to date:				\$ 66,695.78

LANE ESD BOARD OF DIRECTORS' MEETING
Tuesday - August 26, 1997

1. Executive Session

- 1A Chairperson Sherry Duerst-Higgins called the meeting to order in Executive Session under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were: Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Frank Nearing, Jerry Miller, Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, Alan Livingston, Gwen Gardner, Joe Richards and Barbara McBurnett, recording Secretary.

2. Call to Order

- 2A Chairperson Sherry Duerst-Higgins called the regular board meeting to order at 7:00 p.m., Tuesday, August 26, 1997, in accordance with the agenda and public notice of the meeting.

Board Members present were Sherry Duerst-Higgins, Jim Swanson, Glen Weathers, Frank Nearing, Jerry Miller. Administrative staff members present were Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, Alan Livingston, Gwen Gardner, Jeff Foreman, and Barbara McBurnett.

Others attending were Laura Krenk, Froydis Tyburczy, Mary Radmore, Lois Beard, Lynda Harris, and Marvina Mayhugh.

Written
Communications

- 2B The following written communications were included in the packet:
A calendar of events; OSBA letter requesting nominations for Board members; flyer for Lane ESD all-staff meeting.

3. Statements

- 3A No statements from the public were made.

- 3B No statements from the board were made.

- 3C Laura Krenk, president of LCEA, stated that LCEA believed they would be given an opportunity to respond to the HPO document at the August 12 Board Work Session, but since that did not occur would make a statement at this time. Lane ESD staff has experienced concern regarding the way the implementation design document took place. Although they (Lane ESD staff) were given updates, changes were made which they were not aware of; therefore, they felt uninvolved. This created a climate among employees of mistrust and suspicion of administration. Since that time, the LCEA Executive Board and the CIT have met to discuss the issues. Things are now moving in a positive manner, although there is still a lot of concern among employees regarding implementation of the CIT Design document. Staff is interest in hearing what the Lane ESD Board has to say. The Board wants to hear comments from LCEA, but prefers to wait until the entire Board is available. Laura commented that this is not an official communiqué from LCEA, but wanted to express a general feeling among staff.

Lois Beard, and OTIS staff member distributed a document that identifies 26 concerns or issues with the CIT which specifically effect OTIS.

Superintendent Launstein distributed an updated list of Lane ESD Board members. Perspectives, a national publication of OSEA is available for Board members.

Gloria Rice, OAESD President would like Board members to volunteer to be on OSEA Board committees. Superintendent Launstein has information.

4. Reports

- 4A. Jerry Miller reported he had a scheduling conflict and did not attend the LCOG meeting last month (July). He had formerly reported LCOG would not have a July meeting, which was not accurate. There are no LCOG activities during August.

Registration information for the November OSBA Convention in Portland will be sent to Board members.

There will be a Lane County School Boards Association meeting on October 8. A Legislative report will be presented.

There will be an OSBA Leadership Meeting, Module 2, on September 4, at Lane ESD.

5. Consent Agenda

5. **DIRECTOR NEARING MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, SWANSON, WEATHERS, MILLER, NEARING VOTING YES. (ESD Resolution # 97-003)

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 its July 15, 1997, meeting as submitted.
- B. BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of its August 12, 1997, meeting as submitted.
- C. BE IT RESOLVED that the Board of Directors of Lane ESD approves the Human Resources Report dated August 15, 1997, and approves the following personnel actions as recommended:

Discontinuation of Employment: Alice Erickson and Ellen Adler
Advancement on Salary Schedule: Paul Weill from MA to MA+45 column

6. Business Affairs

- 6A Business Manager Gwen Gardner presented an update on State funding for the 1997-98 budget. Due to BM 5 and BM 50, Lane ESD will receive net additional replacement funds of \$311,920. Superintendent Launstein added that Gwen was in contact with Oregon Department of Education to get advice when developing figures, which are now finalized. Director Swanson asked about the process for utilizing unplanned revenue. Superintendent Launstein has received advice from OAESD that we might involve local districts in developing a process for excess revenues since these funds came from the same pool of funds for local districts.

Director Miller asked what the figure is that would legally require reopening the budget. Gwen answered that it is 10%. She also added that there was no prior information regarding how these ballot measures would affect revenue.

- 6B Chairperson Duerst-Higgins reviewed 1996-97 committee appointments and assignments for 1997-98 were made as follows:

Lane Council of Governments – Jerry Miller; Glen Weathers, Florence alternate
OTIS Executive Board – Joyce Mills; Jim Swanson, alternate
Negotiations Committee – Don Kimball; Jim Swanson; Sherry Duerst-Higgins, alternate
Board/Administrative, Confidential & Management Communications Committee – Jim Swanson, Subcommittee Chair; Joyce Mills; Frank Nearing
Committee to Review Superintendent's Salary & Contract – Sherry Duerst-Higgins; Jerry Miller

7. Action Items

- 7A Alan Livingston has conducted a RFP process for bids on custodial services at the three Lane ESD buildings. Companies had the option of bidding locations individually or as a package. Three different companies presented the lowest bids on each site.

Director Miller asked if it would create a logistical problem to have three different companies for each site. Alan commented all of the companies are bonded; two companies have already worked for Lane ESD and references have been checked on the third, which were positive.

Director Swanson moved that the bids be accepted as presented. Director Weathers seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. (*ESD Resolution 97-004*)

- 7B Alan Livingston reported that two bids were received for property/casualty insurance. There is no significant difference in the two bids and it would be beneficial to continue with the current provider since good relations have been established and they have provided the ESD with good service and in getting good rates.

The OSBA agent has indicated their plan could save Lane ESD considerable money – up to approximately 40%. A report is expected back by next Board meeting. Our current agent would not be able to write an OSBA policy; however the agency has indicated they want to be competitive. There is no difference between companies in how commissions are distributed.

- 7C Superintendent recommended extending the intergovernmental agreements between Lane ESD and Lowell School District and Lane ESD and Springfield School District which provides education for children at Jasper Mountain and the SAFE Center. During the initial one-year agreement has worked well, particularly for the children involved, and Lane ESD has received commendations for services provided. This is an annual agreement, although a multi-year agreement may be considered in the future.

8. Discussion Items

- 8A Input was requested for the HPO Executive Summary discussion which will be on the agenda for the September Board Meeting. The full HPO document will be available soon.

9. Reports

- 9A A summary of Lane ESD employee benefits was reviewed. Claim utilization for medical insurance in the past two years has resulted in an increase. Claims were categorized so an evaluation could be made to determine if claims are continuing or special situation. One cause of claim increase is due to the "aging" of our organization – a factor that is not anticipated to change.

10. Future Agenda Items

Futures agenda items include:

- A. Contract with Oregon Department of Education for administration of education programs at SCAR/Jasper Mountain.
- B. Contract between SCAR/Jasper Mountain and Lane ESD.

Director Miller commented he would be interested in hearing more than the regular liaison reports from members regarding the organizations they represent.


Director Duerst-Higgins commented she appreciates the informational updates via the ESD Flash provided by Jeff Foreman.

11. Next Meeting

12. Adjourn

- 11 The next meeting of the Lane ESD Board of Directors will be on Tuesday, September 23, 1997, beginning with an Executive Session to consider labor negotiations at 6:00 p.m., with the regular meeting beginning at 7:00 p.m., at the ESD Center Building
- 12 The meeting was adjourned at approximately 7:55 p.m.


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

9/23/97
(date) BJM

Attachments to
Official minutes:

1. OTIS staff meeting
notes.

OTIS Staff meeting (continuation of last week's meeting)
Thursday, August 21, 1997
Facilitator, Tod -- Minutes, Jennie

AGENDA

1. Agenda Review
2. Checkins
3. Impact on OTIS of restructuring
4. OTIS Expectations of CMT

MINUTES

Attending: Bill, Dan, David, Dawn, Erick, Gayle, Glenda, Jennie, Jim, Joel, John, Linda, Lois, Marilyn, Mary, Michelle, Pat, Paul, Peter, Rich, Ron, Sandi, Tod, Tom, Wes.

- David reviewed the issues brought up in last week's meeting concerning the restructuring. Last week's issues are listed below plus additional areas of concern that were brought up during today's meeting:
 1. OTIS identify is issue. Does OTIS still exist
 2. Impact to OTIS workload
 3. Budget. Is OTIS funding areas outside OTIS
 4. Lack of involvement of OTIS Executive Board in restructuring
 5. Name changes, are they changeable. Are the teams changeable.
 6. Key variances are considered as strengths
 7. OTIS being represented by non-OTIS people
 8. Change perceived as a threat to OTIS' survival
 9. Charges for use of ITC
 10. Questions/Impacts of second enterprise fund
 11. Abruptness/lack of notice on Mel's move and Marilyn being reassigned
 12. Who does the work that Mel and Marilyn do
 13. Lack of preparation for getting this work done
 14. Does Mel continue handling the SAS/70 audit
 15. Who pays for Mel, Marilyn, David, and Jim's salary
 16. How does the Technology Department fit in
 17. Where are new positions budgeted (3)
 18. What is our authority to create a new enterprise, since we are a resolution county
 19. Are dollars from districts outside Lane County going to be spent in areas other than OTIS
 20. Clarification of Erick's role
 21. Are team leaders always supervisors (what is definition of team leader vs. supervisor)
 22. Why does ESD need a marketing division
 23. Has there been a total dollar figure established for CIT/HPO endeavor
 24. What things do we have to pay for outside OTIS fund
 25. Have we seen the last of shifting of employees
 26. Do changes open up opportunities for people to transfer

Work Session
August 12, 1997

Executive Session

Former Chair Don Kimball called the Lane ESD Board of Directors met in Executive Session at 6:10 p.m., Tuesday, August 12, 1997 at the Lane ESD Center. The meeting was called under provisions of ORS 192.660 (1)(2) to consider labor negotiations. Board members present in addition to Mr. Kimball were Jim Swanson, Glen Weathers, Joyce Mills, Frank Nearing, Sherry Duerst-Higgins, and Jerry Miller. Other attending were Joe Richards, Superintendent Launstein, Alan Livingston, Gwen Gardner, Sara Jane Bates, Marv Wilkerson, and Barbara McBurnett.

Call to Order

The meeting was called to order at approximately 7:10 p.m. Board members in attendance were Chair Sherry Duerst-Higgins, Don Kimball, Frank Nearing, Jerry Miller, Glen Weathers, Joyce Mills, Jim Swanson, Superintendent Ike Launstein.

CIT members in attendance were Sara Jane Bates, Marv Wilkerson, Carol Wiggins, Kevin Ness, Erick Keating, Peter Harlan, Sue Motsinger, Gwen Gardner.

Others in attendance were Lois Beard, Lori Wollenweber, Susan Gama, Kathy Allison, Norma Allensworth, Brenda Jones, Linda Schoenfeld, Deb Dellinger, Linda Macy, Shirley Marchbanks, Alan Livingston, Lynda Harris, Mary Radmore, Lynn Lary, Laura Krenk, Froydis Tyburczy.

Work Session Introduction

Superintendent Launstein reported that the Continuous Improvement Team has completed its study and research phase and will be presenting the Executive Summary. Prior to the all-staff inservice on August 28, a complete document will be available. The CIT has put forth a tremendous effort to make this a thorough study of all aspects of our organization. We are ready to start a new chapter at Lane ESD.

System Improvement

Carol Wiggins discussed the beginning of the HPO process. Approximately 18 months ago, a consultant was hired to begin continuous improvement process. All staff were invited to apply for the team. The selected team members were trained. The CIT purpose was divided into four phases: opening the system; analysis of the system and involvement; design; implementation.

General Variance

Peter Harlan discussed the general variances, or potential problem areas. Variation is the way the system communicates to people. Teams will have the opportunity to develop a means by which to manage the variances toward making improvements.

Data Collection

Superintendent Launstein introduced Gayle Surdam who conducted the employee survey.

Survey Review

In order to get better information regarding cultural issues, Gayle Surdam was contacted to conduct a survey of employees. Gayle is a licensed clinical psychologist and manager of Direction. She was asked to find a standardized instrument for data collection from employees. The Campbell Organizational Survey was chosen which is a 67-item survey, which will target areas for improvement. Employees were guaranteed confidentiality. The survey looked at areas of strength and areas for improvement. Response rate was 121 out of 205 employees which is considered a high response rate -- well over 60% of population responding. This is a creditable response.

Areas of Strength -- benefits, co-workers, work itself, stress-free, diversity, general contentment.
Areas Needing Improvement -- top leadership, pay, job security, promotions, ethics.

Individual Expectations

Kevin Ness reviewed the individual expectations for all employees which are based on Lane ESD values: maintain excellent service and relations with customers, students and stakeholders; improve our workflow, process, quality and service; improve business and financial management; take initiative to build healthy teamwork and performance.

Work Flow

Gwen Gardner discussed the changes in the Lane ESD workflow design. Concepts were considered, not details -- details will be decided by employees performing the tasks. The new workflow design includes three service areas -- Communication & Development Services, Information Technology Services and Student Services.

Core Service Areas

Marv Wilkerson reviewed the Team Chart. The chart evolved out of a work flow analysis. The team chart does not list all services but looks at team concepts, not names.

Implementation

Superintendent Launstein discussed implementation of the plan now that the research and data has been obtained. An Organization Development Project Manager has been selected for training as well as focusing on keeping the project managed.

Chair Duerst-Higgins suggested having another work session prior to the Board Meeting on August 26, to review documents more in-depth with the CIT Team.

Meeting Adjourned at 8:30 p.m.


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

9/23/97
bm

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, July 15, 1997

1. Executive Session

- 1 Chairperson Don Kimball called the meeting to order in Executive Session under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were: Don Kimball, Sherry Duerst-Higgins, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, Glen Weathers, Superintendent Launstein, Gwen Gardner, Alan Livingston, David Dowrie, Marv Wilkerson, Joe Richards and Linda Macy, recording secretary.

2. Call to Order
Attendance

- 2A Chairperson Don Kimball called the regular board meeting to order at 7:20 p.m., Tuesday, July 15, 1997, in accordance with the agenda and public notice of the meeting.

Board members present were Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jim Swanson, Jerry Miller, Frank Nearing, and Glen Weathers. Administrative staff members present were Superintendent Ike Launstein, David Dowrie, Marv Wilkerson, Alan Livingston, Gwen Gardner, Jeff Foreman, Sara Jane Bates and Linda Macy

Others attending were Lynda Harris, Mary Radmore, and Laura Krenk.

Written
Communication

- 2B A letter from LCEA requesting August 6, 1997 as the first session for negotiations was presented by Don Kimball.

Action to be taken
if needed

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

Oath of Office

- 2D Joe Richards, legal counsel, administered the Oath of Office to board members, Jerry Miller, Don Kimball and Joyce Mills.

3 Statements

- 3A No statements from the public were made.
3B No statements from the Board were made.
3C The superintendent reminded Board members of the August 12 Work Session.

4 Reports
LCOG

- 4A Jerry Miller reported that the LCOG Board would not be having a regular board meeting in July but instead will spend time looking at and revising their bylaws on July 17.

OSBA

Director Duerst-Higgins had no report from OSBA.

Advisory Members

- 4B Susie Dey reported that since the death by abuse of a three-year old, citizens are much more aware of the problems of abuse and that that level of awareness is quite high. Lane County is involved in a pilot project with the objective of improving the response to children and families in crisis. The project involves outreach workers who are trained to recognize and deal with the families and children. Services to Children and Families and the Commission for Children and Families are working together in applying for a federal grant that will enable the pilot project to proceed more quickly and efficiently.

623

5 Consent Agenda

- 5 **DIRECTOR NEARING MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING AND SWANSON VOTING YES. (ESD Resolution #97-01)

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 its June 24, 1997 meeting as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes the Superintendent to enter into a contract for 1997-98 with Mike Whitney Whitney Investigations for truant officer services.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources report dated July 8, 1997, and approves the following personnel actions as recommended:

Advancement on Salary Schedule: Ken Sprague from BA to MA column
Family Medical Leave: Julia Hosack leave through 12/19/97
Employ: Colleen Wright, MSMR Teacher

6. Business Affairs

6. No business affairs were presented

7. Action Items

- 7A The organizational meeting includes election of board officers as well as re-adoption of existing policies for its own operation and the operation of the district.

Election of
Chairperson

1. Chairperson pro-tem Don Kimball opened the floor for nominations for Board Chair for 1997-98.

Director Nearing nominated Sherry Duerst-Higgins as Board Chairperson. Director Miller moved that the nominations cease and a unanimous ballot be cast to elect Sherry Duerst-Higgins. Director Weathers seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. Sherry Duerst-Higgins was declared elected as Chairperson of the Lane ESD Board for 1997-98.

Election of
Vice Chair

2. Director Swanson nominated Jerry Miller as Vice-Chair. Director Kimball moved that nominations cease and a unanimous ballot be cast to elect Jerry Miller. Director Mills seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES. Jerry Miller was declared elected Vice-Chairperson of the Lane ESD Board for 1997-98.

Budget Committee
Calendar

- 7B The superintendent recommended the following budget committee calendar.

First budget committee meeting: Tuesday, May 5, 1998, 7:00 p.m. This meeting will be for the purposes of organizing the Committee, delivery of the Superintendent's budget message, orientation to ESD budget review procedures as necessary for new members, distribution of the proposed budget document, and beginning of the review process.

Additional budget review sessions: Tuesday, May 12 and Tuesday, May 19 (if necessary)

Action Items
(continued)

7B (Continued)

Public hearing on the budget: Tuesday, June 23, 7:00 p.m.(date of regular June Board meeting). Action to adopt the budget, appropriate funds, and levy taxes will also be scheduled on the agenda for that date. Legal notice of the first Budget Committee meeting and notice of the Budget Hearing (including budget summary) will be published according to Oregon statute.

DIRECTOR KIMBALL MOVED: that the Board of Directors of Lane ESD approves the budget meeting calendar for preparation of the 1998-99 Lane ESD Budget as presented. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, NEARING, WEATHERS, MILLS, MILLER, AND SWANSON VOTING YES. (ESD Resolution #97-02)**

8 Discussion
Items

8A Budget
Committee
positions

8A Four positions on the ESD Budget Committee expired June 30, 1997. They are positions representing Zone 1&2 (one of the Eugene positions) Zone 3 (Springfield), Zone 4 (Bethel), and Position 6 (At-large, Lowell). The Board concurred with the superintendent's recommendation that he contact the superintendents and board chairs of the four districts and ask that the incumbents be nominated for re-appointment. If one of the Zone 1&2 or Zone 3 incumbents is unable to serve, Superintendent Launstein will seek an appointment from one of the smaller districts.

8B Service
Providers

8B The board reviewed a memo which summarized services provided during the past year by professional consultants and service providers.

The providers are as follows:

Legal Counsel: Joe Richards

Labor Relations consultant: Joe Richards

Auditor: Jones & Roth

Agent-of-Record, Employee Benefits Insurance: Johnson Benefit Planning

Agent-of-Record, Property/Casualty Insurance: Willis-Corroon

Agent-of-Record, Worker's Compensation Insurance: Aon Risk Services, Inc.

Unemployment Tax and Cost Control Management Service: Lawrence Company

Banking Services: Wells Fargo

Superintendent Launstein explained that the Banking Services would continue to be reviewed and that a consortium of municipalities plan to develop a request for proposal.

9 Reports

9A A brief follow-up report from the June meeting concerning Affirmative Action was presented for the Board's information. Alan Livingston explained the material presented. (a copy is attached to the official minutes of this meeting).

10 Future Agenda
Items

10 Future agenda items include :


A. Review Chairperson's committee assignments and meeting schedule for those committees

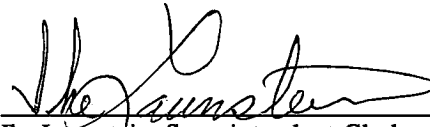
11 Next Meeting

11 The next meeting of the Lane ESD Board of Directors will be a Work Session on Tuesday, August 12, 1997 beginning at 7:00 p.m., at the ESD Center Building. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, August 26, 1997, at the ESD Center Building.

12 Adjourn

12 The meeting was adjourned at approximately 7:50 p.m.


Sherry Duerst-Higgins, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

8/26/97
(date) *bm*

LM

Attachments to official
minutes:
Affirmative Action
Report

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, June 24, 1997

- | | | |
|--|----|---|
| 1. <u>Call to Order</u>
Attendance | 1A | Chairperson Kimball called the regular Board meeting to order in accordance with the agenda and public notice of the meeting. Board members presented were: Sherry Duerst- Higgins, Joyce Mills, Frank Nearing, Glen Weathers, Jim Swanson, Jerry Miller, Don Kimball and Advisory member Joe Berney. Administrative staff present were Superintendent Ike Launstein, Sara Jane Bates, Marv Wilkerson, Alan Livingston, Gwen Gardner, Jeff Foreman, Frank Landrum and Linda Macy.

Also in attendance included Laura Krenk, Lynda Harris, Kathryn Henderson, Kathy White, Vivian Moen and Jeri Ingallinero. |
| Written
Communications | 2A | The following written communications were included in the packet:
A thank you letter from Eric Miller, Special Education Director at the Marcola School District and a thank you for the fingerprinting services provided to the McKenzie School District on May 8, 1997. |
| 3. <u>Budget Hearing</u> | 3 | Chairperson Kimball opened the hearing on the 1997-98 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 Budget Hearing was published as required by law, in two issues of the <u>Register-Guard</u> . Copies of the Budget are available for public inspection. The Chairperson invited comments on the budget. There were none. Chairperson Kimball declared the Budget Hearing closed. |
| 4. <u>Statements</u> | 4 | No statements were made at this time on the agenda. |
| 5. <u>Reports</u>
Student Achievement
Convention | 5A | Vivian Moen, Kathryn Henderson and Frank Landrum presented a slide show and video presentation representing the various aspects of the Student Achievement Convention. |
| Attendance/Tuancy | 5B | Jeri Ingallinero and Sara Jane Bates presented year end information pertaining to use of the attendance and truancy services at Lane ESD. |
| OAESD | 5C | Directors Kimball and Swanson reported on the OAESD Summer Conference. There will be a network for school districts and ESDs throughout Oregon provided by the Oregon Public Education Network (OPEN) Clearinghouse. Information concerning schools and education will be available including the state standards required of all educational institutions in Oregon. Director Kimball indicated that Jerry Bennett has been hired as the Executive Director of OAESD. |
| | 5D | Director Miller reported on his participation on the Cascade Regional Economic Development Commission. The Commission works for economic development within Linn-Benton-Lincoln and Lane Counties. |
| 6. <u>Consent Agenda</u> | 6 | DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda as presented. Director Duerst-Higgins seconded and the MOTION CARRIED WITH DIRECTORS SWANSON, MILLER, DUERST-HIGGINS, MILLS, NEARING, KIMBALL, AND WEATHERS VOTING YES. (ESD Resolution #96-54) |

6 Consent Agenda
(continued)

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

- 6A **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting of May 27, 1997, as submitted.
- 6B **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting of June 3, 1997, as submitted.
- 6C **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the Board meeting calendar for 1997-98 as presented. A copy is attached to the official copy of these minutes.
- 6D **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources report dated June 18, 1997 and approves the following personnel recommendations as listed: **Employ:** Patricia Brannon, MSMR; Eugene O'Neil, MSMR; Joan Shelters, MSMR; Catherine McCormack, Sp Ed; David Madison, Lane School; Christopher Michaels, Lane School. **Change of Status:** Monique Siemerink, Stephanie Smith.
- 6E **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial statements for May, 1997, as presented.
- 6F **(Annual organizational/fiscal designations and authorizations)**
- BE IT RESOLVED** that the Board of Directors hereby designates Ike Launstein as Clerk of the District and Custodian of Funds for Fiscal Year 1997-98, in accordance with ORS 334.225.
- BE IT RESOLVED** that the Board of Directors of Lane ESD appoints Ike Launstein as Budget Officer for the District for Fiscal Year 1997-98, in accordance with ORS 294.331.
- BE IT RESOLVED** that the Board of Directors of Lane ESD 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 (#93-601-866) and to Project OTIS (#93-0555496) with respect to all tax forms and for all tax periods.
- BE IT RESOLVED** that the Board of Directors of Lane ESD designates Ike Launstein and Gwen Gardner as signatories for all district financial accounts for Fiscal Year 1997-98.
- BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes Clerk's Bonds for Ike Launstein for the face amount of \$100,000 and for Gwen Gardner for the face amount of \$100,000 for the Fiscal Year 1997-98.
- BE IT RESOLVED** that the Board of Directors of Lane ESD designates the following financial institutions as official depositories for District funds during the 1997-98 Fiscal Year: Wells Fargo Bank, 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 Pool).

6 Consent Agenda

6F (continued)

BE IT RESOLVED that the Board of Directors of Lane ESD 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 Elections officer. The Board shall subsequently affirm the canvass so certified.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the following individuals to transfer funds to the Local Government Investment Pool: Ike Launstein, Gwen Gardner, and Pam Bonebright.

7 Business Affairs
7A Budget Action

7A **DIRECTOR MILLER MOVED TO APPROVE THE FOLLOWING THREE RESOLUTIONS:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the budget for 1997-98 as approved by the Lane ESD Budget Committee in the total amount of \$28,942,476. The Budget is on file in the Office of the Superintendent. (ESD Resolution #96-55)

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1997, the amounts shown on the attached appropriations memo or the purposes indicated within the funds listed. (A copy of the summary is attached to the official copy of these minutes) (ESD Resolution #96-56)

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 \$10,359,225; and that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., July 1, 1997. 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 Education Limitation: General Fund \$10,359,225. Total Levy: \$10,359,225. Excluded from Limitation: 0 (ESD Resolution #96-57)

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

8. Action Items
Policy: Education
Advancement

8A The Board reviewed Policy GCBAB: Education Advancement on Licensed/Certified Salary Schedule as a second reading. **DIRECTOR SWANSON MOVED** to approve modification of Board Policy GCBAD: Education Advancement on Licensed/Certified Salary Schedule as revised and presented. Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, NEARING, KIMBALL, WEATHERS AND SWANSON VOTING YES.** (ESD Resolution #96-58)

8B Affirmative
Action

8B The Board reviewed a summary of the Affirmative Action Committee's work during 1996-97 and its goals for next year. The focus for the current year has been to improve recruitment of minority employees. This will continue as a goal for the 1997-98 year.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Lane ESD Board of Directors approves the Affirmative Action report as submitted.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, NEARING, WEATHERS and KIMBALL VOTING YES.** (ESD Resolution #96-59)

9 Discussion Items
Resolution Studies

9A Superintendent Launstein shared information received at the Lane County Superintendents' Planning Meeting held on June 23, 1997. Superintendent Launstein indicated that there are three areas that the Superintendents will be focusing on for the 1997-98 school year. They are the Special Education programs, staff development opportunities and skills training and skill center. The Superintendents are working in three groups in order to give more time to these three important areas.

10 Reports
Vacation Carryover

10A The Board reviewed the annual report showing the District's liability for accrued vacation that is carried forward from one year to the next. This year, 742 hours (92.75 days) have been carried over. The carryover involves 15 employees which accounts for a number of Continuous Improvement Team members. Most of the hours will be schedule for use during July.

State Purchasing

10B The Board reviewed changes in the Public Purchasing Rules. The prescribed dollar amounts have been changed as follows:
No quote or bid required : up to \$ 5,000 (past amount \$2,500)
Quotes required: \$5,000 to \$50,000(past amounts \$2,500 to \$25,000)
Bids required: \$50,000 and above (past amount \$25,000 and above)

RFP: Banking

10C Superintendent Launstein and Business Manager Gwen Gardner recommended to the Board of Directors that the ESD not pursue an RFP for banking at this current time. The current upheaval in the banking industry in Lane County is the main factor in postponing the RFP.

11 Future Agenda
Items


11 Future agenda items include:
RFP: Property/Casualty Insurance


12 Next Meeting

12 The next regular meeting of the Lane ESD Board of Directors is scheduled for July 15, 1997 at the ESD Center Building.

13 Adjourn

13 The meeting was adjourned at approximate 9:00 p.m.


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved;

(date) LLM

Attachments to
official minutes:

- 1 Budget Outline
- 2 Appropriation Memo
- 3 Board Calendar

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, May 27, 1997

1. Executive Session

- 1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at approximately 6:00 p.m., under provisions of ORS 192.660(1)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were Board members Don Kimball, Jerry Miller, Jim Swanson, Joyce Mills, Sherry Duerst-Higgins, and Glen Weathers; Superintendent Launstein; ESD Administrative Staff members Sara Jane Bates, Marv Wilkerson, David Dowrie, Gwen Gardner, Alan Livingston, Jeff Foreman; Linda Macy, Board secretary; and Labor negotiations consultant Joe Richards.

2. Call to Order
2A Attendance

- 2A Chairperson Kimball called the regular Board meeting to order at approximately 7:00 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Jerry Miller, Don Kimball, Glen Weathers, Sherry Duerst-Higgins, Jim Swanson, and Joyce Mills; Advisory Board member, Joe Berney; ESD Staff members, Gwen Gardner, Jeff Foreman, Marv Wilkerson, Sara Jane Bates, David Dowrie, Alan Livingston, Peter Harlan, Kathleen Nahorney, Fryodis Tybursky, and Lynda Harris; Linda Macy, Board Secretary.

2B Communications

- 2B An appreciation letter to Budget Committee members was included for review in the board packet as well as a new item that will be featured in the packet every month; a calendar of coming events. The calendar will enable Board members to plan ahead for the various offerings throughout the year for board development and learning. Also included was a board development opportunity being offered this summer for board members by OSBA.

2C Action, if needed,
as a result of
Executive Session

- 2C No action was taken.

3. Statements

- 3 No statements were made.

4. Reports
4A HPO Update

- 4A Peter Harlan and Sara Jane Bates gave a brief update on the continuing process of developing the HPO. Members of the Continuous Improvement Team are busy getting the last parts of the business analysis and workflow analysis in place. The Board will be presented with final reports, processes and implementation plan at the August board meeting. The ESD staff will be given the same information at the August Inservice scheduled two days after the Board meeting.

4B Board
Members

- 4B Sherry Duerst-Higgins indicated that the OSBA Board members will hold their annual retreat in June so she will have more information at the June Board meeting.

4B Board Member (cont'd)	4B	<p>Jerry Miller reported that the LCOG budget will be sent to the full board on June 26 for approval. He indicated that there were not a lot of changes to the budget but it did reflect the effects of Measure 47/50.</p> <p>Director Swanson reported on the Communications Committee which met the week of May 19. Issues covered by this committee concern management employees not covered by the union contract. A meeting will be held again at the end of June or early July.</p>
4C Advisory Members	4C	<p>Joe Berney gave a report that indicated that the school-to-work newspaper may not be around next year due to funding. He also shared briefly his experience at the Summit for Youth. He indicated that there is a huge potential in this country for the objective of the summit. The local summit will be on October 10 in connection with the statewide inservice. It is anticipated that 2500+ participants will be in attendance.</p>
held		
5 <u>Consent Agenda</u>	5	<p>DIRECTOR DUERST-HIGGINS MOVED:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS MILLER, DUERST-HIGGINS, KIMBALL, MILLER, WEATHERS, and MILLS VOTING YES. (ESD Resolution #96-48).</p> <p>The following Action Items were included in the Consent Agenda approval:</p> <p>A/B Be It Resolved that the Board of Directors of Lane ESD approves the</p> <p>C. minutes of April 8, 1997, April 22, 1997 and the May 6, 1997 Budget Committee minutes as submitted.</p> <p>D. Be It Resolved that the Board of Directors of Lane ESD accepts the Human Resources Report dated May 21, 1997.</p> <p>E. Be It Resolved that the Board of Directors of Lane ESD accepts the April Financial statements as presented.</p>
6. <u>Business Affairs</u>		
6A Cooperative Bid Awards	6A	<p>Alan Livingston presented the bids for the 1997-98 cooperative purchase supplies. There is a \$10,000 increase over last year's bids due to increased volume of ordering</p> <p>DIRECTOR MILLER MOVED:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD accept and approve the bid awards as presented. Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS MILLER, WEATHERS, DUERST-HIGGINS, KIMBALL MILLS, and SWANSON VOTING YES. (ESD Resolution #96-49)</p>

6B Grant
Appropriation

6B Superintendent Launstein indicated to the Board of Directors that the ESD has received additional monies for three grant programs. They include the Title I-C Migrant Ed Program, Oregon Goals 2000 for Reading, Writing and Mathamatics and the Oregon Goals 2000 - Industrial Applications in Math and Science.

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of the Lane ESD authorizes appropriations of \$15,000 for title I-C Migrant Education Education Program Grant funds. (ESD Resolution #96-50)

BE IT RESOLVED that the Board of Directors of the Lane ESD authorizes appropriations of \$68,000 for Oregon Goals 2000 - Reading, Writing and Mathematics Grant funds. (ESD Resolution #96-51)

BE IT RESOLVED that the Board of Directors of the Lane ESD authorizes appropriations of \$19,000 for Oregon Goals 2000 - Industrial Applications in Math and Science Grant funds. (ESD Resolution #96-52)

6C Planetarium
Capital Project

6C Superintendent Launstein presented the recommendation from Jon Elvert for purchasing a laser system for the ESD Planetarium. Monies for the expenditure are from the "Touch the Stars" campaign and a large donation from a private donor. The system will be purchased from Laser Fantasy, Inc.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorize the expenditure of \$97,800 from the "Touch the Stars" campaign fund to purchase laser system equipment from Laser Fantasy, Inc. (ESD Resolution #96-53)

7. Action Items
7A Appoint Advisory
Board Member

7A The current position representing employment training agencies will expire June 30, 1997. The position is held by Joe Berney from Networking for Youth. Mr. Berney has agreed to represent the employment training position for another two years. His new term will expire on June 30, 1999. Director Duerst-Higgins said she feels that Mr Berney contributes a great deal to the Board meetings and looks forward to working with him for two more years.

DIRECTOR WEATHERS 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, 1999.

- | | | |
|--|----|---|
| 7B Board Conference | 7B | <p>Directors Swanson and Kimball have expressed an interest in attending the OAESD Summer Conference being held in Bend on June 7 - 9.</p> <p>DIRECTOR MILLER MOVED:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Jim Swanson and Director Don Kimball at the OAESD Summer Conference, June 7 - 9 in Bend, Oregon.</p> <p>In accordance with provisions of Board Policy and Administrative Regulation BHD/BHD-AR, this resolution authorizes payment of registration, lodging, meals and travel expenses, from Account # 100-2310-340-100-010.</p> |
| 7C 1997-98 School Calendar | 7C | <p>The school calendar for the Special Education staff was presented. The calendar reflects days worked, inservice days, and holidays for all the MSMR and SED staff.</p> <p>DIRECTOR SWANSON MOVED:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1997-98 school calendar as presented.</p> |
| 8 <u>Discussion Items</u>
8A Board Calendar | 8A | <p>The proposed 1997-98 Board Calendar was presented for consideration. It was recommended that the Board take action to adopt a summer schedule for July and August at this meeting. The full calendar will be acted upon at the June 24 meeting.</p> <p>A special meeting for the HPO presentation was scheduled for August 12, 7:00 p.m.</p> <p>DIRECTOR SWANSON MOVED:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD selects the following dates for regular July and August Board meetings.</p> <p style="padding-left: 40px;">July 15
August 26</p> |
| 8B Policy Revision | 8B | <p>Board Policy GCBAB - Education Advancement on Licensed/Certified Salary Schedule was presented for a first reading. It is recommended that the policy be modified to be more flexible and workable for staff. The current date for notifying the ESD for advancement on the salary schedule is February 15. The revision would be reflected in the date of notification which would be changed to April 15.</p> |
| 9 <u>Reports</u> | 9 | <p>No reports were given.</p> |

10 Future Agenda
Items

- 10 Future agenda items include the following:
- A. RFP: P/C Insurance
 - B. State Purchasing Guidelines
 - C. Affirmative Action Report
 - D. Attendance/Tuancy Report
 - E. Student Achievement Convention Report

11. Next Meeting(s)

- 11 The Lane ESD Board of Directors will meet in an Executive Special Work Session on June 6, 1997 beginning at 7:00 p.m.

The next regular meeting of the Lane ESD Board of Directors is scheduled for June 24, 1997 at the ESD Center Building.

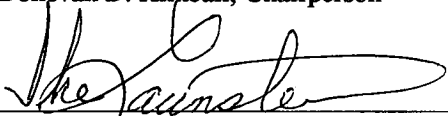
12 Adjourn

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

Minutes approved:

(date)
LLM


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

LANE ESD BUDGET COMMITTEE MEETING
Tuesday, May 6, 1997

1. Call to Order
1A Attendance

- 1A Chairperson pro-tem Don Kimball called the Lane ESD Budget committee to order at 7:00 p.m., Tuesday, May 6, 1997. A public notice of this first meeting was published in accordance with Oregon statute and the agenda for the meeting was published and distributed.

Budget Committee members in attendance were: Willee Brown, Jennifer Heiss, Don Kimball, Jerry Miller, Alan Petersen, Jim Swanson, Virginia Thompson, Wayne Watkins, Glen Weathers, Joyce Mills, Sherry Duerst-Higgins and Chris Pryor.

Others present were Ike Launstein, ESD Superintendent; Gwen Gardner, ESD Business Manager; Linda Macy, Superintendent/Board secretary; ESD staff members Sara Jane Bates, Lois Beard, Laura Krenk, Marv Wilkerson, David Dowrie and Joan Petersen.

1B Welcome

- 1B Chairperson Kimball welcomed those attending and thanked local district committee members for their willingness to assist with Lane ESD in this process.

2. Statements

- 2 No statements were presented.

3. Election of officers

3. The chair pro-tem opened the floor to nominations for Budget Committee Chairperson.

Jerry Miller nominated Chris Pryor. Virginia Thompson seconded the nomination.

Jim Swanson moved the nominations cease and a unanimous ballot be cast for Chris Pryor. Wayne Watkins seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

CHRIS PRYOR was declared elected as Lane ESD Budget Committee Chairperson.

Joyce Mills nominated Jim Swanson as Vice-Chair. Jerry Miller seconded the nomination.

Virginia Thompson moved that nominations cease and a unanimous ballot be cast for Jim Swanson. Jerry Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

JIM SWANSON was elected as Lane ESD Budget Committee Vice-Chairperson.

Don Kimball nominated Jennifer Heiss as Budget Committee secretary. Alan Petersen seconded the nomination.

Jerry Miller moved that nominations cease and a unanimous ballot be cast for Jennifer Heiss. Sherry Duerst-Higgins seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

JENNIFER HEISS was declared elected as Lane ESD Budget Committee Secretary.

Chairperson Pryor turned the meeting over to Superintendent Launstein.

4. Budget Message

4. The Superintendent reviewed the budget document format. He indicated that the Special Funds section of the budget had a different look this year. The change was made based on recommendations from the Dept. of Education and the ESD auditors. The funds are grouped according to functions and each fund is not separately covered as in previous budgets. Superintendent Launstein indicated that the local districts had approved all of the resolutions with the understanding that if monies were not available to fund all or parts of a resolution, the ESD and district Superintendents would revisit the resolutions for determination of funding.

5. Review

5. The Superintendent then reviewed the proposed general fund budget, highlighting significant changes from last year's budget. He said questions were welcome at any point during the review and said that any questions or concerns that cannot be answered at this meeting would be recorded and reviewed, with requested information provided by the next meeting.

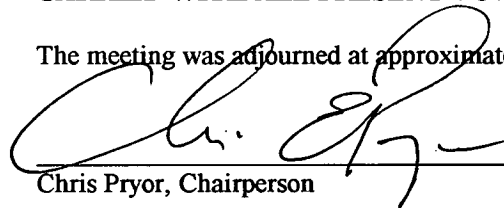
6. Action on
proposed budget

6. Jennifer Heiss moved and Wayne Watkins seconded to approve the general and special fund resources and requirements as proposed.

BE IT RESOLVED that the Lane ESD Budget Committee approves the general and special fund resources and requirements as proposed for \$28,942,476. **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

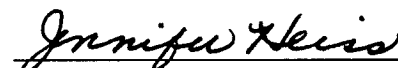
7. Adjourn

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




Chris Pryor, Chairperson

Minutes approved:


Jennifer Heiss, Secretary

(date)


Ike Launstein, Superintendent-Clerk

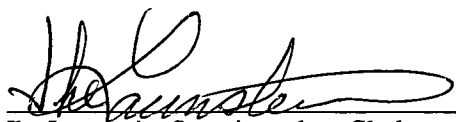
LANE ESD BOARD OF DIRECTORS WORK SESSION MEETING
Tuesday, April 8, 1997

- | | |
|---|--|
| 1. <u>Call to Order</u> | 1. Chairperson Don Kimball called the special work session to order and moved to an Executive Session agenda under provisions of ORS 192.660(1)(I): To review and evaluate the employment-related performance of the chief executive officer, a public officer, employee or staff member, pursuant to standards, criteria and policy directives adopted by the governing body in public session and ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. |
| 2. <u>Attendance</u> | 2. In attendance at the evaluation of the superintendent were: Sherry Duerst-Higgins, Frank Nearing, Jerry Miller, Jim Swanson, Don Kimball, Joyce Mills, and Glen Weathers; Superintendent Ike Launstein; Also in attendance at the labor negotiations session were ESD Administrative Staff members, Sara Jane Bates, Marv Wilkerson, Gwen Gardner, Alan Livingston and Linda Macy, Board Secretary. |
| 3. Action, if needed
as a result of
Executive Session | 3. No action was taken. |
| 4. <u>Adjourn</u> | 4. The meeting was adjourned at approximately 9:30 p.m. |

Minutes approved:


Donovan D. Kimball, Chairperson

(date)
LLM


Ike Launstein, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, April 22, 1997

1. Executive Session

- 1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at approximately 6:25 p.m., under provisions of ORS 192.660(1)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were Board members Don Kimball, Sherry Duerst-Higgins, Jerry Miller, Frank Nearing, Jim Swanson and Glen Weathers; Superintendent Ike Launstein; ESD Administrative Staff members Sara Jane Bates, Marv Wilkerson, Gwen Gardner, and Alan Livingston; Linda Macy, Board secretary; and Labor negotiations consultant Joe Richards.

2. Call to order
2A Attendance

- 2A Chairperson Kimball called the regular Board meeting to order at approximately 7:30 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Frank Nearing, Jerry Miller, Jim Swanson, and Glen Weathers; Superintendent Ike Launstein; ESD Administrative Staff members Sara Jane Bates, Marv Wilkerson, Jeff Foreman, Gwen Gardner, and Alan Livingston, Linda Macy, Board Secretary.

2B Communications

- 2B No written communications were presented.

2C Action, if needed,
as a result of
Executive Session

- 2C **DIRECTOR NEARING MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD requests that the record show that the Board has evaluated Superintendent Ike Launstein during Executive Sessions of March 25 and April 8, 1997, using a process and instrument adopted in open session at the February 25, 1997 Board meeting. After reviewing all seven areas of the composite evaluation, it should be noted that the Superintendent's evaluation was very satisfactory. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SWANSON, DUERST-HIGGINS, and WEATHERS VOTING YES. (ESD Resolution #96-43)**

3 Statements

3B Board members

- 3B Director Miller requested consideration for a calendar of events both upcoming and in the future to be included as part of the Board packet.

3C Superintendent and
Staff

- 3C Sara Jane Bates reiterated an invitation to the Board members to participate in the upcoming Student Achievement Convention scheduled for the week of May 12.

4 Reports

4A SCAR/Jasper

- 4A Kathy White, ESD Program Coordinator for SCAR/Jasper Mountain gave a brief summary of the first year working with the educational program at SCAR/Jasper Mountain. She outlined a situation of a child housed at SCAR/JM. This child as a 5 yr old started kindergarten in September of 1995. By March of 1996, he had attended five schools. In the Fall of 1996, he attended three schools. Trying to locate student records can be very difficult.

Putting together an individual educational program (IEP) for such a child is very complicated and that is our chief responsibility to SCAR/JM. Once the educational program and the treatment program are coordinated the possibilities for success are very powerful with the common goal being that the child is transitioned back to a regular school setting and a more permanent home setting.

- | | | |
|--------------------------------|----|--|
| 4B Board
Members | 4B | <p>Director Miller reported that the LCOG Board meeting will be held at the new events center in Florence.</p> <p>Director Duerst-Higgins indicated that the Legislative Breakfasts are going quite well. The next meeting will be held on May 12 again at the Red Lion - Gateway.</p> <p>Superintendent Launstein reported on the OTIS Executive Meeting held on April 11, 1997. A 7-part plan to continue to update OTIS services was introduced. Focuses for the plan include marketing and research, redesign and rewriting for the Student Services section, changes to OTIS software and replacement or upgrades to existing equipment.</p> |
| 4C Advisory
Members | 4C | <p>Joe Berney was unable to attend the meeting but provided information concerning the "Summit for America's Future". Mr. Berney will be attending the Summit along with other representatives from the Eugene area. He is excited about the possibilities around this Summit and will report back to the Board at a future meeting.</p> |
| 5 <u>Consent Agenda</u> | 5. | <p>Director Swanson asked Linda Macys' name be removed from attendance at the March 25, 1997 Board Meeting minutes. Director Swanson indicated that she was not in attendance during the Executive Session held on that date.</p> <p>DIRECTOR DUERST-HIGGINS MOVED:</p> <p>BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group including the correction to the March 25, 1997 Board minutes. Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, KIMBALL, SWANSON, NEARING, and WEATHERS VOTING YES. (ESD Resolution #96-44)</p> <p>The following Action Items were included in the Consent Agenda approval:</p> <p>A. Be It Resolved that the Board of Directors of Lane ESD approves the minutes of March 25, 1997 with the correction made and submitted.</p> <p>B. Be It Resolved that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated April 16, 1997. (ESD Resolution #96-45)</p> <p>C. Be It Resolved that the Board of Directors of Lane ESD affirms the Superintendent's canvass of votes cast in the March 11, 1997 Special Election and the certification of election of:</p> <p>Don Kimball: Position #3 for a four-year term commencing on July 1, 1997, and ending June 30, 2001.</p> <p>Joyce Mills: Position #1, for a four-year term commencing on July 1, 1997, and ending June 30, 2001.</p> <p>Jerry Miller: Position #6 for a four-year term commencing on July 1, 1997, and ending June 30, 2001.
(ESD Resolution #96-46)</p> |
| 6. <u>Business
Affairs</u> | 6A | <p>Gwen Gardner reviewed the Quarterly Financial Reports. Reports included Financial Statement for OTIS; Statement of Revenue for the General Fund; Expenditure Summary of General Fund; and Investment Reports.</p> |

7. Action Items

7A OAESD
Conference

7A Several Board members indicated possible interest in attending the Oregon Association of Education Service Districts (OAESD) Annual Spring Conference in Bend. Directors Kimball Swanson, and Duerst-Higgins will notify the Board at the May meeting of their intent to attend.

7B OAESD Dues

7B Superintendent Launstein presented a proposal from OAESD to increase the dues for 1997-98. The dues increase is based on the need for OAESD to be more aggressive in meeting state-wide needs.

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD supports the OAESD change in Bylaws amendment to increase membership dues effective July 1, 1997.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, WEATHERS, and MILLER VOTING YES. DIRECTORS SWANSON and NEARING WERE OPPOSED. (ESD Resolution #96-47)**

8 Discussion Items

8A RFP: Banking

8A Gwen Gardner explained that the ESD is in the second year of a three year agreement for banking services with Wells Fargo. Because of the poor service being received the ESD would like to invoke the provisions to cancel service. Currently, Lane ESD is exploring joining efforts with various school district and municipalities to put out a joint RFP for banking. Ms. Gardner will keep the Board informed as to the progress being made.

8B 1997-98
Budget

8B Superintendent Launstein and Gwen Gardner informed the Board that the budget process is "on target". The 1997-98 Budget is being built on replacement dollars being at 75%. Some programs have been restructured because of resignations and retirements, while others will be moving into enterprise funds. With the 75% replacement figures, there will be no need to eliminate any positions currently filled. The Budget Committee will have their first meeting on May 6, 1997 at which time the budget document will be presented.

8C Capital
Purchase
Planetarium

8C Jon Elvert presented the Board with four options currently being looked at for the purchase of a laser system and equipment. The "Touch the Stars" campaign has approximately \$104,700 in its account earmarked for the purchase of capital improvements. Jon Elvert and Sara Jane Bates will review the various options and financial status of the Planetarium and bring a proposal for Board approval at the May 27th meeting.

8D Advisory Board
Appointment

8D The Advisory Board position currently filled by Joe Berney will be concluded on June 30, 1997. Joe Berney has indicated that he would be glad to continue. Action will be taken to re-appoint Mr Berney at the May 27 Board meeting.

9 Reports

9A Foundation
Plan Update

9A Superintendent Launstein briefly outlined what is currently happening in the development of an ESD Education Foundation. Jay Johns of Luvaas, Cobb, Richard & Fraser, PC has been working with Superintendent Launstein and Sara Jane Bates to develop the foundation. Superintendent Launstein will keep the Board informed as progress is made.

10 Future Agenda
items

10 Future agenda items include the following:
A. RFP for P/C Insurance
B. Cooperative Purchasing Bid Awards

11 Next meeting(s)

11 The Lane ESD Budget committee will meet on Tuesday, May 6, Tuesday, May 13, and, if needed, on Tuesday, May 20.

The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 27, 1997 at the ESD Center Building.

12 Adjourn

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

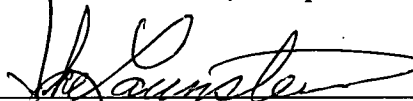
Minutes approved:



Donovan D. Kimball, Chairperson

(date)

LLM



Ike Launstein, Superintendent-Clerk

attachments to official
minutes:
(none)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, March 25, 1997

Executive
Session

1. Chairperson Don Kimball called the Lane ESD Board to order in Executive Session on Tuesday, March 25, 1997, under the following provision:

A.(6:05 p.m.) ORS 192.660(1)(I): To review and evaluate the employment-related performance of the superintendent pursuant to standards, criteria and policy directives adopted by the board in public session. Board members attending in addition to Chairperson Kimball were Directors Duerst-Higgins, Miller, Mills, Nearing, Swanson, and Weathers. Also present were Superintendent Ike Launstein and Linda Macy.

2. Call to Order
2A Attendance

- 2A Chairperson Kimball called the regular Board meeting to order at approximately 7:15 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Joyce Mills, Don Kimball, Frank Nearing, Glen Weathers, Jerry Miller, and Jim Swanson. Advisory Board member Joe Berney also attended. Others present were Superintendent Ike Launstein, Sara Jane Bates, David Dowrie, Marv Wilkerson, Paul Weill, Mel Boyer, Gwen Gardner, Jeff Foreman and Linda Macy.

2B Written
Communication

- 2B The following written communication was included in the agenda packet:
 1. A letter from LCEA concerning 1997-98 Negotiations and agreement to begin bargaining on or after April 15, 1997.

2C Action as a
result of
Executive
Session

- 2C No action was taken.

3. Statements

- 3B Director Swanson briefly shared information he has discovered on the Internet concerning HPOs. There are 283 Internet sources for HPO information.
- 3C Superintendent Launstein noted that the State Writing Assessment was taking place this week at Lane ESD. The Lane ESD site is one of the largest doing the writing assessment and there are various sites around the state that are also completing the assessments.

He also indicated that Jeff Foreman is communicating with staff via e-mail with articles under the heading of "News Flash". He will be doing at least one "news flash" a week and more if there is a need to get information to staff quickly.

- | | | |
|-------------------------|----|---|
| 4 Reports
Migrant Ed | 4A | Paul Weill, Curriculum Specialist presented a report on Migrant Education. The Migrant Ed Program was transferred last fall from the Eugene School District to the ESD. Many of the efforts so far have focused on identifying and reaching out to contact children of migrant families to inform them of available services. Six bilingual recruiters have been hired to help work with the children and families. Increased awareness in schools is also being sought. Pilot programs have been started in Eugene, Bethel, Creswell and South Lane school districts. |
| OTIS Audit | 4B | Mel Boyer, OTIS Operations Manager outlined the process for an OTIS Security Audit. The audit is conducted every three years to review the reliability and security of software used by OTIS to process information. The audit will examine OTIS's internal control policies and procedures in operations. It was recommended that Coopers & Lybrand, LLP be awarded the audit.
Director Miller Moved: BE IT RESOLVED that the Board of Directors of Lane ESD award the contract for the OTIS Security Audit to Coopers & Lybrand.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON, AND WEATHERS VOTING YES. (ESD Board Resolution # 96-39) |
| Board Member | 4C | Director Duerst-Higgins shared her appreciation concerning the Lane County School Boards Association Legislative Breakfasts that have been held and she hopes that they will continue. They are informative and helpful to board members during a legislative session.

She also wanted to inform and invite board members to an OSBA workshop on Communications being held at the South Lane Board Room on April 23 from 6:30- 9:00 p.m.

Chairperson Kimball reported that he has attended two workshops offered by OSBA and COSA concerning layoff/recall and contract maintenance/grievance processing. He indicated that Alan Livingston, Human Resource Manager at Lane ESD also attended the contract maintenance/grievance processing workshop. |
| Advisory Board | 4D | Joe Berney wanted to make the Board aware of a project being organized called Volunteer Awareness Around Youth. It is designed as a call to action for people to volunteer to work with youth. Caring adults can work with youth to make sure they have a safe place to be and learn, have a healthy start, and marketable skills through effective education. This project needs community involvement. One hundred cities will be allowed to send delegates to planning summits around the country. Eugene is a site for one summit to be held at the Lane County Fairgrounds on June 11. As more details become available, Mr. Berney will share them. |
| 5 <u>Consent Agenda</u> | 5. | DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda as presented. Director Miller seconded and the MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, NEARING, SWANSON, DUERST-HIGGINS, WEATHERS, and MILLS 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 February 25, 1997 and March 18, 1997 as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated March 18, 1997. (ESD Board Resolution #96-40)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial statements for February, 1997 as submitted.
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accept the OTIS Security Audit for software applications as presented. (ESD Board Resolution #96-39 acted on earlier in the meeting.)
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD approved the contract for Writing and Math Assessment from the Oregon Department of Education as presented. (ESD Board Resolution #96-41)
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes the notification to all affected employees of their change of status as presented. For those employees who are renewed, the effective date will be the first working day of the 1997-98 school year. (ESD Board Resolution #96-42)

6 Business Affairs
1997-98 Budget
Planning

- 6A Mr. Launstein gave a brief overview of the current budget planning taking place at Lane ESD. The revenue "picture" is so uncertain that two budgets are being developed. Budget #1 includes a revenue increase of approximately \$268,000 and is based on state reimbursement of 75 percent instead of the current replacement figure of 71 percent. Budget #2 is being built with the current replacement percentage of 71. Expenditures for the 1996-97 fiscal year are being closely watched and continuing efforts to keep spending in line are taking place.

Planetarium

- 6B Sara Jane Bates, Director of Instructional Services announced that a major donation has been made to the ESD Planetarium. The donor has requested to remain anonymous and the ESD is abiding by their wishes. The donation was in the form of stock and when it was sold the ESD received \$89,500. The monies will be used for capital equipment which will involve laser equipment.

Appropriation for
Special Education
Regional Programs

- 6C Gwen Gardner, Business Manager explained the need to appropriate additional monies received. Action is required by the Board to transfer appropriation authority from the contingency fund to the Regional Programs. The additional amount received is \$63,000. The additional monies were received due to a higher number of students being served by the Regional Program than originally identified.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a transfer of appropriation of \$63,000 from the General Fund contingency account to the Regional Program, Fund 290.

The transfer from General Fund contingency account #100-6110-810-100-016 to the Regional Programs Fund accounts as follows:

290-2190-313-000-038	\$62,000
290-2210-810-000-056	\$ 1,000

Total	\$63,000
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Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #96-42)**

- 7 Action Items
- 8 Discussion items
Negotiations
- OSBA Workshop
- 9 Reports
ESD Resolution
- 10 Future Agenda items
- 11 Next meeting(s)

- 7 No action items were included on this agenda.
- 8A Superintendent Ike Launstein suggested to the Board that a special work session be scheduled to have discussions concerning the 1997-98 bargaining issues. Tuesday, April 8 at 7:00 p.m. was scheduled for the work session.
- 8B Superintendent Launstein explained an information flyer for Board Effectiveness Training that is being presented by OSBA. More information is needed and will be presented at the April 8 Work Session.
- 9A Superintendent Launstein reported that as of March 18, all 16 Lane County school districts had approved the 1997-98 resolution package. The school districts are approving the resolution package with the understanding that financing of the resolutions will be dependent upon funding due to Measure 47.
- 10 Future agenda items include the following:
 - A. RFP: P/C Insurance
 - B. RFP: Banking
 - C. Affirmative Action Report
 - D. Affirm Superintendent's canvass of election results
- 11. A special work session has been scheduled for the purpose of working on negotiations. It is scheduled for April 8, 1997 beginning at 7:00 p.m.

The next regular scheduled meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 22, 1997 at Lane ESD.

12 Executive Session


Chairperson Don Kimball called the ESD Board of Directors back into executive session pursuant to ORS 192.660 to continue the discussion held at the earlier session adjourned at approximately 6:15 p.m.


13 Action to be taken

No action was taken as a result of the executive session. A continuation of the superintendent's evaluation executive session will if needed be held April 8, 1997, prior to the executive session for negotiations planning.

14 Adjourn

The meeting was adjourned at approximately 9:20 p.m.


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

(date)

llm

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, March 18, 1997

1. Call to Order
1A Attendance

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order at 7:04 p.m. Tuesday, March 18, 1997. The purpose of this meeting was to hold a Work Session with the Continuous Improvement Team (CIT) to learn more about what Lane ESD is doing to become a High Performance Organization.

Board members attending were Don Kimball, Jerry Miller, Frank Nearing, Jim Swanson, Sherry Duerst-Higgins, Joyce Mills and Glen Weathers.

Also attending were Superintendent Ike Launstein, Linda Macy and CIT members: Kevin Ness, Carol Wiggins, Alan Pierce, Erick Keating, Peter Harlan, Gwen Gardner, Marv Wilkerson, Sara Jane Bates, and David Dowrie. An additional 23 staff members were also in attendance.

2. Work Session

Superintendent Launstein asked for self introductions of the CIT members and presented a brief overview of what was to be presented during the work session.

CIT members presenting information were Carol Wiggins, Erick Keating, Alan Pierce, Sara Jane Bates, and Kevin Ness. Topics concerning what has been done, what is being done and what will be done in the future were covered. During each phase of the presentation, a questions and answer period was provided for any input from board members and/or audience.

3. Calendar

3. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, March 25, at the Lane ESD Center.

4. Executive Session

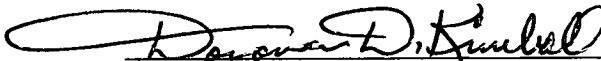
4. An Executive Session was convened by Chairperson Don Kimball at 9:10 p.m. to discuss issues under provisions of ORS 192.660(1)(f) to consider personnel records that are exempt by law from public disclosure and 192.660(1)(b) to consider the dismissal or disciplining of a staff member.

5. Open Session
Adjourn

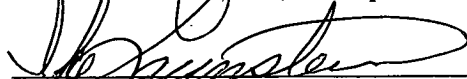
- 5/6. Chairperson Kimball returned to open session to adjourn the meeting at approximately 9:30 p.m.

Minutes approved
(date)

llm



Donovan D. Kimball, Chairperson



Ike Launstein, Superintendent-Clerk

EXECUTIVE SESSION
Tuesday, March 18, 1997

MEETING CALLED TO ORDER

Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at approximately 9:00 p.m., Tuesday, March 18, 1997. This meeting was convened under provisions of ORS 192.660(1)(f) to consider personnel records that are exempt by law from public disclosure and ORS 192.660(1)(b) to consider the dismissal or disciplining of a staff member.

DISCUSSION


Mr. Launstein provided background related to a supervisory employee who has recently been placed on a plan of assistance. He indicated that this is a long-time employee and that the employee had offered his resignation but Mr. Launstein chose not to accept because he felt the resignation was given in haste. The Plan of Assistance is to correct excessive profanity and poor communication. The employee is scheduled to work with the ESD employee assistance group, Direction to establish the specific steps for correction of the problem..


Mr. Launstein indicated that the employee will make a final decision around his resignation next week.

Mr. Launstein will keep the Board informed of any changes in this situation.

MEETING CLOSED:

There being no additional items to discuss in Executive Session, Chairperson Don Kimball closed the meeting at approximately 9:20 p.m.


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

LANE ESD BOARD MEETING
TUESDAY, FEBRUARY 25, 1997

- | | |
|--|--|
| 1 <u>Call to order</u>
A Attendance | 1A Chairperson Kimball called a regularly scheduled meeting of the Lane ESD Board to order at 7:00 p.m., Tuesday, February 25, 1997, in accordance with the agenda and public notice of this meeting.

Board members present in addition to the Chairperson were Sherry Duerst-Higgins, Jerry Miller, Frank Nearing, and Jim Swanson.

Staff members attending were Superintendent Ike Launsten, Michael George, Kevin Ness, Carol Wiggins, Gwen Gardner, Sara Jane Bates, David Dowrie, Lynda Harris, Laura Krenk, Alan Livingston, Linda Macy, Froydis Tyburczy, and Sallie Rainville. |
| 2. <u>Statements</u> | 1B No miscellaneous written communications were included in the Board packet.

2. There were no statements from staff members attending. Chairperson Kimball said that Directors Mills and Weathers were absent from this meeting because of illness. Superintendent Launstein commented that Marv Wilkerson was absent from this meeting because of illness and Jeff Foreman was attending a candidates forum being held at this same time at McKenzie. The school district had requested an ESD board or staff member to serve as moderator for their forum. |
| 3. <u>Reports</u>
3A Lane School | 3A Michael George expanded on a written report about ESD's programs for severely emotionally disturbed students which was included in the Board's background information. Through the consultant component of the program, the ESD provides service to over 300 students in all of Lane County's sixteen districts. Six (FTE) consultants are employed in this program. Equal access to the service is provided to all sixteen districts. Michael complimented the consultants who are highly competent, professional, and productive.

The day school component, at Lane School, serves adolescents who have a history of long-standing behavior problems. The school provides a positive safe and caring environment. The goal is that students will successfully complete the program and be transitioned to their home school. |
| 3B HPO Report | 3B Carol Wiggins and Kevin Ness distributed a packet of information about activities of the High Performance Organization (HPO) and the Continuous Improvement Team. They provided information about the program and answered questions. Chairperson Kimball thanked the presenters and commended CIT team members on their work for the agency. Some board members indicated they had not had time to assimilate the background information provided. They also felt that they needed more in-depth information about HPO. Members asked for more details on the staff surveys, cost of the HPO program, the amount of staff time being devoted to the program, and how the board fits into the HPO plan.

After further discussion, the Board scheduled a special work session meeting to be held at 7:00 p.m. on Tuesday, March 18 for the purpose of in-depth study of HPO. The superintendent said he would invite all CIT members to that meeting. |

3C Board
reports
Legislative

3C Director Duerst-Higgins reported on national, state, and local legislative conferences. At the time of the January ESD Board meeting she was representing the OSBA Board in Washington DC at an NSBA legislative visitation. She said that NSBA is doing an excellent job representing schools and school boards. The Washington visitation of over 500 local school board members sends a good message to Congress. Delegates took part in a two-day workshop and spent one day visiting their own representatives and senators. The focus was on supporting reforms in special education and indicating continuing opposition to tax vouchers.

Director Duerst-Higgins and the superintendent also attended the OSBA Legislative Conference in Salem February 23 and 24. It was a good chance to meet with the entire Oregon legislative delegation. State legislators are eager to hear specifics about how legislation affects children. In addition, conference participants also heard the Attorney General discuss his interpretation of Ballot Measure 47, which has been provided to the legislature.

Director Duerst-Higgins also said she appreciated the efforts of LCSBA in scheduling meetings with local legislators. These meetings enable board members to keep up with what is happening in Salem and provide good two-way communication with the legislative delegation. The next legislative breakfast forum is scheduled for March 17.

LCOG

Jerry Miller reported that L-COG is reconsidering its dues structure in light of financial problems of many of its members due to Measure 47. He said also that the Executive Board is finalizing an area-wide transportation plan and he is working to ensure that school transportation is included in the process.

4. Consent
agenda4. **DIRECTOR SWANSON MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Miller seconded and **THE MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, 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 its meeting of January 28, 1997 as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated February 18, 1997, as presented. (No personnel items requiring Board action were included.)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial reports for January, 1997, as presented.

5 Business
affairs

5A Title 1

5A The Board reviewed a briefing memo regarding the ESD's eligibility for Title 1 funds for Neglected and Delinquent children. The eligibility is due to the state funded education programs now operated by Lane ESD at SCAR/Jasper Mountain and SAFE Center. The funds are to be used to supplement education programs for these students.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes acceptance of Title 1 funds in the amount of \$11,592 to supplement education programs for students in the SCAR-Jasper Mountain programs. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund for this purpose and appropriates all funds received as a result of this grant to this fund.

Director Miller seconded and **THE MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTING YES.** (Director Nearing was out of the room at the time this vote was taken.)

(ESD Board Resolution #96-34)

5B Vehicle
replacement

5B The superintendent recommended that the Board authorize purchase of two replacement fleet vehicles (a passenger car and a courier van). State purchasing specifications will be used for the sedan, but are not available for the courier van. The staff will develop these specs according to needs of the courier service. All Lane County dealers will be provided an opportunity to bid. Two existing fleet vehicles will be replaced and sold at public auction after the new vehicles are delivered. In answer to questions, the superintendent said that funds for these purchases are budgeted in the vehicle replacement fund. The selected vendor will be asked to ensure that delivery will take place after the effects of Ballot Measure 47 are known. The ESD will retain an opt-out in case the worst case Measure 47 scenario becomes reality.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes purchase of two additional motor pool vehicles (sedan and courier van) with payment to come from Fund 400, Equipment Replacement. BE IT FURTHER RESOLVED that the Board authorizes a call for bids in accordance with the specifications described above.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, and SWANSON VOTING YES.**
(ESD Board Resolution #96-35)

6. Action
items
6A Supt.
Evaluation

6A Chairperson Kimball reviewed the suggested format for the superintendent's annual evaluation. It is the same as that used last year. The Board's contract with the superintendent specifies that the evaluation will take place in Executive Session by April 1. Director Duerst-Higgins requested that the board consider meeting in Executive Session to review the evaluation without the superintendent being present. Other board members indicated that they remained comfortable with past practice in which the superintendent is present during the entire discussion.

Board members asked to have copies of the superintendent's statement on progress of goals and objectives and copies of his contract. The superintendent said he could have the material to the board in a few days.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the format for use during the annual evaluation of the superintendent as submitted. (A copy is attached to the official copy of these minutes). The evaluation will take place during Executive Session prior to the regularly scheduled March 25 Board meeting.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, and SWANSON VOTING YES.**
(Lane ESD Board Resolution #96-36)

6B Board
Conference

6B Two Board members had indicated interest in attending Board development workshops.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Director Sherry Duerst-Higgins at the OSBA/COSA 1997 Legislative Session on February 23 and 24 in Salem. 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.

BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Director Don Kimball at the OSBA Layoff and Recall Workshop on March 12 in Tualatin and Contract Administration workshop on March 5 in Creswell. 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 Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, and SWANSON VOTING YES.**
(Lane ESD Board Resolution #96-37)

6C. Policy
Revisions

6C The Board reviewed proposed revisions to two Board Policies as a second reading. The superintendent pointed out changes made following Board discussion at the January meeting.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves "Board Policy BBA: Board Powers and Duties and revised Policy CD: District Leadership Plan as presented. Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, and SWANSON VOTING YES.
(ESD Board Resolution #96-38)

7. Discussion
Items

7. No discussion items were included on this agenda.

8. Reports
8A Resolutions

8A. The superintendent reported that as of this date eight district boards have approved the ESD Resolution package for 1997-98. Director Duerst-Higgins asked about the new format for communicating with the districts about the resolutions. She said it continues to be important to get the ESD message out to the districts.

By unanimous consent, the meeting was extended for 20 minutes.

9 Future
Agenda
Items

9. Future agenda items listed on this agenda include:

- A. Evaluation of the superintendent
- B. Authorize renewal of probationary licensed staff
- C. Nomination and appointment procedures for advisory board position

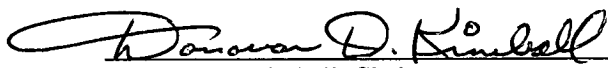
10 Next
Meeting(s)

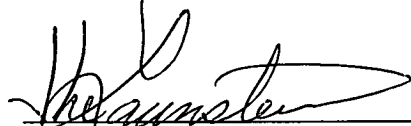
10. A special work session meeting of the Lane ESD Board will be held at 7 p.m., Tuesday, March 18.

The next regular meeting of the Lane ESD Board is scheduled for Tuesday, March 25, 1997, at the Lane ESD Center, 1200 Highway 99 North, Eugene. The Executive Session will begin at 6 p.m., with the regular meeting to follow.

11 Adjourn

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


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes
approved:

(Date)

SR

attachments to
official
minutes:
evaluation
form

LANE ESD BOARD MEETING
TUESDAY, JANUARY 28, 1997

- | | | |
|--|-----|---|
| 1 <u>Call to order</u>
A Attendance | 1A | <p>Chairperson Kimball called a regularly scheduled meeting of the Lane ESD Board to order at 7:00 p.m., Tuesday, January 28, 1997, in accordance with the agenda and public notice of this meeting.</p> <p>Board members present in addition to the Chairperson were Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers and Advisory Board members Susie Dey and Joe Berney.</p> <p>Staff members attending were Superintendent Ike Launstein, Gwen Gardner, Sara Jane Bates, Jeff Foreman, Alan Livingston, Marv Wilkerson, Lois Beard, Laura Krenk, Mary Radmore, Lynda Harris, and Sallie Rainville. Staff members attending part of the meeting were Michael George, Kathryn Henderson, Vivian Moen and Kathy White.</p> |
| Board Recognition | | <p>Mr. Launstein read Governor Kitzhaber's Proclamation declaring January as School Board Recognition Month. He thanked Board members for their service and led a round of applause in their honor. A note from LCEA President Laura Krenk was also included in the Board agenda packet and LCEA presented a chocolate truffle to each board member as a token of appreciation from the members.</p> |
| Written Communications | 1B. | <p>The following written communications were included in the Board packet:</p> <ol style="list-style-type: none">1. Announcement of February 10 LCSBA Legislative Breakfast Meeting2. Copies of letters to candidates for board positions (March 11 election) (Persons filing were Joyce Mills, Zone 1, Don Kimball, Zone 3; and Jerry Miller and Jeff C. Davis for at-large position 6.)3. Updated <u>Lane ESD Board Procedures Handbook</u>4. <u>Working Smarter</u> (ESD Workshop brochure) |
| 2. <u>Statements</u> | 2. | <p>Chairperson Kimball said he will try to attend the two "How To Do It" Workshops sponsored by OSBA in March..</p> |
| 3. <u>Reports</u>
3A Prevention | 3A | <p>Mr. Launstein introduced staff members Kathryn Henderson and Kathy White who provided a comprehensive report on the ESD's Prevention Program. The report focused on universal interventions, which are strategies used for all students; targeted interventions (programs for certain identified groups of students); and Effective Behavioral Support Systems (EBS), which is a process that helps schools to establish system-wide approaches to prevention.</p> <p>The ESD is involved in several grant-funded prevention projects. These include the Byrne Grant, Safe and Drug Free Schools, the PEP project, and First Steps and Second Steps. The presenters summarized goals and objectives for each of these programs and answered board questions.</p> |
| 3B EDT Report | 3B | <p>Mr. Launstein introduced staff members Michael George and Vivian Moen, who, with Kathy White, reported on current goals of the Education Design Team (EDT). The Team's first goal is to facilitate a system that connects individuals, groups, schools, or districts around educational activities of mutual or countywide interests. The second is to guide the development and implementation of a process for Lane County K-12 educational staff that provides a direction from local districts indicating staff development needs, while assuming leadership for providing districts with training in areas that are on the cutting edge of educational reform. Vivian and Kathy reported that teams responsible for these two goals are working together because the goals overlap.</p> |

3B (continued)

3B EDT Report (continued)

The purpose of EDT Goal III is to assess delivery of ESD Resolution programs and ensure that the best quality, most efficient services are provided through the programs. Current activities focus on three resolution services: Severely emotionally disturbed ; Students with moderate to severe mental retardation, and Truancy. Michael provided clear information about activities that have been designed for collecting information on service delivery for these resolutions. When information gathering is completed, the committee will make recommendations to Lane County superintendents for future action.

Director Swanson asked if the EDT would eventually review all of the ESD resolution services. The superintendent replied that the schedule for review is determined by the Lane County superintendents group.

Mr. Launstein reviewed EDT Goal IV which is to develop a plan for implementation of a seamless employment preparation program to prepare Lane County students for employment in specific selected occupations.

Director Swanson requested that the Goal IV committee consider including language that addresses gender equity and minority concerns.

3C Board
Reports
AAESA

3C. Director Mills reported on the national AAESA Convention which she attended last month at Hilton Head, South Carolina. She said it was a very worthwhile conference and she especially appreciated that the entire convention was targeted for regional education agencies.

LCOG

Director Miller reported that the L-COG dues structure for next year has been approved. As a special district, Lane ESD dues will go up only \$8.00 from last year, to a total of \$513.

3D Advisory
Reports
Social
Services

3D Susie Dey reported that Lane County Services to Children and Families has been selected to initiate a new system of foster care. She said that they are very excited about this opportunity to undertake more creative ways to serve children. She said she continues to be very pleased that there are so many new opportunities for various public agencies to work together in targeting their efforts for children.

Professional
Technical

Joe Berney reported that the January School-To-Work Summit meeting was an exciting opportunity to share how these programs are working for students and Lane County employers. J. D. Hoye, Director of the National School-to-Work Office, was the keynote speaker. Lane ESD and Lane Regional Workforce Quality Committee were among sponsors of this second annual conference which was very successful in meeting its goals of advancing and publicizing school-to-work opportunities.

4. Consent
agenda

4. **DIRECTOR NEARING MOVED:**

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

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting of December 3, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated January 22, 1997, and approves the following recommended personnel actions (appointments)
Patricia Brannon (MSMR Teacher); Gregoria Halley (School Psychologist (temporary .5).
(ESD Board Resolution #96-31)

5 Business
affairs
5A Financial

5A Gwen Gardner provided detailed financial information for the quarter ending December 30, 1996. Reports included the General Fund Revenue Summary, General Fund Expenditure Summary, OTIS Revenue and Expenditure Summaries, and Investment Reports. The Board accepted the reports as presented.

6. Action items
6A OTIS
Director

6A Mr. Launstein announced that he was very pleased to recommend David Dowrie as the new OTIS Director. He reviewed the process used to advertise, screen, and interview candidates for the position. Mr. Launstein then introduced Mr. Dowrie and briefly summarized his unique qualifications for this position. Board members welcomed Mr. Dowrie, who said he considered this a good opportunity and looked forward to working with the Board and staff.

DIRECTOR MILLER MOVED to accept David Dowrie as Director of the OTIS Division, effective on a date to be agreed upon by the Superintendent and Mr. Dowrie. Director Weather's seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**

(Lane ESD Board Resolution #96-32)

6B Resolutions

6B Lane ESD Resolution Services proposed for 1997-98 were included in the agenda background materials for a second reading. Mr. Launstein pointed out that each resolution includes a contingency paragraph in the event that ESD funding levels decline significantly due to passage of Ballot Measure 47.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the ESD service resolutions for 1997-1998 as presented 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 KIMBALL, MILLER, MILLS, NEARING, SWANSON, and WEATHERS VOTING YES.**

(Lane ESD Board Resolution #96-33)

7. Discussion
items

7A and 7B
Policy
Revisions

7A The Board reviewed proposed revisions to two Board Policies.

(A) Board Policy BBA: Board Powers and Duties (portion)

The proposed revision to the paragraph dealing with contracts would bring this policy into line with existing ESD practice. The superintendent said it is his intent to keep the board informed of all contracts of over \$15,000. However, regular contracts for common costs of doing business are included in the annual budget. As currently written, the policy language could be interpreted to require additional notification to the board when these normal contracts are renewed annually

In answer to questions from Board members, the superintendent clarified that he has no intention of changing the practice of bringing approval of bids to the Board for action. All new grants and contracted items not included in the budget will also continue to be brought to the Board for approval.

(B) Board Policy CD: Leadership Plan (was Administrative Council)

This policy has been rewritten because of changes in leadership direction. The Board also reviewed drafts of administrative regulations which provide details for operation of the district's leadership plan.

Board members asked clarifying questions about the role of Leadership Teams in the ESD structure. Director Swanson asked that the policy include references to the leadership committees that are detailed in the corresponding administrative regulations.

8. Reports

8A Planetarium
Capital
Project

8A. Sara Jane Bates reported that the Planetarium's "Touch the Stars" fund-raising campaign ended with pledges totaling \$24,250. The campaign did not completely reach its financial goal, however it made good inroads for marketing purposes. Sara Jane Bates said that the professional fund raiser, Sharon Snow, donated most of her time rather than collect on her contract, both because of the shortfall and to indicate her personal support of the planetarium.

Mr. Launstein said that after reviewing the reasons for the campaign shortfall, he believes that establishment of an education foundation could be very beneficial to the ESD, especially for the planetarium. Tax-deductible donations could be accepted by the foundation, and, in addition, a foundation would be able to apply for certain grants for which public educational agencies are not eligible.

The Board reviewed a draft of proposed Bylaws for such a foundation. Board members' comments were noted and this input will be included in the draft to be submitted to the ESD's legal counsel for review.

9 Future agenda
Items

9. Future agenda items include:

- A. Review and process for superintendent's evaluation
- B. HPO Report
- C. Authorize renewal of probationary licensed staff

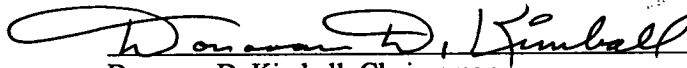
10 Next
Meeting

10. The next regular meeting of the Lane ESD Board is scheduled for Tuesday, February 25, 1997, at the Lane ESD Center, 1200 Highway 99 North, Eugene.


11 Adjourn

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

Minutes
approved:


Donovan D. Kimball, Chairperson

(Date)


Ike Launstein, Superintendent-Clerk

SR

attachments to
official minutes:
none

TUESDAY, DECEMBER 3, 1996

LANE ESD BOARD MEETING
TUESDAY, DECEMBER 3, 1996

1 Call to order

- A Chairperson Kimball called a regularly scheduled meeting of the Lane ESD Board to order at 7:00 p.m. , Tuesday, December 3, 1996, in accordance with the agenda and public notice for this meeting.

Board members present in addition to the Chairperson were Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers, and Advisory Board members Susie Dey and Joe Berney.

Staff members attending were Superintendent Ike Launstein, Kathryn Henderson, Gwen Gardner, Alan Livingston, Marv Wilkerson , Jeff Foreman, Sara Jane Bates, Laura Krenk, Mary Radmore, Lynda Harris, and Sallie Rainville. ESD Auditor Forrest Arnold was also present for part of the meeting.

2. Statements

2. Chairperson Kimball welcomed Director Weathers back after his recent knee surgery. Director Weathers thanked the Board and staff for their kind thoughts, cards and flowers.

Mr. Launstein reminded Board members about the Legislative focus session to be held at the ESD at 7 p.m., Tuesday, December 10.

The superintendent provided an update on the OTIS Director hiring process. He reminded the Board that the schedule calls for a candidate to be recommended for approval at the January meeting.

Mr. Launstein said that he and Director Mills will attend the American Association of Education Service Agencies (AAESA) annual convention December 4 through 9 in South Carolina. Marv Wilkerson will serve as acting superintendent during Mr Launstein's absence.

3. Reports

3A First Night

- 3A. Mr. Launstein introduced Kathryn Henderson, ESD substance abuse prevention specialist. He showed an award which Ms. Henderson recently received for chairing Eugene's first "First Night" planning committee. The award was presented by the Oregon Office of Alcohol and Drug Abuse Programs. First Night is a national effort to provide an alcohol-free, family-focused New Year's Eve celebration. Ms. Henderson told the Board that at least 10,000 people are expected to attend the second annual celebration this year. Buttons and T-shirts supporting the event are on sale. The event is funded entirely through donations and sales. The Board congratulated Kathryn on the success of this program and thanked her for her efforts.

3B Audit Report

- 3B. Gwen Gardner introduced Forrest Arnold of Jones & Roth, Lane ESD's contracted audit service provider. Mr. Arnold reviewed the processes used to complete the annual audit. He also answered questions about the 1995-96 audit report. Mr Arnold complimented the fiscal services staff for the positive report. He said that no errors or problems were noted. A complete copy of the audit report is on file in the office of the superintendent.

3C Board Reports

- 3C Jerry Miller briefly summarized items to be covered on the agenda of the next meeting of L-COG's Board of Directors.

Directors Duerst-Higgins, Kimball, Mills, Miller, and Nearing and Mr. Launstein shared information about the recent OSBA Annual Convention.

5 Business
affairs

5A Approve audit
report

5A There were no additional questions about the audit report as presented earlier on the agenda.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1996 Lane ESD Audit Report as submitted.

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

(ESD Board Resolution #96-30)

6. Action items

6. No additional action items were included on this agenda.

7. Discussion
items

7A Service
Resolutions

7A. The Board reviewed the thirteen ESD service resolutions for 1997-98. There are no changes from the current (1996-97) resolutions.

Mr. Launstein said that the Lane County Superintendents group recommended these resolutions be submitted without change. If the ESD's funding level declines significantly next year due to the passage of Ballot Measure 47, then he will work with the Superintendents group to prioritize services.

The superintendent said that each resolution will include an updated funding contingency paragraph. This contingency language is being reviewed by ESD legal counsel Joe Richards in order to ensure that the ESD does not incur liability if services must be cut due to funding shortfalls.

At Director Swanson's request, Mr. Launstein reviewed the process used by the Superintendents' group to review the resolutions. He said that seven resolutions will be reviewed in-depth during this fiscal year.

8. Reports

8A Flex
Spending

8A Alan Livingston reported that 39 employees signed up for the Flexible Spending Account during the initial enrollment period. Section 125 of the IRS code allows employees to use pre-tax dollars for medically-related expenses and child-care costs. Mr. Livingston said that the first year cost to Lane ESD is projected to be \$3,340. The ESD will save \$4,198 in FICA expenses for a projected fiscal year savings of \$858. He said he expects that there will be greater participation next year as employees become more familiar with this opportunity.

8B Standards
Report

8B The superintendent told the Board that Lane ESD is in compliance with all applicable Oregon Standards for Public Education. The State Department of Education requires an annual standards compliance report from all public school districts and from ESDs that provide programs and classes directly serving children.

9 Future agenda
Items

9. Future agenda items include:


- A. Approve 1997-98 ESD Service Resolutions
- B. Authorize renewal of probationary licensed staff

10 Next Meeting

10. The next regular meeting of the Lane ESD Board is scheduled for Tuesday, January 28, 1997, at the Lane ESD Center, 1200 Highway 99 North, Eugene.

11 Adjourn

11. The meeting was adjourned at 8:30 p.m.



Donovan D. Kimball, Chairperson

Minutes approved:

1/28/97
(Date)

SR

attachments to official
minutes:
none


Ike Launstein, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, October 22, 1996

1. Call to order
1A Attendance

- 1A Chairperson Don Kimball called a regular meeting of the Lane ESD Board to order at 7:00 p.m., Tuesday, October 11, 1996, in accordance with the agenda and public notice of this meeting.

Board members present in addition to Chairperson Kimball were Sherry Duerst-Higgins, Jerry Miller, Frank Nearing, and Jim Swanson.

Staff members attending were Superintendent Ike Launstein, Alan Livingston, Gwen Gardner, Marv Wilkerson, Sara Jane Bates, Jeff Foreman, and Sallie Rainville. Staff members representing LCEA were Lois Beard and Laura Krenk. Michael Hatten, engineering consultant, also attended part of this meeting.

2. Statements

2. It was reported that Glen Weathers is recovering well from recent surgery. Board members asked that their best wishes be extended.

3. Reports
3A Energy Retrofit Project

3. Alan Livingston, Facilities Manager, introduced Michael Hatten of Hatten and Johnson Engineering, coordinator for the recently completed energy retrofit project. Alan thanked Mr. Hatten for the good job and also thanked the Oregon Department of Energy and EWEB for their contributions. Mr. Hatten provided a detailed analysis of the project and said he was very pleased with the positive outcome. He said he had enjoyed the job and found ESD staff members very cooperative and helpful. The following financial summary of the project was included in the report:

Initial cost	\$113,648
EWEB contribution	43,640
Net ESD investment	70,000
Projected Savings per year	11,700
(Payback 6 years)	

A complete copy of this report is on file in the office of the superintendent.

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 Swanson seconded.

Director Nearing asked that Consent Group item 4E: Approval of Resignation Agreements be removed for further discussion. With the consent of the second, Director Miller modified his motion to include only Consent Agenda Items 4A through 4D. **THE MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, and SWANSON VOTING YES.**

Chairperson Kimball added the removed Item 4E to the Action Items section of the agenda as Item 6D.

4. (Continued)

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 its meeting of September 24, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD appoints JENNIFER HEISS to the ESD Budget Committee position representing Zone 3 (Springfield School District). The appointment is for a three-year term of office that expires on June 30, 1999.
(ESD Board Resolution #96-17)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes continuation of the Serve Oregon Project grant for 1996-97 and appropriates additional grant funds in the amount of \$50,000 to the budget fund previously established for this purpose.
(ESD Board Resolution #96-18)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated October 15, 1996, and approves the following personnel actions as recommended:
Employ: Christopher Michaels, Teacher Consultant
Discontinuation of Employment (resigned): John DeVouassoux
Linda Hall
(ESD Board Resolution #96-20)

5. Business Affairs

5A. Certificate of Excellence

- 5A. For the third consecutive year, the Lane ESD Accounting Department was successful in its application for the Certificate of Excellence in Financial Reporting. The Certificate is awarded by the Association of School Business Officials (ASBO). Gwen Gardner, Business Manager, presented the certificate to the Board. Members extended congratulations to the staff.

5B. Financial Reports

- 5B. Gwen Gardner provided the quarterly detailed financial information for the period ending September 30, 1996. Reports included the General Fund Revenue Summary, General Fund Expenditure Summary, OTIS Revenue and Expenditure Summaries, and Investment Reports. The Board accepted the reports as presented.

5C. Authorize grant applications

- 5C. The Board reviewed briefing memos on two new grant-funded programs. Lane ESD will serve as fiscal agents for both grants which will be coordinated through the Instructional Services Division. Sara Jane Bates and Mr. Launstein answered questions and provided additional details.

5C(1) Migrant Education

- (1) Responsibility for the title I Part C Migrant Education Program has been transferred from Eugene 4J School District to Lane ESD. Lane ESD will submit a revised consolidated plan to the Oregon Department of Education in order to implement a program to serve migrant students throughout Lane County.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes submission of a consolidated plan to the Oregon Department of Education for Title I Part C Migrant Education funds in the amount of \$70,000. **BE IT FURTHER RESOLVED** that the Board authorizes the establishment of a special budget fund for this purpose and appropriates all funds received for this purpose to that fund.

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

(ESD Board Resolution #96-20)

5C (Continued)

5C(2) Byrne
Memorial
Grant

5C (continued)

- (2) The Byrne Memorial Program is a grant program administered through the Department of Justice. Funds from this grant will be used to fund the Peaceable Educational Practices Project (PEP). This project is a joint effort of Lane ESD, the University of Oregon Institute on Violence and Destructive Behavior, and local school districts in Lane and Douglas Counties. Mr. Launstein said that the ESD sought this grant at the direction of Lane County school superintendents. Prevention and intervention are very high priorities for the districts.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the submission and receipt of grant funds in the amount of \$168,088 from the Edward Byrne Memorial Formula Grant. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special budget fund for this purpose and appropriates all funds received for this purpose to that fund.

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

(ESD Board Resolution #96-21)

6. Action items
6A Ballot Measures

(1) Measure 47

- 6A The Board reviewed briefing memos on two November Ballot Measures with the potential to adversely affect Lane ESD.

- (1) Ballot Measure 47, known as the "cut and cap" initiative, is a constitutional amendment which could have devastating effects on education in Oregon. Following is a summary of information included in the memo: If passed, this Measure would limit the tax on each property in the state. According to data from the Legislative Revenue Office, the Measure would reduce the operating property tax revenue on elementary and secondary schools by at least \$350 per student. Measure 47 would reduce Lane ESD's 1997-98 operating property tax revenue by \$777,245. This Measure does not allow districts and ESDs to make up lost revenue through fees. The Measure contains no requirements that the Legislature replace the operating property tax losses. Revenue reductions of this magnitude will cause larger class sizes and significant cuts in school and ESD programs and services. It requires a 50-percent voter turnout for bond measure elections which will make approval of needed capital construction and improvement measures even more difficult. The Measure shifts decision-making authority away from citizens in their local communities to legislators in Salem.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD urges its patrons and staff to join with it in opposing Ballot Measure 47 for the reasons noted in the briefing memo. Director Duerst-Higgins seconded. **DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTED YES. DIRECTOR NEARING ABSTAINED. THE MOTION CARRIED.**

(ESD Board Resolution #96-22)

(2) Measure 45

- (2) The Board also reviewed a briefing memo on Ballot Measure 45, a constitutional amendment that would significantly impact the Oregon Public Employees Retirement System (PERS). It is expected that this measure, if passed, will cause confusion and expensive statewide litigation.

The superintendent said that the measure could have significant impact on this agency and its employees. Although there is some confusion about language in the measure, employees who are within a year or two of planned retirement may wish to retire before the effective date of the Measure, if it passes. This would ensure that they can retire under current PERS benefits no matter what the ultimate Court interpretation is. The effective date of this Measure would be December 1.

6A(2) (Continued)

6A(2) Ballot Measure 45 (continued)

The superintendent said that if the measure passes he would recommend that the Board authorize a one-time waiver of the 60-day notice of early retirement called for in the contract with LCEA. Such a waiver would accommodate any employees who wish to retire as a result of passage of this Measure. Board members indicated general support for this concept.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD urges its patrons and staff to join with it in opposing Ballot Measure 45 for the reasons noted in the briefing memo. Director Duerst-Higgins seconded. **DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTED YES. DIRECTOR NEARING ABSTAINED. THE MOTION CARRIED.**
(ESD Board Resolution #96-23)

Director Duerst-Higgins noted that early retirement often can be quite cost effective for Districts. She also pointed out that, unfortunately, there were also a number of other measures on the ballot with the potential to adversely affect education.

6B SCAR/Jasper
Mountain

- 6B The superintendent told the Board that the staff has completed a detailed budget for the SCAR/Jasper Mountain educational program. The budget has been approved by the SCAR/Jasper Board and sent to the Oregon Department of Education for final approval. He said that Joe Richards and S/JM's attorney are completing the contract between the two agencies. The contract between lane ESD and the ODE has also been completed and forwarded for signature. Intergovernmental Agreements between the ESD and Lowell and Springfield School Districts signed.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the superintendent to enter into the following 1996-97 contracts and agreements related to SCAR/Jasper Mountain: Contract with Oregon Department of Education for administration of educational programs at the SCAR/Jasper Mountain and Safe Center facilities; Contract between SCAR/Jasper Mountain and Lane ESD; Intergovernmental Agreements between Lane ESD and Lowell District 71 and Lane ESD and Springfield District 19.

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, and SWANSON VOTING YES.**
(ESD Board Resolution #96-24)

6C Annual Report

- 6C The Board reviewed a photocopy of the 1995-96 ESD Annual Report which is being completed by the ESD Production Department. Board members commented that the report contained a great deal of valuable information which can be used to help explain what the ESD does. Director Swanson asked that figures used in the report be double-checked before the final version is completed.

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 1995-96 ESD Annual Report and authorizes the Administration to submit the report to the oregon Department of education by October 31.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, and SWANSON VOTING YES.**
(ESD Board Resolution #96-25)

6D Resignation
Agreements

6D The agenda packet included resignation agreements with two employees.

DIRECTOR DUERST-HIGGINS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves resignation agreements with John DeVouassoux and Linda Hall as presented. Director Miller seconded.

Director Nearing asked that the dollar amount included in the resignation agreement of Mr. DeVouassoux be entered into the public record. The amount, which had been discussed previously with the Board, was under \$25,000. Director Nearing stated he was not comfortable with tax money being used for this purpose.

DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, and SWANSON VOTED TO APPROVE THE RESOLUTION. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED.

7 Discussion
Items7A Resolutions
Plan and EDT
Planning

7A. Mr. Launstein reviewed details of the Resolution and Education Direction process which provides Lane County School Superintendents with a leadership forum for shaping future K-12 educational programs for Lane County. This process establishes educational direction for development of ESD service resolutions, identifies service delivery goals for non-resolution ESD programs, links the resolution process to the work of the Educational Design team (EDT) and the ESD staff; establishes topics of study for the Lane County Superintendents group, provides benchmarks to track and monitor program delivery, and establishes direction for grant programs.

The process for ESD and local board action on ESD service resolutions remains the same as in past years. The ESD Board will review the proposed resolutions in December with local Board action to follow. Board members suggested that some local board members might appreciate visits from the ESD staff for a review of ESD services.

7B Revisions to
Board Policy
GBM

7B The Board reviewed proposed changes to timelines provided in Board Policy GBM: Grievances. These revisions would bring the policy into line with changes agreed upon during negotiations and appearing in the current contract with LCEA. This review was a first reading and the proposed revision will be returned to the next meeting for action.

7C OTIS Director
Hiring Process

7C The Board reviewed procedures and timelines for hiring a new OTIS Director. Materials included a timeline proposal, proposal for composition of screening and interview committees, and a revised job description. Suggestions from Board members were noted by the superintendent for consideration.

8. Reports

8. No additional reports were included on this agenda.

9. Future agenda
items

9. Future agenda items include the following:


- A. Report on use of Section 125 IRS
- B. Review/Accept Audit Report
- C. First reading, 1997-98 ESD Service Resolutions

10 Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 3, 1996, at the ESD Center Building.


11 Adjourn

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


Donovan D. Kimball, Chairperson

Minutes approved:

12/3/96
(date)


Ike Launstein, Superintendent-Clerk

SR

attachments to official
minutes:

none

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, September 24, 1996

1A. Executive Session

1A The Lane ESD Board of Directors met in Executive Session at 6:00 p.m., Tuesday, September 24, 1996, at the Lane ESD Center. The meeting was called under provisions of ORS 192.660(1)(f) to consider records that are exempt by law from public disclosure and 192.660(1)(b) to consider the dismissal or disciplining of a staff member. Board members present were Directors Kimball, Miller, Mills, Nearing, Swanson, and Weathers. Others attending were Superintendent Ike Launstein, Sallie Rainville and Attorney Joe Richards.

2. Call to order
2A Attendance

2A Chairperson Kimball called the regular Lane ESD Board meeting to order at approximately 7:15 p.m., in accordance with the agenda and public notice of this meeting. No action was taken as a result of discussion during the preceding Executive Session.

Board members attending were Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Staff members attending were Superintendent Ike Launstein, Sara Jane Bates, Jon Elvert, Jeff Foreman, Gwen Gardner, Alan Livingston, Marv Wilkerson, and Sallie Rainville.

LCEA members present were Lois Beard, Lynda Harris, Laura Krenk, Mary Radmore, and Froydis Tyburczy. Legal counsel Joe Richards also attended part of this meeting.

2B Written Communication

2B Don Kimball called attention to correspondence from Joe Richards which was sent separately to Board members.

Correspondence items distributed at this meeting included a survey from David Campbell of Clackamas ESD regarding the program for the 1997 OAESD Conference and a memo from OSBA announcing a video conference on Continuous Improvement. Lane ESD is a site for this workshop which will be at 6 p.m., Thursday, October 17.

3 Statements

3A Superintendent Launstein reminded Board members of the LCSBA dinner meeting to be held on Wednesday, October 2 at the ESD.

The Superintendent invited Board members to remain after the meeting to tour the new technology classroom.

4. Reports
4A Planetarium Anniversary

4A Jerry Miller reported that planning for the Planetarium Anniversary Celebration is well underway. A revised schedule of events was distributed. Jon Elvert said that the planning committee would like names of persons to be invited to the celebration events.

4B OAESD

4B Chairperson Kimball serves on the OAESD Executive Committee. He provided notes from the Committee's September 12 meeting and background information about the Oregon Public Education Network (OPEN). To date, for the 1996-97 year, thirteen ESDs are included in this statewide network project.

OTIS

Joyce Mills provided a review of the OTIS Executive Board meeting which was held on Monday, September 23. She said she is impressed with the good job that OTIS staff members are doing as they work to keep OTIS services up to date and marketable.

LCOG

Jerry Miller reviewed items of interest from L-COG and the Southern Willamette Services Corporation (L-COG's non-profit corporation, created for grant purposes). He said that an L-COG appreciation banquet will be held in November.

5 Consent agenda

5. DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Weathers seconded and the MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON, and WEATHERS VOTING YES.

5. Consent agenda
(continued)

5. (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 its meeting of August 27, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial report for August 1996 as presented.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources report dated September 18, 1996, and approves the following personnel action as listed: Leave of absence (FMLA): John Peaks (1996-97 year)
(ESD Board Resolution #96-14)

6. Business Affairs

6. No Business Affairs items were included on this agenda.

7. Action items
7A SCAR/Jasper Mountain

7A Mr Launstein provided an update on events related to SCAR/Jasper Mountain. The process continues to move forward. While there are several items in the development stage, none are ready for Board action at this time.

The staff has completed a detailed budget for the SCAR/Jasper Mountain educational program. SCAR/Jasper staff have almost completed their review of the figures and are expected to approve it. When the S/JM staff has signed off, Mr Launstein said he will send a copy of the budget to the ODE and raise the questions brought up at last month's meeting with regard to the budget and financial responsibilities.

Intergovernmental agreements between Lane ESD/Lowell School District and Lane ESD/Springfield School District are completed and have been approved by legal counsel. It was necessary to employ other legal counsel for this purpose because Joe Richards serves as the attorney for both the ESD and Lowell.

Joe Richards has advised on a proposed contract with the Oregon Department of Education and it has been sent to ODE for their review. Joe Richards has also developed a contract between Lane ESD and SCAR/Jasper Mountain and it is being reviewed by the attorney for SCAR-Jasper. Mr Richards said he anticipated no problems.

Board members asked questions about ESD staff responsibilities for the program. Mr Launstein said Lane ESD will coordinate the educational program. ESD will not employ teachers or assistants. Those staff positions will be employed by S/JM. The ESD will monitor IEPs, overview educational programs for compliance, monitor attendance, and assume fiscal responsibilities in accordance with the approved budget. ESD staff working on the program will be one half-time coordinator and one half-time secretary. ESD and S/JM responsibilities will be carefully spelled out in the contract. Director Nearing asked that he receive a copy of the contract.

7B VISA card

7B The Board reviewed a briefing memo explaining Board Policy and regulation related to reimbursement of authorized Board expenses. Board members may submit receipts for reimbursement or may also request authorization to use an agency credit card to be issued prior to attendance at the authorized meeting or conference. Director Nearing had requested authorization for use of a credit card.

DIRECTOR MILLER 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 Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #95-15)

7C Board
Conference
Attendance

- 7C Director Mills had earlier expressed interest in attending the American Association of Educational Service Agencies Annual Conference.

DIRECTOR WEATHERS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Director Joyce Mills at the American Association of Educational Service Agencies Annual Conference in Hilton Head, South Carolina, December 5 through 7. In accordance with provisions of Board Policy and Administration Regulation (BHD/BHD-AR), this resolution authorizes payment of registration, lodging, meal and travel expenses, from Account No. 100/2310/340/100/10.

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

(ESD Board Resolution #95-16)

8 Discussion

8. No discussion items were included on this agenda.

9. Reports9A Enrollment
information

9. The agenda packet included September 1996 student enrollment information for special education programs offered to Lane County Schools. These programs are MSMR, Lane School, and Skipworth. Information for the MSMR program included students enrolled in urban and rural programs and inclusion students. Marv Wilkerson provided additional background information about the programs.

10. Future agenda
items

10. Future agenda items include:

- A. Report on use of Section 125
- B. Review Annual Report
- C. Review/accept audit report
- D. Energy retrofit report
- E. Review Service Resolutions Plan and Calendar and EDT Planning

11 Next meeting

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 22, 1996, at the ESD Center Building.

12 Adjourn

12. The meeting was adjourned at approximately 8:00 p.m.



Donovan D. Kimball, Chairperson

Minutes approved:

10/22/96
(date)



Ike Launstein, Superintendent-Clerk

SR

attachments to official
minutes:

none

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, August 27, 1996

1. Call to order
1A Attendance

- 1A Chairperson Kimball called a regular Lane ESD Board meeting to order at 7:00 p.m., Tuesday, August 27, 1996, in accordance with the agenda and public notice of this meeting.

Board members present were: Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Advisory Board member Joe Berney attended the meeting through Agenda Item 3A. Staff members present were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Jon Elvert, Jeff Foreman, Gwen Gardner, Frank Landrum, Alan Livingston, Marv Wilkerson, and Sallie Rainville.

Other staff members attending were Lynda Harris, Laura Krenk, Mary Radmore, and Froydis Tyburczy.

2 Statements

- 2A Don Kimball called attention to an article in the OSBA newsletter and asked Mr Launstein to obtain more information about the District's errors and omissions policy with regard to protection for individual board members.

- 2B Superintendent Launstein extended an invitation to Board members to attend the all-staff inservice at Willamette High School on Thursday, August 29.

3. Reports
3A Workforce
Quality
Committee

- 3A. Joe Berney, Advisory Board member for Professional-Technical Education, provided detailed information about Lane County Workforce Quality Committee. The Committee has developed a plan for integrating services for the emerging workforce. A number of agencies that provide these services for youth have jointly developed the plan in an effort to maximize the use of available funds. Mr Berney said that the youth of Lane County are the beneficiaries of this cooperative effort. He said that federal agencies have expressed interest in this ground-breaking planning effort. Mr Berney also provided written material.

3B LCOG

- 3B Jerry Miller reported that L-COG will soon be receiving grant applications for Lane County economic development funds. He said that Lane ESD might be able to qualify to receive some of these grant funds.

4 Consent agenda

4. **DIRECTOR NEARING MOVED:**

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

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting of August 13, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources report dated August 21, 1996, and approves the following personnel recommendations as listed: Employ: Mike Armstrong (School Psychologist)
(ESD Board Resolution #96-9)

8/27/96

5 Business Affairs
5A Employee
Flex Spending
Accounts

5. The Employee Benefits Committee has investigated the feasibility of initiating a Flexible Spending Account (FSA) option for Lane ESD employees. A briefing memo summarizing pertinent IRS regulations and providing other background information was included in the agenda background material. Gwen Gardner and Alan Livingston provided more detailed information about the plan and answered questions. A Flexible Spending Account is authorized by Internal Revenue Code Section 125. It allows employees to increase their spendable income by paying for certain health-related and/or dependent care expenses with pre-tax payroll reductions. The FSA would also reduce payroll expenses because of lower FICA costs. Two quotes for setting up and servicing the FSA were received. The Employee Benefits Committee and the Superintendent recommended that the proposal from Manley Administrative Services be accepted. A copy of the quote summary, as reviewed by the Board, is attached to the official copy of these minutes.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to accept the proposal from Manley Administrative Services to administer a Flexible Spending Account for Lane ESD employees from October 1996 through October 1997.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #96-10)

6. Action items
6A SCAR/Jasper
Mt.

6. Mr Launstein told the Board that the Superintendents of Springfield and Lowell Districts continue to be supportive of the ESD assuming educational oversight for SCAR-Jasper Mountain. As of this date, the 1995-96 contract between SCAR-Jasper and the Lowell District is still pending. Because of this delay, no action was requested from the Board at this time. Mr Launstein said that when the 1995 Lowell-SCAR contract is completed, Joe Richards will be asked to advise Lane ESD on drafting agreements between Lane ESD and the two school districts and between Lane ESD and SCAR-Jasper Mt.

Board members had questions about staffing the program in the event Lane ESD does take over educational responsibilities. The superintendent reiterated that the State Department of Education is responsible for the "reasonable cost" of education for these children. He said the agreement would be written so that the ESD would assume no additional costs above the amount paid by the State. He said that tentative plans include employment of a coordinator who would be dedicated one-half time to this program. Overall administration would be under Marv Wilkerson. The costs of psychological support, auxiliary services, and some overhead expenses would also be included in the contract amount. Board members were assured that ODE could be asked to put their stamp of approval on a budget developed for the program before any contracts are signed.

6B Staff Benefits
Document

- 6B Jim Swanson reviewed proposed changes to the Administrative/Confidential/Supervisory Benefits and Salary document. The changes were recommended by the subcommittee appointed for this purpose. Subcommittee members are Jim Swanson, Joyce Mills, and Frank Nearing. Director Swanson said that the subcommittee also discussed future revisions of the salary schedule format which will be brought to the Board at a later time.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1996-97 Administrator, Confidential, and Managerial Staff Benefits and Salary Schedule as presented.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #95-11)

A copy of the approved document is attached to the official copy of these minutes.

6C Board
Conference
Attendance

- 6C Several Board members indicated interest in attending the OSBA Annual Convention in Portland.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves attendance at the OSBA Annual Convention November 8, 9, 10 in Portland, for the following Board members: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing. This resolution authorizes payment of registration, lodging, meal and travel expenses, in accordance with Board Policy/Administrative Regulation BHD/BHD-AR, from Account No. 100/2310/340/100/10.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #95-12)

Materials about the Fall Conference for the American Association of Educational Service Agencies were also distributed. This conference is being held in Hilton Head, South Carolina December 5 through 7. Director Mills indicated preliminary interest in attending this conference.

6D Ratify
Committee
appointments

- 6D Chairperson Kimball presented his recommendations for Board committee and liaison appointments for 1996-97.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD ratifies the 1996-1997 Board Subcommittee and Liaison Position appointments made by Chairperson Don Kimball. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.**
(ESD Board Resolution #96-13)

7 Discussion
items

7A LCSBA
Questionnaire

- 7A The Board discussed a questionnaire developed by a Lane County School Boards Association subcommittee. The questionnaire listed major legislative issues identified by the group. The subcommittee believes that LCSBA can make the greatest impact on the state legislative session if major areas of concern can be identified and the group has a united voice. The information from the discussion will be forwarded to the subcommittee.

The legislative platform will be a major topic at the fall OSBA/LCSBA Legislative Session which is scheduled for Wednesday, October 2 at the ESD Center. Directors Kimball, Miller, and Nearing indicated they would attend the session.

7B OSBA

- 7B The superintendent reminded board members that the deadline for submitting nominees for the OSBA Board is September 4. There were no suggestions.

7C Planetarium
Anniversary

- 7C Jon Elvert thanked Board members for their support and willingness to be involved in a celebration of the Planetarium's Twentieth Anniversary. He distributed a preliminary planning outline for the event, which is scheduled for the weekend of November 1 to 3. This event should provide an enjoyable method to involve the community and schools in an event promoting the planetarium. Director Miller was appointed to represent the Board on the celebration planning committee. Mr Elvert said that all Board members would have other opportunities to help with the event.

Mr Elvert also provided a brief update on progress of Planetarium fund raising efforts.

8/27/96

8. Reports

8. No additional reports were scheduled on this agenda.

9. Future agenda items

9. Future agenda items include:

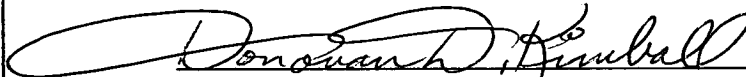
- A. Special Education Enrollment
- B. Annual Report
- C. Energy retrofit report


10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 24, 1996, at the ESD Center Building.

10 Next meeting

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

11 Adjourn


Doñovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

9/24/96
(date)

SR

attachments to official
minutes:

FSA Quote Summary

Administrative-
Confidential-
Managerial Employees
Benefits & Salary
document

BOARD MEMO

Date: August 20, 1996
To: Board Members
From: Ike Launstein
Subject: IRC Section 125 -- Flexible Spending Accounts

The Employee Benefits Committee has investigated the feasibility of initiating a Flexible Spending Account (FSA) option for Lane ESD employees.

A Flexible Spending Account allows employees to increase their spendable income by paying for certain health-related and/or dependent care expenses with pre-tax payroll reductions.

The FSA would also reduce FICA for the Lane ESD.

Quotes were received from Manley Administrative Services of Eugene and Flex-Plan Services of Portland as follows:

Manley Administrative Services	\$1,300	Set-Up
	\$ 300	Annual Renewal
Flex-Plan Services	\$2,302	Set Up
	\$ 500	Annual Renewal
	\$ 75	Each enrollment meeting

Alan Livingston and Gwen Gardner will be at Tuesday's meeting to provide further information about FSA.

I concur with the Benefits Committee recommendation that Lane ESD accept Manley Administrative Services proposal to administer a FSA for Lane ESD employees.

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to accept Manley Administrative Services proposal to administer a Flexible Spending Account for Lane ESD employees.

JA

ATTACHM. 8/27/96

ADMINISTRATOR, CONFIDENTIAL and MANAGERIAL STAFF BENEFITS

New language is in bold. Language proposed for deletion is marked through shaded.

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 \$342 **\$346** per month per employee during ~~1995-96~~ **1996-97** 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, as follows: **New Years Day, Memorial Day, Independence Day, Labor Day, Armistice Day (Veteran's Day), Thanksgiving and the following Friday (two days), Christmas (two days) - either the day before or the day after, Martin Luther King Jr. Day.** If a holiday falls on a Sunday, the following Monday shall be observed. If a holiday falls on a Saturday, the preceding Friday shall be observed.

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

Attachm. 8/27/96

Vacation

12 month work year - administrators, and managers, **administrative secretaries and executive assistants** 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, **military 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

All employees in this group are paid a TSA in lieu of salary. ~~is paid by the District for all administrators and confidential employees.~~ At Steps 0 through 3 of the salary schedule, the TSA amount for Division Directors and Manager IIIs is \$2,460 per year. For all other administrative, confidential, and managerial employees, this amount is \$1,860 per year. 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 Manager I and \$2,460 per year for Manager III. At Step 4 of the salary schedule, this amount is increased to \$3,000 per year for all employees in the administrative-confidential-managerial group.

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 **will be reimbursed in accordance with applicable Board policies and administrative rules.**

Mileage reimbursement for use of personal vehicle is at the IRS approved rate. (Currently \$.30/.31 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

Professional memberships may be paid in part or in full when supported by the Director or Superintendent.

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.

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, **or with approval of the Division Director or Superintendent.** ~~after giving 60 days w~~ **Written notice must be given sixty (60) days in advance.**

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.

8/27/96

Executive Physical Examination Benefit

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 encouraged to have a physical examination by a licensed physician as often as recommended by each employee's physician. **This benefit provides a biennial physical examination. The employee's co-payment is waived for this particular service. The following procedures are to be included: History and Physical Examination, Pap Smear and Pelvic Exam for female employees, Complete Blood Count, Chemistry Screen, Urinalysis. The following procedures will be included if determined to be medically appropriate by the primary care physician: Mammogram, Rectal Examination, Hemocult, Electrocardiogram, Chest X-ray.**

SelectCare will provide the physician named by each employee with appropriate forms to assure that payment is processed.

It is recommended that the physical examination 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 **Communications** Committee Chair in cooperation with the Superintendent, a Board member appointed by the **ESD Board Chairperson** 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 employees, Board, Superintendent, other employees and ESD constituents.
5. Other topics determined by the Committee.

Adopted 4/25/95

sallie/policies/adm-conf.new

8/27/96: attch.

LANE ESD
ADMINISTRATOR, CONFIDENTIAL and MANAGERIAL SALARY SCHEDULE
1996-1997

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
1996-97	42,989	45,568	48,148	50,727	52,120

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
1996-97	45,139	47,719	50,298	52,877	54,597

Salary Schedule
 Adopted 5/28/96

Changes proposed subsequent
 to that date shown in
 shaded (omit) or bold (add)

8/27/96

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
1996-97	45,568	48,148	50,727	53,307	56,317

Supervisor, Lane School-Skipworth (Ph.D)

IIB. 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
1996-97	48,148	50,727	53,307	56,296	59,326

Salary Schedule
 Adopted 5/28/96

Changes proposed subsequent
 to that date shown in
 shaded (omit) or bold (add)

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
1996-97	55,886	58,466	61,045	63,626	63,625

Salary Schedule
 Adopted 5/28/96

Changes proposed subsequent
 to that date shown in
 shaded (omit) or bold (add)

8/27/96

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) $\$155 \times 12 = \$1,860$
 (Step 4) $\$250 \times 12 = \$3,000$

Step	0	1	2	3	4
Salary	1.00	1.06	1.12	1.18	1.19
1996-97	46,506	49,296	52,086	54,877	55,343

Manager, OTIS Marketing Coordinator

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
1996-97	46,506	49,296	52,086	54,877	55,343

Salary Schedule
 Adopted 5/28/96

Changes proposed subsequent
 to that date shown in
 shaded (omit) or bold (add)

Manager III

Manager, OTIS Systems and Programming

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
1996-97	52,086	54,877	57,668	60,459	60,459

Salary Schedule
 Adopted 5/28/96

Changes proposed subsequent
 to that date shown in
 shaded (omit) or bold (add)

8/27/96

Administrative Secretary

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

A.S. Administrative Secretary, 12 months

TSA: (Step 6 0) \$1505 x 12 = **\$1800 \$1860**
 (Step 7) \$200 x 12 = \$2400
 (Step 8 4) \$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

1996-97 21,864 23,176 24,488 25,800 27,111 28,423 29,079 **29,079** **29,079**

Executive Assistant

Superintendent/Board Assistant
Secretary to the Superintendent

E.A. Executive Assistant, 12 months

TSA:(Step 6 0) \$150 \$155 x 12 = **\$1800 \$1860**
 (Step 7) \$200 x 12 = \$2400
 (Step 8 4) \$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

1996-97 31,047 32,359 33,671 34,983 36,294 37,606 37,606 **37,606** **37,606**

sal-sch2.man

Salary Schedule
 Adopted 5/28/96

Changes proposed subsequent
 to that date shown in
 shaded (omit) or bold (add)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, August 13, 1996

1. Call to order

1A Attendance

- 1A Chairperson Kimball called a regular Board meeting to order at 7:00 p.m., Tuesday, August 13, 1996, in accordance with the agenda and public notice of this meeting. It was noted that the regular meeting scheduled for Tuesday, July 30, had to be postponed until this date due to lack of quorum on the scheduled date. Notice of the rescheduled date was provided to board members, staff members, and the media.

Board members present were: Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, and Jim Swanson. Staff members present were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Gwen Gardner, Jeff Foreman, Alan Livingston, Kathy White, Marv Wilkerson, and Sallie Rainville.

Others attending part of the meeting included staff and board members from SCAR/Jasper Mountain.

2. Statements

- 2 Mr Launstein called attention to the interesting historic school photographs displayed in the hall. The pictures were donated through the estate of Edward Reed.

The superintendent also reminded Board members of correspondence from OSBA regarding nomination of OSBA officers. Director Duerst-Higgins is on the OSBA nominating committee.

3. Reports

3A SCAR/Jasper
Mt

- 3A. Chairperson Kimball introduced Dave Ziegler, Executive Director of SCAR/Jasper Mountain. He said he had asked Mr Ziegler to provide an overview and background to help the Board as it continues to consider the possibility of developing a working relationship with SCAR/Jasper Mountain related to its education programs. Mr Ziegler introduced SCAR/Jasper Mountain Board members Sharon Sandgate, Chuck Davis, Brad Anderson, and Mike Kelley; and Steve Trapp, academic coordinator.

Mr Ziegler remarked that Chairperson Kimball had been on the founding board for SCAR/Jasper Mountain 15 years ago. He said that the annual budget at that time was \$18,000. It has now grown to \$3 million. SCAR/Jasper Mountain operates two residential treatment centers for very severely emotionally disturbed children, ages 5 through 11. For the past eight years, treatment and educational programs have been integrated at the facilities. Mr Ziegler said that this integration is a primary reason for the agency's success rate.

Mr Ziegler said that the cost of educating children in long-term care facilities lies with the Oregon Department of Education but the education program must be overseen by a school district or an ESD. The long-term residential treatment, Jasper Mountain, is located within the Lowell District. A shorter-term residential assessment center is located in the Springfield District. Superintendents from the two districts have asked Lane ESD to assume the oversight that is now the responsibility of the two districts. Mr Ziegler said that he would welcome working with the ESD since this would eliminate duplication of effort and allow him and his staff to more fully concentrate their energies on working directly with the children. He said that he is fully committed to working within the education budget provided by the Oregon Department of Education and is willing to sign a contract that would hold the ESD at a "cost neutral" position.

SCAR/Jasper Mountain Board Chair Mike Kelley said that he has been on the Board for the past eight years. He said the boards relations with the local school districts have been positive and the board looks forward to working with the ESD.

3A Jasper Mt.
(Continued)

3A (Continued)

Mr Ziegler and Superintendent Launstein responded to clarifying questions from the Board. The superintendent recommended that the next step in the process be for him to visit the Springfield and Lowell Boards in order to discuss the possible change in responsibility. He said that any agreements with the districts would need to state that the agreements maintain a cost-neutral position for the ESD. It is also important that the Districts understand and support the "cycling back" of these children to the local districts when treatment is completed.

Board members indicated their support for the Superintendent's visits to the two Boards. Director Nearing suggested that Chairperson Kimball accompany the Superintendent. The Board also indicated that they would like to hear from legal counsel Joe Richards' on the issue as soon as possible.

3B LCOG

3B Jerry Miller indicated his interest in remaining on the L-COG Board for next year. He said that L-COG is requesting that its current board members be re-appointed by member agencies, in the interest of continuity.

3C Staff
Subcommittee

3C Jim Swanson reported that the Administrative-Confidential-Supervisory Staff Communications Committee had met. The three Board members on the Committee have reviewed proposed changes to the document detailing benefits for this group of employees and will have a recommendation at the next Board meeting. Copies of the document with proposed revisions will be included in the board agenda packet.

4 Consent agenda

4. **DIRECTOR NEARING MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Miller 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 its meeting of June 25, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts Board Policy ADA: Mission, Goals, and Strategic Direction as submitted. (ESD Board Resolution #96-1)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes the Superintendent to enter into the following contracts for 1996-1997: with Mike Whitney, Whitney Investigations, for truant officer services; with Laser Fantasy Inc., to present laser-light shows at the ESD planetarium. (ESD Board Resolution #96-2)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources report dated July 23, 1996, and approves the following personnel recommendations as listed: Employ: Diana Bartz (Community Classroom Teacher) Change of Status: Robert Coiner (from .85 to 1.0 FTE; Jon Elvert (from .65 to 1.0 FTE); Gwen Gardner (Manager I to Manager III); Alan Livingston (Manager I to Manager III) Discontinuation of Employment: Anne Moffett (resigned). (Board Resolution #96-3)

5 Business Affairs

5. No business affairs items were included on this agenda.

6. Action items

6A Organization of the Board

1 Election of Chairperson

6A A briefing memo in the agenda packet reviewed Board Policy and statutes related to annual organization of the Board. The organizational meeting includes election of board officers, provision of time and place for regular board meetings, and re-adoption of existing policies for its own operation and the operation of the district.

1 Chairperson pro-tem Don Kimball opened the floor for nominations for Board Chair for 1996-97.

Director Duerst-Higgins nominated Don Kimball as Board Chairperson. Director Mills moved that nominations cease and a unanimous ballot be cast to elect Don Kimball. Director Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.** Don Kimball was declared elected as Chairperson of the Lane ESD Board for 1996-1997. (ESD Board Resolution #96-4)

2 Election of Vice-Chair

2 Director Mills nominated Sherry Duerst-Higgins as Vice-Chair. Director Swanson moved that nominations cease and a unanimous ballot be cast to elect Sherry Duerst-Higgins. Director Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.** Sherry Duerst-Higgins was declared elected as Vice-Chairperson of the Lane ESD Board for 1996-1997. (ESD Board Resolution #96-5)

3. Meeting location and dates

3 The regular ESD Board meeting calendar for the 1996-97 year was adopted at the June 15 meeting. Meetings are held at 7 p.m. the ESD Center unless advanced notice is provided otherwise.

4 Re-affirm policy

4 The ESD Board recently completed a thorough review and revision of its Board Policy document. New and revised policies will continue to be proposed for review and adoption as needed. Re-affirmation of adoption of the District's policies signifies the Board's recognition of the importance of this basic document.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD Reaffirms the existing Lane ESD Policy document as its official statement of policy. Director Miller seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.** (ESD Board Resolution #96-6))

5 Election information

5 Information from the Lane County Elections Division was provided. The 1997 Special District Election will be held on Tuesday, March 11. Filing dates for this election will be November 30, 1996 (first day to file) through January 9, 1997.

Three ESD Board position terms expire on June 30, 1997, and will be voted on at the March 11 election. Each election will be for a four-year term. The expiring terms are Position No. 1 (North half of Eugene 4J): Joyce Mills, incumbent; Position No. 3 (Springfield District 19): Don Kimball, incumbent; Position No. 6 (at-large): Jerry Miller, incumbent.

In addition to these elected positions, the term of office for the appointed advisory board position representing employment training (Joe Berney, incumbent) will expire on June 30, 1997. According to Board policy, non-voting advisory board members may be re-appointed for one additional two-year term.

6B Board Policy: GDBDB

6B The Board reviewed clarifying changes made to proposed Policy GCBDB/GDBDB: Early Return to Work. Earlier drafts of this policy were reviewed at the May 28 and June 25 meetings.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts new Board Policy GCBDB/GDBDB: Early Return to Work as submitted. Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES.** (ESD Board Resolution #96-7)

6C Budget
Committee
calendar

6C The superintendent recommended the following budget committee calendar.

First budget committee meeting: Tuesday, May 6, 1997, 7 p.m. This meeting is for the purpose of organizing the Committee, delivering the budget message, orientation to ESD budget review procedures as necessary, distribution of proposed budget document, and beginning of review process.

Additional budget review sessions: Tuesday, May 13 and, if necessary, Tuesday, May 20.

Public hearing on the budget: Tuesday, June 24, 7 p.m. (regular June Board meeting). Action to adopt the budget, appropriate funds, and levy taxes will also be scheduled on the agenda for that date. Legal notice of the first Budget Committee meeting and notice of the Budget Hearing (including Budget Summary) will be published in accordance with Oregon statutes.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget meeting calendar as recommended. Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES.** (ESD Board Resolution #96-8)

7 Discussion
items

7A Budget
Committee
positions

7A Two positions on the ESD Budget Committee expired on June 30, 1996. They are one of the two positions representing Zones 1/2 (4J) and the position representing Zone 3 (Springfield District 19). Incumbents in those positions are Phil Barnhart and Jennifer Heiss. The Board concurred with the superintendent's recommendation that he contact the superintendents and board chairs of the two districts and ask that the incumbents be nominated for re-appointment. If either is unable to accept at this time, the board chair will be asked to recommend another member.

7B Service
Providers

7B The board reviewed a briefing memo which summarized services provided during the past year by professional consultants and service providers.

The providers are as follows:

Legal Counsel: Joe B. Richards

Labor Relations consultant: Joe B. Richards

Auditor: Jones & Roth

Agent-of-record, Employee Benefits Insurance: Johnson Benefits Planning

Agent-of-record, Property/Casualty Insurance: Willis-Corroon

Agent-of-Record, Worker's Compensation Insurance: Aon Risk Services Inc.

Unemployment Tax and Cost Control Management Service: Lawrence Company

Banking Services: First Interstate Bank.

In response to an earlier request by Director Kimball, Gwen Gardner provided information about the amounts paid to each of the above vendors during the past fiscal year.

In accordance with Board policy BKA, the superintendent identified providers due for formal review this year. Competitive quotations were last solicited for banking services during the 1993-94 year. The superintendent recommended that the ESD business team conduct an internal review of banking services and develop a request for proposals if appropriate.

The Lane County Business Officials group is currently developing a consortium request for proposals for property/casualty agents-of-record. The recommendation resulting from these bids will be presented to the Board during this year.

7B Service
Providers
(continued)

7B (Continued)

In addition to the above two reviews, the superintendent also recommended that administrative reviews of Workers's Comp agent-of-record and Unemployment control management services be instituted early in the 1997-98 year.

Directors Swanson and Nearing asked if the policy specified how often formal reviews must be held. They said it was important that periodic formal reviews be scheduled even though the District remains satisfied with the level of services provided by the "incumbent" provider. For next year's review, they asked that the staff provide a chart showing the service provider's name, dates of service, date of most recent formal evaluation, and amounts paid annually to each provider.

8. Reports

8. No additional reports were scheduled on this agenda.

9. Future agenda items

9. Future agenda items include:

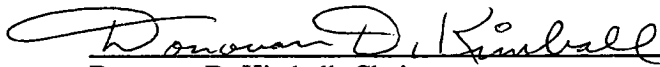
- A Review Chairperson's committee assignments and meeting schedule for these committees
- B Administrative-Confidential-Supervisory Benefits Document


10 Next meeting

10. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, August 27, 1996, at the ESD Center Building.

11 Adjourn

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


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

8/27/96
(date)

SR

attachments to official
minutes:
(none)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, June 25, 1996

1. Call to order

1A Attendance

1A Chairperson Kimball called the regular Board meeting 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, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers, and advisory member Joe Berney. Administrative staff present were Superintendent Ike Launstein, Sara Jane Bates, Gwen Gardner, Frank Landrum, Alan Livingston, Marv Wilkerson, and Sallie Rainville.

Others attending included Lois Beard, Lynda Harris, Laura Krenk, and John Hubbard.

1B Written communications

1B The following written communication was included in the agenda packet:

1. Announcement: Telecommunication in the Willamette Valley Conference, July 11 and 12

2. Budget Hearing

2. Chairperson Kimball opened the hearing on the 1996-97 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 Budget Hearing was published, as required by law, in two issues of the Register-Guard. Copies of the Budget are available for public inspection. The Chairperson invited comments on the budget. There were none. Chairperson Kimball declared the Budget Hearing closed.

3 Statements

3 No statements were made at this time on the agenda.

4. Reports

4A OAESD

4A. Jim Swanson and Ike Launstein reported that the June Oregon Association of Education Service Districts Conference at Bend was a worthwhile and useful conference with a number of pertinent topics. They each provided brief summaries of workshops and programs attended.

LCSBA

4B Ike Launstein and Don Kimball said that the LCSBA legislative planning session had been a productive meeting. The purpose is to establish a county-wide legislative platform for Lane County boards. The group scheduled a follow-up meeting for Tuesday, July 16.

LCOG

4C Jerry Miller invited Board and staff members to attend the June 28 L-COG Board of Directors meeting which is being held at the ESD Center.

OSBA

4D Sherry Duerst-Higgins said that the OSBA Board of Directors recently held its annual planning meeting. She reported that the new OSBA building will be ready for occupancy in September.

OTIS

4E Joyce Mills provided a brief summary of the most recent OTIS Executive Board meeting.

Advisory Board

4F. Joe Berney reported that several agencies that provide workforce options are in the process of reviewing and coordinating planning for spending grant funds in order to create efficiencies in the programs. He said he was looking forward to presenting an in-depth report at the July Board meeting.

5 Consent agenda

5. DIRECTOR DUERST-HIGGINS MOVED:

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

5. Consent
Agenda
(continued)

5. (Continued)

- A. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting of May 28, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting of June 10, 1996, meeting as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the Board meeting calendar for 1996-97 as presented. Regular meeting dates are as follows: July 30, August 27, September 24, October 22, December 3, January 28, February 25, March 25, April 22, May 27, June 24. (ESD Board Resolution #95-81)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes a transfer of appropriations within Fund 290: Regional Programs of \$800,000 from the support services 2000 series to the instruction services 1000 series, for the purpose of expending the appropriate category.
Appropriations approved during budget process:
 Support Services: \$4,500,000
New Appropriations amounts:
 Support Services: \$3,700,000
 Instructional: 800,000
(ESD Board Resolution #95-82)
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes a grant application to the State Department of Education for technology literacy funds in the amount of \$50,000. **BE IT FURTHER RESOLVED** that the Board appropriates all funds received for this purpose and authorizes implementation of a special budget fund for this purpose.
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Human Resources report dated June 19, 1996, and approves the following personnel recommendations as listed: Employ: Vivian Moen (C/SD specialist); Paul Weill (C/SD specialist, temporary); Leave of Absence: Marilyn Olson (1996-97 year); Resignation: Shannon Poynter; Change of Status: Stella Dadson, Rick O'Shea, Dan Crain, Joan Shelters, Eugene O'Neil. (ESD Board Resolution #95-84)
- G. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial statements for May, 1996, as presented.
- H. (Annual organizational/fiscal designations and authorizations)
- BE IT RESOLVED** that the Board of Directors hereby designates Ike Launstein as Clerk of the District and Custodian of Funds for Fiscal Year 1996-97, in accordance with ORS 334.225 (95-85)
- BE IT RESOLVED** that the Board of Directors of Lane ESD appoints Ike Launstein as Budget Officer for the District for Fiscal Year 1996-97, in accordance with ORS 294.331 (95-86)
- BE IT RESOLVED** that the Board of Directors of Lane ESD 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. (95-87)

5. Consent
Agenda
(continued)

5 (Continued)

BE IT RESOLVED that the Board of Directors of Lane ESD designates Ike Launstein and Gwen Gardner as signatories for all district financial accounts for Fiscal Year 1996-97 (95-88)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes Clerk's Bonds for Ike Launstein for the face amount of \$100,000 and for Gwen Gardner for the face amount of \$100,000 for the Fiscal Year 1996-97 (95-89)

BE IT RESOLVED that the Board of Directors of Lane ESD designates the following financial institutions as official depositories for District funds during the 1996-97 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 Pool. (95-90)

BE IT RESOLVED that the Board of Directors of Lane ESD 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 Elections officer. The Board shall subsequently affirm the canvass so certified. (95-91)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the following individuals to transfer funds to the Local Government Investment Pool: Ike Launstein, Gwen Gardner, and Pam Bonebright. (95-92)

6 Business Affairs
6A Budget Actions

6A. DIRECTOR MILLER MOVED TO APPROVE THE FOLLOWING THREE RESOLUTIONS:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the Budget for 1996-1997 as approved by the Lane ESD Budget Committee in the total amount of \$27,238,485. The Budget is on file in the Office of the Superintendent. (ESD Board Resolution #95-93)

BE IT RESOLVED that the Board of Directors of Lane ESD hereby appropriates for the fiscal year beginning July 1, 1996, the amounts shown on the appropriations memo for the purposes indicated within the funds listed. (A copy of the summary is attached to the official copy of these minutes.) (ESD Board Resolution #95-94)

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 \$9,772,854; and that these taxes are hereby levied upon all taxable property within said District as of 1:00 a.m., July 1, 1996. The following allocation and categorization subject to the limits of Section 11B, Article XI of the Oregon Constitution makes up the above aggregate levy: Subject to Education Limitation: General Fund \$9,772,854. Total Levy: \$9,772,854. Excluded from Limitation: 0. (ESD Board Resolution #95-95)

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

7. Action items
7A Policy: Early
Return to work
(Action
deferred)

7A The Board reviewed Policy GCBDB: Early Return to Work as a second reading. DIRECTOR WEATHERS MOVED to adopt the policy as written. Director Miller seconded. Directors Swanson and Nearing brought up concerns about wording of the policy. Directors Weathers and Miller withdrew their motion. Superintendent Launstein said that the staff will try again to reword the proposed policy to provide necessary direction while meeting board members concerns. The edited policy will be returned to the next agenda.

7B Addendum to
Superintendent
Contract

7B Chair Kimball said that he and Vice-Chair Duerst-Higgins (as the subcommittee appointed for this purpose) had talked about the addendum to the Superintendent's contract and reviewed the first year's agreement. He said that this had been a good opportunity to review the contract. He said that language in the addendum is in accordance with provisions in the original contract regarding changes in the second year of the contract. The addendum increases the TSA amount from \$2,400 to \$4,800, adjusts the base salary by the same percentage given to all other ESD employees (2.5%), and extends the contract to June 30, 1998. The Chairperson recommended that the addendum be approved as presented.

DIRECTOR WEATHERS MOVED to approve the Addendum to the Lane ESD Board Contract with the Superintendent as presented (copy attached to official minutes of this meeting).

Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-96).**

7C Affirmative
Action Report

7C The Board reviewed a summary of the Affirmative Action Committee's work during 1995-96 and its goals for next year. The focus for the current year has been to improve accessibility for employees and workshop participants in line with ADA requirements. Next year's goals include: to review internal signs related to ADA compliance; to make special efforts to identify minority publications and advertise vacancies in them; and to continue efforts to recruit qualified minority applicants. A copy of the complete report is available through the Superintendent's office.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Lane ESD Board of Directors approves the Affirmative Action report as submitted.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-97)**

8 Discussion
Items

8A Policy: Mission
Statement

8A The Board reviewed new policy language which includes the ESD's mission statement, guiding principles, and strategic direction, as developed through the work session process facilitated by OSBA. Subsequent to the last work session, one change to the Mission Statement was suggested by an ESD staff member and it was provided for Board review. Board members pointed out the reasoning for the original language that was developed through the work sessions. The policy will be returned to the next meeting for a second reading.

8B SCAR/Jasper
Mountain; Safe
House

8B The Superintendents of the Lowell and Springfield School Districts have requested that Lane ESD assume responsibilities for the education of children at the SCAR/Jasper Mountain Program (Lowell) and the Springfield Safe Center. Both are residential treatment centers for severely emotionally disturbed children. Mr Launstein explained that funding responsibility for "the reasonable cost" of educating children enrolled in residential programs lies with the Oregon Department of Education.

At the present time, the two districts are each overseeing the educational programs of the facilities that are situated within their district. Both districts feel that assumption of this responsibility by the ESD would avoid duplication of effort and provide better coordination. Other district superintendents are in favor of the ESD assuming responsibility, as long as the cost to the ESD remains neutral.

Mr Launstein said that he and Marv Wilkerson have had two meetings with Department of Education personnel for the purpose of preliminary fact gathering. Discussions and a tour of the Jasper Mountain facility with its director, David Ziegler, have taken place. The Superintendent said discussions remain at the preliminary stage at this point.

8B Jasper
Mountain
(continued)

8B (Continued)

Director Weathers expressed concern about this additional workload for existing staff. Mr Launstein said that additional staff would be employed to monitor that program (with funding from the SDE).

Director Nearing requested that the Superintendent contact the Board of Directors of the programs and review their minutes in order to ensure that the operation is stable and that the Board is in support of transfer of the educational responsibility.

Board members said it would be important that any contracts or memorandums of agreement be written to protect the ESD in the event that funding from the State did not maintain the program at a cost neutral point. Concern was also expressed about the difficulty of separating costs of the educational and treatment portions of the programs.

Mr Launstein said that preliminary discussions would continue. He said this is not a decision to be made lightly; he will keep the Board informed as discussions continue.

8C Benefits
Document:
Administrative/
Confidential
Employees

8C The Board received the document titled "Administrators, Confidential, and Managerial Staff Benefits" for review. At the May meeting, this group of employees received the same salary increase for 1996-97 that was granted to members of the employee association (2.5%). Review and approval of the benefits document was deferred at that time to a future meeting. Chairperson Kimball said that the document includes a provision for a communications committee composed of board and staff representatives. Last fall, Directors Mills, Nearing and Swanson were appointed as Board representatives to that subcommittee, which has not met.

Chair Kimball suggested that in the future meeting guidelines for each of the various subcommittees should be provided to the Chairperson at the time that committee appointments are made.

Director Swanson and others asked that the staff do some research and provide a review of the history of this group and how the communications committee was formed.

Director Nearing asked the Superintendent to check with legal counsel about how the communications committee interfaces with the non-represented group formed for purposes of PERS. He also asked that the benefits document be referred back to the communications committee for a report at the next meeting.

Chairperson Kimball asked Director Swanson to serve as chairperson of the subcommittee and work with the staff representatives to set up a meeting prior to the July Board meeting.

9. The Board reviewed the annual report showing the District's liability for accrued vacation that is carried forward from one year to the next. ESD policy limits to ten days (80 hours) the maximum that may be authorized for an employee to carry forward. This year, 376 hours (47 days) have been carried over. The carried over hours involve 11 employees. Most of these hours are scheduled for use during July.

10. Future agenda items include:

- A Elect Board officers
- B Energy retrofit report
- C Oregon Workforce Options report

9. Reports
9A Vacation
Carryover

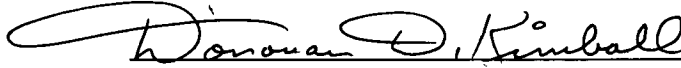
10. Future agenda
items

11 Next meeting

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, July 30, 1996, at the ESD Center Building.

12 Adjourn

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



Donovan D. Kimball, Chairperson



Ike Launstein, Superintendent-Clerk

Minutes approved:

(date)

SR

attachments to official
minutes:

- 1 Budget Outline
- 2 Appropriations Memo
- 3 Superintendent
Contract addendum

**LANE ESD BOARD MEETING
TUESDAY, JUNE 25, 1996**

**BUDGET HEARING
PROCLAMATION**

The 1996-97 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 9 and June 14.)

The Budget Summary is as follows:

SUMMARY

LANE ESD BUDGET & LEVY, 1996-97

FUND	EST. EXPEND.	EST. RCPTS.	LEVY
100 GENERAL FUND	10,955,680	7,913,023	3,042,657
BALLOT MEASURE #5 LOSS			6,414,346
220 CURRICULUM DEVELOPMENT	231,205	231,205	
221 GOALS 2000 CONSORTIUM	190,237	190,237	
223 SERVE OREGON GRANT	44,490	44,490	
225 SCIENCE AND MATH	59,430	59,430	
227 SCIENCE AND MATH	20,000	20,000	
228 SCIENCE AND MATH	75,000	75,000	
230 SUBSTANCE ABUSE	82,775	82,775	
231 SUBSTANCE ABUSE	65,029	65,029	
234 SUBSTANCE ABUSE PART A	109,037	109,037	
238 SUBSTANCE ABUSE PART A	30,625	30,625	
240 YOUTH AND FAMILY SUPPORT SRVS	786,699	786,699	
241 SUBSTANCE ABUSE PART B	80,326	80,326	
250 SPECIAL EDUCATION	13,780	13,780	
251 FAMILY SUPPORT WORKER	178,000	178,000	
256 SPECIAL ED. TECHNOLOGY FUND	53,000	53,000	
260 SCHOOL TO WORK	441,622	441,622	
262 SCHOOL TO WORK	175,000	175,000	
263 JTPA FUND	250,000	250,000	
271 SKIPWORTH	27,500	27,500	
277 PROF. TECH. CARL PERKINS	338,828	338,828	
278 YOUTH TRANSITION PROGRAM	150,000	150,000	
290 REGIONAL PROGRAMS	4,859,334	4,859,334	
400 EQUIPMENT RESERVE	213,820	213,820	
410 OTIS-EQUIP. REPLACEMENT	562,545	562,545	
420 BUILDING MAINTENANCE	429,700	429,700	
430 SPECIAL ED. RESERVE	116,600	116,600	
440 BOOKING AND SCHEDULING	43,460	43,460	
445 LANE COUNTY TELE. LANENET	84,300	84,300	
450 GRANT ASSISTANCE FUND	44,200	44,200	
500 OTIS	4,116,010	4,116,010	
501 OTIS TECHNOLOGY FUND	600,000	600,000	
545 CONT. ED. LIBRARY	72,507	72,507	
588 PLANETARIUM FUND	704,247	704,247	
610 COOPERATIVE PURCHASING	933,499	933,499	
900 WORKING CAPITAL	100,000	100,000	
	27,238,485	24,195,828	9,457,003
ESTIMATED TAXES NOT TO BE COLLECTED			315,851
TOTAL LANE ESD OPERATING LEVY WITHIN TAX BASE			9,772,854

ADDENDUM TO LANE ESD BOARD CONTRACT
WITH THE SUPERINTENDENT

WHEREAS the Board of Directors of Lane ESD on March 26, 1996, evaluated Superintendent Ike Launstein and determined his performance to be a composite rating of good to excellent in each of the seven areas used in the evaluation; and

WHEREAS a determination of the amount of compensation to be included in the Superintendent's contract was not decided at that time; and

WHEREAS in accordance with that contract a determination of salary is to be made annually; and

WHEREAS, the contract states that the tax-sheltered annuity paid to the Superintendent shall be increased to \$4,800 for 1996-97 if he receives a positive evaluation, and

WHEREAS by reason of such evaluation the renewal provisions of the Superintendent's contract extend the two-year contract for one additional year; therefore

BE IT RESOLVED:

that the 1996-1997 salary for the Superintendent be increased by 2.5%, the same percentage as for other employees of the District.

that the tax-sheltered annuity amount shall be increased from \$2,400 in 1995-96 to \$4,800 for 1996-97.

that the Superintendent's contract is extended to June 30, 1998

BE IT FURTHER RESOLVED that the Superintendent's contract shall be amended to reflect this resolution by adding this resolution as an addendum to the contract and that all other provisions of the Superintendent's contract shall remain unchanged.

Donovan D Kimball, Chairperson

Date

Ike Launstein, Superintendent

Date

APPROPRIATION OF THE BUDGET

	1996-97
GENERAL FUND	
INSTRUCTION	3,984,077
SUPPORT SERVICES	5,830,733
FUND TRANSFERS	140,860
DEBT SERVICE	10
CONTINGENCY	350,000
TOTAL GENERAL FUND	10,305,680
CHAPTER 1 - SKIPWORTH	
INSTRUCTION	27,500
CURRICULUM DEVELOPMENT	
SUPPORT SERVICES	231,205
GOALS 2000 CONSORTIUM	
SUPPORT SERVICES	190,237
SERVE OREGON GRANT	
SUPPORT SERVICES	44,490
SCIENCE/MATH 1995-96	
SUPPORT SERVICES	59,430
SCIENCE/MATH 1994-95	
SUPPORT SERVICES	20,000
SCIENCE/MATH 1996-97	
SUPPORT SERVICES	75,000
SUBSTANCE ABUSE PART A 1995-96	
INSTRUCTION	82,775
SUBSTANCE ABUSE-	
SUPPORT SERVICES	65,029
SUBSTANCE ABUSE	
SUPPORT SERVICES	109,037
SUBSTANCE ABUSE-PART A 1995-96	
INSTRUCTION	30,625
YOUTH AND FAMILY SUPPORT SERVICES	
SUPPORT SERVICES	786,699
SUBSTANCE ABUSE PART B 1995-96	
SUPPORT SERVICES	80,326
SPECIAL EDUCATION RURAL TMR	
INSTRUCTION	13,780
FAMILY SUPPORT WORKER	
SUPPORT SERVICES	178,000
SPECIAL EDUCATION TECHNOLOGY FUND	
SUPPORT SERVICES	53,000

6A(11)

APPROPRIATION OF THE BUDGET (continued)

SCHOOL TO WORK	
SUPPORT SERVICES	441,622
SCHOOL TO WORK 1995-96	
SUPPORT SERVICES	175,000
JTPA FUND	
SUPPORT SERVICES	250,000
PROF. TECH. CARL PERKINS II	
SUPPORT SERVICES	338,828
YOUTH TRANSITION PROGRAM 1995-96	
SUPPORT SERVICES	150,000
REGIONAL PROGRAMS	
INSTRUCTIONAL SERVICES	806,461
SUPPORT SERVICES	4,028,944
TRANSFERS	23,929
REGIONAL PROGRAMS	<u>4,859,334</u>
SPECIAL EDUCATION RESERVE	
INSTRUCTION	110,000
TRANSFER	6,600
TOTAL SPECIAL ED. RESERVE	<u>116,600</u>
EQUIPMENT RESERVE	
SUPPORT SERVICES	202,000
TRANSFER	11,820
TOTAL EQUIPMENT RESERVE	<u>213,820</u>
OTIS EQUIPMENT RESERVE	
SUPPORT SERVICES	394,075
DEBT SERVICE	168,470
OTIS EQUIPMENT RESERVE	<u>562,545</u>
BUILDING MAINTENANCE	
SUPPORT SERVICES	335,000
DEBT SERVICE	74,000
TRANSFER	20,700
TOTAL BUILDING MAINTENANCE	<u>429,700</u>
BOOKING AND SCHEDULING	
SUPPORT SERVICES	41,000
TRANSFER	2,460
TOTAL BOOKING/SCHEDULING	<u>43,460</u>
LANE COUNTY TELE. LANENET	
SUPPORT SERVICES	81,000
TRANSFER	3,300
TOTAL LANE COUNTY TELE. (LANENET)	<u>84,300</u>
GRANT ASSISTANCE FUND	
SUPPORT SERVICES	40,600
TRANSFERS	3,600
GRANT ASSISTANCE FUND	<u>44,200</u>

6 A (2)

APPROPRIATION OF THE BUDGET (continued)

OTIS FUND	
SUPPORT SERVICES	3,309,403
TRANSFERS	265,745
CONTINGENCY	290,862
TOTAL OTIS FUND	<u>3,866,010</u>
OTIS TECHNOLOGY FUND	
SUPPORT SERVICES	600,000
CONTINUING EDUCATION LIBRARY	
SUPPORT SERVICES	72,507
PLANETARIUM FUND	
SUPPORT SERVICES	704,247
COOPERATIVE PURCHASING	
SUPPORT SERVICES	928,499
TRANSFERS	5,000
TOTAL COOPERATIVE PURCHASE	<u>933,499</u>
WORKING CAPITAL	
OTHER REQUIREMENTS	100,000
TOTAL APPROPRIATIONS	<u><u>26,338,485</u></u>

(There are unappropriated ending fund balances of \$650,000 + \$250,000 = \$27,238,485)

6A(3)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, June 10, 1996

1. Call to Order

- 1 The Lane ESD Board convened in a specially called meeting at 6:00 p.m., Monday, June 10, 1996. The purpose of this meeting was to hold a work session with Jim Carnes of the Oregon School Boards Association (OSBA) for the purpose of developing the Lane ESD mission statement, guiding principles and strategic directions.

Board members attending were Don Kimball, Jerry Miller, Joyce Mills, Jim Swanson, and Glen Weathers.

Also attending were Superintendent Ike Launstein; John DeVouassoux, Jeff Foreman, Laura Krenk, Sandi Marsters, Marv Wilkerson, Sallie Rainville, and Jim Carnes.

2. Work Session

- 2 Superintendent Launstein reviewed the background for this meeting. In April, two work sessions were held to draft the ESD mission statement and supporting principles and directions. Following those meetings, ESD staff members met in small groups to review the draft statements and provide input. Summaries of staff input were distributed.

The work session group reviewed summaries of the staff input and then worked in small groups to complete the document. (A transcribed copy is attached to these minutes). The completed document will be returned to the next regular Board meeting for final review.

3. Calendar

- 3 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 25, 1996, at the ESD Center Building.

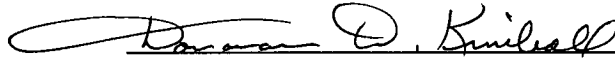
4. Adjourn

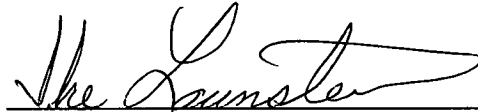
- 4 The meeting was adjourned at approximately 8:45 p.m.

Minutes approved:

6/25/96
(date)

SR


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

attachments to official
minutes:
(mission statement,
guiding principles, and
strategic direction)

1. Executive Session

2. Call to order
2A Attendance

Others attending included Lois Beard, Lynda Harris, Laura Krenk, Len Shepherd, and Froydis Tyburczy.

2B Action Items

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

Contract
Ratified

DIRECTOR WEATHERS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD ratifies the 1996-1998 collective bargaining agreement between the Board of Directors and LCEA as submitted at this meeting. A copy will be kept on file in the office of the superintendent.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-69)

Early retirement - Memo of Understanding

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a memorandum of understanding to the current (1993-1996) contract agreement with LCEA regarding early retirement benefits for Len Shepherd.

Director Swanson seconded and the MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-70)

2C Written Communication

2C The following written communications were included in the agenda packet:

1. Letter thanking Budget Committee members for their help in the ESD Budgeting process
2. Memo re. death of long-time staff member George Arsulich

3A Len Shepherd thanked the Board for their consideration and approval of the request for early retirement benefits.

3 Statements
3A Len Shepherd

3B Director Swanson thanked members of the negotiations committee for their work and commented that this was the first time in his experience that the contract had been completed before June 30. Superintendent Launstein and Director Kimball said that the collaborative bargaining process had worked well and, they felt, resulted in a fair contract to all. The superintendent also commended Board members Kimball and Duerst-Higgins for their work and thanked them for the great amount of time they put in on behalf of the agency.

3B Thanks to Negotiations Team

3 Statements
(continued)

3C Student
Achievement
Convention

4. Reports

4A OSBA

LCOG

4B Advisory Board

3. (Continued)

3C Sara Jane Bates reported that over 300 students took part in the recent Student Achievement Convention which was coordinated by the Instructional Services Division. She said the convention was well received and successful. All sixteen Lane County school districts took part in the convention. In addition to students and teachers, many parents and other community members took part.

4A. Sherry Duerst-Higgins reported that the OSBA legislative committee has been developing its platform for the 1997 session. The annual OSBA Board meeting will be held in Joseph in mid-June.

Jerry Miller said that the June 27 L-COG board meeting will be held here at Lane ESD. He welcomed board and staff members to attend. He also reported that L-COG had completed its budgeting process for next year.

4B Susie Dey, social services advisory member, reported that May is a very busy month for her agency, Services to Children and Families (SCF). As an example, she said that last week 19 children were placed in foster care because of domestic violence or substance abuse. She said that work groups have been formed to follow up on the "Keeping Kids Alive" Conference. These groups are looking at broad issues related to keeping communities safe for kids. She reported that local legislators are working to develop funding legislation for "Level 7" kids. In addition, Susie reported on the formation of a foster care partnership which involves Services to Children and Families, The Oregon Social Learning Center, and the Commission on Children and Families. Another new direction in the Social services area involves the changing direction of Adult and Family Services (AFS). With changes in welfare laws, AFS will be doing more work with SCF to help older kids and teen parents. Another hot issue for SCF is the issue of foster placement in relatives' homes. A family council has been started to deal with this issue; interested persons should contact Susie at SCF.

Joe Berney, Advisory member for employment training, reported that the School-To-Work fund is moving into the second year of implementation and the ESD and other partners are to be commended for their work. He said he expects full funding for next year for School To Work but many other programs that benefit kids are being cut by congress. Mr Berney said he would like time in the fall to make a more in-depth report on employment training programs and the consequences of these funding cuts.

5. **DIRECTOR DUERST-HIGGINS MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Weathers seconded and the **MOTION CARRIED WITH DIRFCTORS 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 its meeting of April 30, 1996, as submitted.

B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the Budget Committee minutes of the May 14, 1996, meeting as submitted.

C. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the school-year calendar for 1996-97 as presented. A copy is attached to the official copy of these minutes. (ESD Board Resolution #95-71)

5 Consent agenda

5. Consent
Agenda

(Continued)

5. (Continued)

D. BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a transfer of appropriation of \$46,600 from OTIS Equipment Replacement Fund 410 as follows:

From OTIS Account 500-2663-470-000-000 \$23,300

From OTIS Account 500-2663-542-000-000 \$23,300

To OTIS Equipment Replacement Fund, \$46,600
Account 410-2660-610-000-000
(ESD Board Resolution 95-72)

E. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated May 22, 1996.

F. BE IT RESOLVED that the Board of Directors of Lane ESD accepts the financial statements for April, 1996, as presented.

6 Business affairs6A Bid awards, co-
operative
purchasing

- 6A. The Board reviewed the tabulation of recommended bid awards for cooperative purchasing supplies. The recommendations were made by selection committees representing school districts and other participants in this program.

DIRECTOR SWANSON 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 Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-73)

6B Optical disk
filing system

- 6B. The Board reviewed a briefing memo regarding the purchase of a desktop optical filing system. A system is needed to ensure safety of ESD records that must be retained for a long period of time and to ensure that necessary files and records can be accessed in case of disaster. Superintendent Launstein said that the staff has researched several possibilities for long-term storage and recommends the purchase of a desktop optical filing system. The system recommended is a Canon File 510 which is available at an agency bid price of \$19,685. The vendor, Oregon Micro Imaging Inc., is a Eugene company. There are no other vendors offering the system, which includes a scanner, retrieval unit, software, optical disk, and laser printer. Material scanned to the optical disk can be transferred to a CD ROM disk. The retrieval system is built into the software, so that scanned records can be accessed from any personal computer that is equipped with a CD unit. The superintendent said that the ESD may eventually also be able to offer optical filing as a service to local districts.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the superintendent to award a contract to Oregon Micro Imaging Inc., for the purchase of a CanonFile 510 desktop optical filing system and authorizes an expenditure in the amount of \$19,685 from equipment reserve fund 400-2010-541.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-74)

6C Revenue
Report

- 6C. Gwen Gardner provided an update on ESD revenue. As of May 15, revenue is slightly higher than estimated for that date. One more tax turnover will be received in June. Gwen estimated that by the end of the year revenues will be right where they were budgeted.

7. Action items

7A LaneNet Policy

7A. The Board received new Policy IIBGA: LaneNet Services for a second reading and also reviewed the Administrative regulation that provides guidance and information for users and potential users of the system. The superintendent said that both the policy and regulation have been reviewed and approved in concept by local district superintendents and computer network consultants. He said that use of technology and the internet is definitely a "hot topic" with local districts and ESDs right now and therefore the material received careful attention from those who were asked to review it.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts new Board Policy IIBGA: LaneNet Services as presented.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-75)

7B Policy GCPBA

7B The superintendent said that a revision to Board Policy GCPB: Resignation of Licensed Employees was adopted at the April meeting. Subsequent to that meeting, Director Kimball expressed some concerns about language related to the effective resignation date. As adopted in April, the revision did not provide the superintendent with an opportunity to consider the district's needs related to the date of acceptance. Joe Richards concurred with the concern and recommended language changes. The Board reviewed the suggested changes.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts revised Board Policy GCPB: Resignation of Licensed Employees as submitted.

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-76)

7C Non-LCEA employees salary

7C The contract with LCEA which was ratified earlier in the evening included a 2.5% increase to the base salary for represented employees. The superintendent recommended that non-represented employees receive the same percentage increase.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves a 2.5% increase to the base salary for Lane ESD administrative, supervisory and confidential employees.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-77)

7D Addendum to Supt's contract (Tabled)

7D The Board received copies of a proposed addendum to its contract with the superintendent. The proposal was to increase the superintendent's salary for 1996-97 by 2.5%, to increase the amount of a tax-sheltered annuity to \$4,800, and to extend the contract to June 30, 1998. The provisions of the addendum were in accordance with articles in the superintendent's contract. The contract states that a determination of salary is to be made annually and the tax sheltered annuity shall be increased if the superintendent receives a positive evaluation. In addition, the contract provides for extending the superintendent's contract based on a positive evaluation.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts the addendum to the Lane ESD Board's contract with the superintendent.

Director Duerst-Higgins seconded. Director Nearing asked if the proposed addendum was generated by a subcommittee of the Board. Superintendent Launstein replied that it was not. Director Nearing said that in his experience this kind of addendum usually comes from a subcommittee of the Board rather than from the superintendent directly.

7D Contract
Addendum
(continued)

7D (Continued)

DIRECTOR NEARING MOVED TO TABLE THE RESOLUTION.

Director Swanson seconded. **DIRECTORS DUERST-HIGGINS, MILLS, NEARING, SWANSON, and WEATHERS VOTED YES. DIRECTORS KIMBALL AND MILLER VOTED NO. THE MOTION TO TABLE CARRIED. (ESD Board Resolution #95-78)**

The subcommittee to review the superintendent's salary and contract, as appointed by Chairperson Kimball in September, is the Chair and Vice Chair (Don Kimball and Sherry Duerst-Higgins.) Chairperson Kimball said he would set a meeting of the subcommittee.

7E Memo of
Understanding -
MSMR Assist.
Study
Committee

7E Superintendent Launstein called attention to a Memorandum of Understanding that was included for the Board's review along with the contract ratified earlier in the meeting. The Agreement titled "MSMR Assistant Study Committee" calls for a study of the job duties, responsibilities, requirements, and compensation of MSMR Assistants. A written analysis and recommendation is to be presented by the study committee by December 31, 1996. The study committee will be composed of three representatives each from the District and LCEA.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD ratifies the Memorandum of Understanding: MSMR Assistant Study Committee as presented.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-79)**

8 - Discussion
items

8A Board Policy

8A The Board reviewed proposed new Board Policy GCBDB/GDBDB: Early Return to Work. This policy would provide direction for returning injured workers to work as soon as is possible for the staff member. Superintendent Launstein said that the need for policy language was brought to the District's attention by SAIF, the District's Worker's Compensation insurance carrier. Suggested language for this issue had already been developed by OSBA for other Oregon districts.

Board members asked a number of questions about implementation of the policy with regard to employee job descriptions and assignments, medical releases, and safety and well-being of employees. The superintendent and Alan Livingston said that these concerns are being addressed in an administrative regulation for this policy which is currently being developed. Director Nearing asked if the Association had expressed any concerns with regard to this policy. Superintendent Launstein said he was not aware of any. He said the focus of the policy is to get the injured person back to work in the most appropriate assignment as soon as possible.

8B Board meeting
calendar

8B The Board reviewed a suggested 1996-97 calendar for regular Board meetings. The superintendent recommended that dates for the July and August meetings be approved at this time in order to facilitate planning. The remaining calendar will be returned for action at the June meeting.

The suggested calendar includes meetings on the fourth Tuesday of each month with the exception of July 30, which is the fifth Tuesday and the combined November/December meeting. Two options for that meeting were provided. Board members indicated that December 3 was the preferred date.

Summer mtg.
dates (action)

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD selects July 30 and August 27 as the dates for regular meetings for those two months.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-80).**

9. Reports

9. No additional reports were included on this agenda.

10. Future agenda items

10. Future agenda items include:

- A. Budget Hearing
- B. Adopt budget, appropriate funds, levy taxes
- C. Affirmative Action report
- D. Approve 1996-97 board calendar
- E. Vacation carryover report
- F. Reports from OAESD Conference
- G. Energy retrofit report

11. Next meeting(s)

11. A special work session meeting of the Board will be held at 6 p.m., Monday, June 10, 1996, for the purpose of completing work on the ESD Mission Statement.

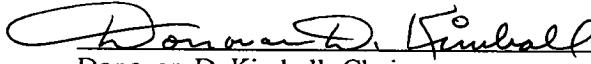
The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, June 25, 1996, at the ESD Center Building.

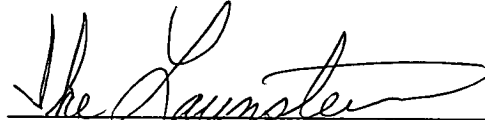
12. Adjourn

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

Minutes approved:

6/25/96
(date)


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

SR

attachments to official
minutes:
(none)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, April 30, 1996

• Meet with
Planetarium
Volunteers

1. Executive
Session

2. Call to order
2A Attendance

2B Written
Communication

3 Statements
Board members

4. Reports
4A Planetarium
update

4B Regional
programs

4C Advisory Board

- The Lane ESD Board met at the Lane ESD Planetarium at 5:45 p.m., Tuesday, April 30, 1996, for a joint meeting with the Planetarium Capital Campaign Committee and the Friends of the Planetarium Executive Committee. The purposes for this meeting were to provide a get-acquainted session and an opportunity for the Board to learn more about efforts on behalf the Planetarium as an educational and community resource, and to show the Board's support for these efforts.
- 1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at approximately 6:30 p.m., under provisions of ORS 192.660(1)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations. Those attending were Board members Don Kimball, Sherry Duerst-Higgins, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers; Superintendent Ike Launstein; ESD Administrative Staff members Sara Jane Bates, John DeVouassoux, Gwen Gardner, and Marv Wilkerson; Sallie Rainville, Board secretary; and Labor negotiations consultant Joe Richards.
- 2A Chairperson Kimball called the regular Board meeting to order at approximately 7:30 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Joe Berney, Advisory Board, attended part of the meeting. Administrative staff present were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Jon Elvert, Jeff Foreman, Gwen Gardner, Erick Keating, Carol Knobbe, Alan Livingston, Marv Wilkerson, and Sallie Rainville.

Others attending included Lois Beard, Lynda Harris, Laura Krenk, Linda Reeves, and Froydis Tyburczy.
- 2B The following written communication was included in the agenda packet:
 - 1. Letter to local district Budget Committee members providing calendar for budget review.
- 2C No action was taken as a result of discussion during the Executive Session.
- 3A Director Miller thanked Jon Elvert and Planetarium staff and volunteers for hosting the meeting.

Director Mills said she had attended part of "Keeping Kids Alive" and thought it was an excellent conference.
- 4A Jon Elvert demonstrated the use of the Planetarium's computer upgrade and internet connections. He connected with the Pine Mountain Observatory and other planetariums and reviewed the Planetarium's offerings during the recent comet sightings.
- 4B. Carol Knobbe presented a comprehensive report on Lane ESD's first year as a special education regional program provider. The programs include services for children with autism and augmentative communication programs, both of which are provided directly by Lane ESD. Other areas, which are provided through contracts with 4J and the University of Oregon, include services for school-aged children with visual and severe orthopedic impairment, and services for Pre-Kindergarten children with eligible disabilities. Carol reviewed the purpose for each of the regional programs, summarized major issues, and listed the number of children who are served in each area. She complimented the regional program staff as well as special education division support staff members who have made the transition to Lane ESD successful.
- 4C Joe Berney said it was a continuing pleasure to work with Lane ESD on school-to-work issues.

4D LCOG

4D Jerry Miller reported that the Lane Council of Governments Executive Committee has begun its work on the budgeting process for next year.

NSBA

Frank Nearing provided a brief summary of the NSBA School Law Seminar which was held April 12 and 13 in Orlando, Florida. He said the conference included many topics of interest and he has given written materials to the Superintendent for the ESD professional library.

ITEA

Jim Swanson provided a brief review of each of the sessions he attended during the International Technology Education Association Annual Conference, held in Phoenix March 31 through April 2. He said it was a very good conference and he will be happy to share detailed notes from the conference with anyone interested.

OSBA

Sherry Duerst-Higgins reported on the recent meeting of the OSBA Legal Trust. About 90% of Oregon school districts are members of the Trust, which provides funding for legal assistance. The major issues the Trust is currently assisting districts with are those related to PERS legislation.

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, 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 its meetings of March 26, 1996, April 17, 1996, and April 22, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD adopts the revised version of Board Policy GCPB: Resignation of Licensed Employees as submitted.
(ESD Board Resolution #95-65)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated April 23, 1996, and approves the following personnel recommendations: Appointment: Karen Apgar, School Psychologist, .25 FTE; Change of Status: Debbie Laimon, School Psychologist, from .5 to .25 FTE; Discontinuation of Employment (effective 6/14/96): Cary Perrin, MSMR Teacher
(ESD Board Resolution #95-66)

6 Business affairs

6A Insurance
agent-of-record

6A. At the July Board meeting, during the Board's annual review of contracted service providers, it was reported that Willis-Corroon Co. was completing a three-year appointment as the ESD's property-casualty insurance agent-of-record and it would therefore be appropriate to call for a "Request for Proposals" during this year. Subsequent to that meeting, the Lane County Business Officials group decided to form a consortium of districts for the purpose of receiving bids from property/casualty insurance agents.

Superintendent Launstein said that the County-wide bid package will be ready during the 1996-97 year. The consortium would be similar to the one that developed the audit bid package for the 1996-99 period and it is anticipated that the joint bid will save money for participating districts. The Superintendent has recommended that Lane ESD join the consortium and retain Willis-Corroon in the interim period. He said that he has consulted with Joe Richards who advises that the recommended action is completely within appropriate legal options.

No Board action was required at this time.

6B Grant
Application

- 6B. Board members reviewed a briefing memo requesting authorization to apply for an \$8,000 Meyer Memorial Trust grant. The application is being submitted by the Planetarium in joint efforts with other interested parties. The purpose of the grant is to build a permanent scale model solar system in the Alton Baker Park area.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Lane ESD board of Directors authorizes application for a Meyer Memorial Trust grant in the amount of \$8,000 to be used for the Eugene Scale Model Solar System. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund for money received as a result of this grant and appropriates all money received from the grant to this fund.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-67)**

6C Financial
statements

- 6C Gwen Gardner reviewed ESD and OTIS financial statements for March, 1996. Reports included General Fund Revenue Summary; General Fund Expenditure and Encumbrance Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports.

7 Action items
7A OAESD
Conference

- 7A Several Board members indicated possible interest in attending the Oregon Association of Education Service Districts (OAESD) Annual Spring Conference in Bend.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors Duerst-Higgins, Kimball, Mills, and Swanson at the Oregon Association of Education Service Districts (OAESD) annual conference, which is June 2-4, 1996, in Bend.

In accordance with provisions of Board Policy and Administrative Rule BHD/BHD-AR, this resolution authorizes payment of registration, lodging, meal, and travel expenses, from Account No. 100/2310/340/100/10.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-68)**

8 Discussion
items
8A Board Policy

- 8A The Board reviewed proposed new policy language to cover use of the ESD's electronic communications system (LaneNet). Superintendent Launstein said that the policy, along with accompanying administrative regulation language, is needed to provide direction and guidance for the use of this powerful educational tool.

The Superintendent said that superintendents and network coordinators from local districts who are part of LaneNet are currently reviewing the administrative regulation draft. He said he hoped that the draft will be completed so that the Board can review them along with the second reading of this policy at the May meeting. The Superintendent said that districts statewide are struggling to make decisions on guidelines for use of internet services, which is a very complex issue. Board members indicated interest in reviewing the regulations along with the second reading of the policy.

8B Mission
Statement

- 8B Board work sessions were held on April 17 and April 22 to draft the ESD mission statement and strategic direction. The Superintendent, Joyce Mills and Jim Carnes then met on April 25 to edit the material from those meetings. The edited document was included in this agenda packet for the Board's review. Superintendent Launstein said that the ESD staff and local district boards and superintendents will now receive the draft and be asked for input. He said an additional meeting to finalize the document will be needed following this review process. After checking calendars, the Board set Monday, June 10, as the meeting date.

9. Reports

9A Resolution
process

9A The Board reviewed a new process for determining Lane ESD resolutions and setting education direction. The process is designed to provide the Superintendents with a leadership forum for shaping future K-12 educational programs for the county. Expected outcomes of the process are:

- To establish educational direction leading to development of the 1997-98 resolutions
- To identify goals for ESD programs (non-resolution) service delivery for 1997-98
- To integrate the resolution programs with non-resolution programs
- To link the resolution process to the Educational Design Team (EDT) and the ESD staff
- To establish 1996-979 topics of study for the Superintendents group.
- To establish benchmarks to track and monitor program delivery
- To establish direction for grant programs with ongoing guidance provided by the EDT Executive Board

The Board also reviewed a timeline for the process for the remainder of this year and next year.

Board members indicated some concern that the ESD maintain connections to district personnel who actually use the various ESD services. Superintendent Launstein said that this concern has been considered in the process and he believes it is addressed. He said also that part of the ESD's efforts toward marketing will include listening to people in the districts.

9B Reedville
project update

9B John DeVouassoux reported that the OTIS project to install a wide-area network for the Reedville School District was concluded very satisfactorily. The Reedville Superintendent and staff are highly pleased with the work of OTIS and the Network Group, which was contracted to complete the project. Mr DeVouassoux complimented the OTIS staff members who contributed to the successful completion of the project.

10. Future agenda
items

10. Future agenda items include the following:

- A. Affirmative Action Report
- B. Bid Awards: Cooperative Purchasing

11 Next meeting(s)

11. The Lane ESD Budget Committee will meet on Tuesday, May 7, Tuesday, May 14, and, if needed, on Tuesday, May 21.

The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, May 28, 1996, at the ESD Center Building.

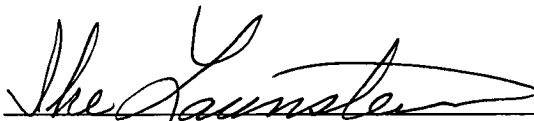
12 Adjourn

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

Minutes approved:


Donovan D. Kimball, Chairperson

(date)
SR


Ike Launstein, Superintendent-Clerk

LANE ESD BOARD OF DIRECTORS MEETING
Monday, April 22, 1996

1. Call to order
1A Attendance

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order at 6:00 p.m. Monday, April 22, 1996. The purpose of the meeting was to hold a work session with Jim Carnes of the Oregon School Boards Association (OSBA) for the purpose of developing the Lane ESD mission statement.

Board members attending were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers.

Also attending were Superintendent Ike Launstein; Division Directors Sara Jane Bates, John DeVouassoux, and Marv Wilkerson; Association representatives Laura Krenk and Sandi Marsters; Sallie Rainville, Board secretary; and Jim Carnes, OSBA.

2. Work Session

2. Superintendent Launstein distributed the transcript of staff members' responses to the mission development survey. He presented overheads summarizing these responses and asked Board members to keep this input in mind as they went about the work of developing the mission statement and strategic direction for the agency.

Mr Carnes then continued the process begun last week to develop the mission statement.


At the end of the work session, Mr Carnes suggested that he, the superintendent and one board member meet to edit the language and return it as a draft for the Board's consideration at its next regular meeting. Director Mills volunteered to fill this role. The subcommittee will meet on Thursday, April 25.


3. Calendar

3. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 30, at the ESD Center.

4. Adjourn

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


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

4/30/96
Minutes approved
(date)

LANE ESD BOARD OF DIRECTORS MEETING
Wednesday, April 17, 1996

1. Call to order

1A Attendance

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order at 6:00 p.m. Wednesday, April 17, 1996. The purpose of the meeting was to hold a work session with Jim Carnes of the Oregon School Boards Association (OSBA) for the purpose of developing a mission statement.

Board members attending were Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers.

Also attending were Superintendent Ike Launstein; Division Directors Sara Jane Bates, John DeVouassoux, and Marv Wilkerson; Association representatives Laura Krenk and Sandi Marsters; Sallie Rainville, Board secretary; Jim Carnes, OSBA; and Victoria Handy, HPO consultant.

2 Work Session

- 2 Mr Carnes led the Board through a process designed to develop the mission statement for the agency. The process will be continued at the next scheduled special meeting for this purpose.


3. Calendar


3. The second special Board meeting for the purpose of working on the mission statement will be held at 6 p.m., Monday, April 22.

The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 30, at the ESD Center.

4. Adjourn

4. Chairperson Kimball adjourned the meeting at approximately 9:00 p.m.


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

4/30/96
Minutes approved
(date)

SR

attachments to official
minutes: (none)

- 1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session on Tuesday, March 26, 1996, under the following provisions:
- A (6:15 p.m.) ORS 192.660(1)(i): To review and evaluate the employment-related performance of the superintendent pursuant to standards, criteria and policy directives adopted by the board in public session. Board members attending in addition to Chairperson Kimball were Directors Duerst-Higgins, Miller, Mills, Nearing, Swanson, and Weathers. Also present were Superintendent Ike Launstein and Sallie Rainville.
- B (7:00 p.m.) ORS 192.660(1)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations. In addition to those listed above, the following persons were also present for this portion of the Executive Session: Sara Jane Bates, Gwen Gardner, Marv Wilkerson and Joe Richards.
- 2A Chairperson Kimball called the regular Board meeting to order at approximately 7:30 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Advisory Board member Susie Dey also attended. Others present were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Gwen Gardner, Alan Livingston, Marv Wilkerson, and Sallie Rainville.
- Other staff members attending were Lois Beard, Pam Bonebright, Lynda Harris, John Hubbard, Laura Krenk, and Froydis Tyburczy. Peggy Hinsman also attended a portion of the meeting.
- 2B The following written communications were included in the agenda packet:
1. Letter from Pat Burke, Fern Ridge Schools, expressing appreciation for the "Driving ESD" video and the ESD visitation.
- 2C The following action was taken as a result of discussion during the Executive Session.
- DIRECTOR WEATHERS MOVED: BE IT RESOLVED** that the Board of Directors of Lane ESD requests the record show that the Board has evaluated Superintendent Ike Launstein using a process and instrument adopted in open session at the February 27 Board meeting. Composite ratings were excellent to good in each of the seven areas used in the evaluation.
- Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-59)**
- 3A Superintendent Launstein reminded the Board that two special Board meetings are scheduled in April. He also announced that all sixteen Lane County districts have now unanimously approved the service resolutions for 1996-97.
- Sara Jane Bates told the Board about the Statewide Writing Assessment in Lane County. Through a contract with the Oregon Department of Education, Lane ESD provides a scoring director and assistant, identifies training materials and recruits and trains teachers. Selected teachers, who represent fifteen of the sixteen Lane County districts, read and assess samples of student writing at the third, eighth, and tenth grade levels and score the papers. By working on the project, they are provided with an excellent model of performance assessment and receive extensive practice in evaluating and scoring student writing. Sara Jane said that the State Department of Education returns the rated papers to participating schools so that they can be used as a teaching tool.

4. Reports
Eudora/
Netscape

- 4A Peggy Hinsman, Lane ESD Network Communications Coordinator, presented a report on conversion to Eudora/Netscape. Modems at the ESD are providing access for Lane ESD and thirteen local school districts. Peggy demonstrated how to use E-Mail and the Internet and provided examples of how teachers and students are using this excellent resource.

Superintendent Launstein said that local districts cite technology assistance as one of the highest priorities for ESD service.

4B L-COG

- 4B Jerry Miller reported that the Lane Council of Governments has formed a non-profit organization for the purpose of receiving grant funds. He said that he has been elected Vice-Chair of the foundation's board of directors.

4C Social
Services

- 4C Susie Dey reported that a Child Fatality Conference will be held April 3 and 4 at Valley River Inn. The purpose is to learn how to prevent child deaths, especially teen-age suicide and child abuse fatalities. Susie also announced the formation of a partnership with the Oregon Social Learning Center to research methods of providing services for children in foster care. Susie thanked Marv Wilkerson and Michael George who are serving on team that is reviewing special service foster care homes.

5. **DIRECTOR NEARING MOVED:**

5 Consent agenda

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, 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 its meeting of February 26, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the minutes of its meeting of March 19, 1996, as submitted.
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves revisions to Board Policy BBA: Harassment (Staff) and Board Policy JBA: Harassment as submitted. (ESD Board Resolution #95-60)
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD authorizes the superintendent to sign a contract with the Oregon Department of Education through which Lane ESD will provide Statewide Writing Assessment Services. (The basic contract amount for Lane ESD is \$15,000; Lane ESD will also receive a daily addendum for service as an overflow site.) (ESD Board Resolution #95-61)
- E. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated March 21, 1996, and approves the following personnel recommendations: Change of Status: Kathy White. Appointment: Vivian Moen (temporary until end of 1995-96 year) (ESD Board Resolution #95-62)
- F. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial statements for February, 1996, as submitted.

6 Business Affairs6A Software
Ownership
Agreement

- 6A Mr Launstein said that attorneys for Linn-Benton-Lincoln ESD and Lane ESD have now completed work on a revised ownership agreement for software that was jointly developed by the two agencies. The revision is needed because the two agencies are moving in different directions for data processing. Under the amended agreement each agency gains full ownership of the software. All JET development projects are to be fully shared with the partner agency. Each will be allowed to develop the software in ways that best meet their respective user needs. Proceeds of any sale of the software during the next three years are to be shared equally.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to sign the amended joint ownership agreement between Linn-Benton-Lincoln ESD and Lane ESD.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-63))**

7 Action items7A Renewal of
Probationary
licensed
employees

- 7A The Board reviewed a list of probationary teachers. The only teachers recommended for non-renewal were those employed to replace regular staff members who are on approved leaves. Each of those individuals was informed of his/her temporary status at the time they were hired. To confirm the temporary status, however, Mr Launstein recommended that the Board take non-renewal action. All other probationary licensed staff were recommended for renewal or permanent status. In answer to Director Nearing's question, Marv Wilkerson confirmed that each employee has been evaluated according to policy.

DIRECTOR SWANSON 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 in accordance with Oregon statutes. For those employees who are renewed, the effective date will be the first working day of the 1996-97 school year. The list of licensed probationary staff recommendations is attached to the official copy of the minutes of this meeting.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-64)**

- 8A The Board reviewed a proposed revision to Board Policy GCPB: Resignation of Licensed Employees. Mr Launstein said that the revision would bring the policy into alignment with current practice and statute. Comments and concerns were noted by the Board secretary. Where indicated by the discussion, further research will be done and draft policies, with any resulting changes, will be returned to a future agenda for appropriate action.

9. No additional reports were included on this agenda.

10. Future agenda items include the following:

- A. Report on Regional Special Education programs
- B. Review timeline for RFP for Property/Casualty insurance provider

8 Discussion
items

8A Board Policy

9. Reports10. Future agenda
items


11 Next meeting(s)

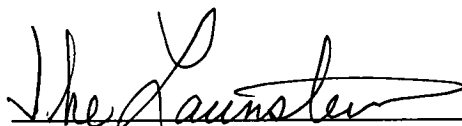
11. Special meetings for the purpose of working on the ESD Mission/Goal-Setting process are scheduled for Wednesday, April 17, 6 p.m., and Monday, April 22, 6 p.m.

The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, April 30, 1996, at the ESD Planetarium.

12 Adjourn

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


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

4/30/96
(date)

SR

attachments to official
minutes:
Probationary licensed
employee list

Lane ESD
Licensed Staff Recommendations
March 1996

Name	Position	Hire Date
Probationary 1 to Probationary 2		
Kim Black	Teacher Consultant	8/29/95
Gail Galbreath-Sheredy	Teacher Consultant	8/29/95
Lori Hornfelt	Augmentative Comm.Spec.	8/29/95
Marietta Van Eekeren	Autism Consultant	8/29/95
Julia Hosack	Adaptive PE Teacher	9/27/95
Valda Fields (Linn-Benton transfer)	Autism Consultant	11/22/94
Probationary 2 to Probationary 3		
Robin Hartshorne	SED Teacher	8/31/94
Christopher Hull	SED Teacher	8/31/94
Lynn Lary	Curriculum Specialist	10/3/94
Deborah Laimon (.5)	School Psychologist	8/31/94
Ken Sprague	SED Teacher	8/31/94
John Peaks (.4)	Teacher Consultant	8/31/94
Retain at Probationary 3		
Shannon Poynter (on leave 95-96)	MSMR Teacher	9/1/93
Probationary 3 to Permanent		
Annette Thompson	Speech Therapist	9/1/93
Sherry Clarkson-Daggett (Linn-Benton transfer)	Autism Consultant	2/22/93
Non-Renew		
Dan Crain (temporary)	MSMR Teacher	8/29/95
Rick O'Shea (temporary)	MSMR Teacher	8/29/95
Joan Shelters (temporary)	MSMR Teacher	8/29/95
Michael Armstrong (temporary)	School Psychologist	8/29/95
Eugene O'Neil (temporary)	MSMR Teacher	8/29/95

MACI

attachm. 3/26 minutes

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, March 19, 1996

1. Call to order

1A Attendance

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order at 12:15 p.m. Tuesday, March 19, 1996. The purpose of this meeting was to hold a Work Session with Victoria Handy of Workplace Dynamics, who has been contracted to work with the board and staff to institute a High Performance Organizational transformation.

Board members attending were Don Kimball, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers.

Also attending were Superintendent Ike Launstein; Staff members Sara Jane Bates, John DeVouassoux, Marv Wilkerson, Sallie Rainville, and Lois Beard; and Victoria Handy, HPO consultant.

2 Work Session

2. Vickie Handy introduced herself and shared her work history. She told the Board she would talk about how Lane ESD would accomplish the building of a high performance organization. She asked Board members for their perspective on the best things about Lane ESD and the biggest needs for improvement.

Other topics covered by Vickie through the use of overhead transparencies and discussion were an explanation of why the agency needs to change, common responses when change is needed and organizational alignment.

3. Calendar


3. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, March 26, at the ESD Center.


4. Adjourn

4. Chairperson Kimball adjourned the meeting at approximately 1:30 p.m.

3/26/96
Minutes approved
(date)

SR


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

attachments to official
minutes: (none)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, February 27, 1996

- | | |
|---|---|
| <p>1. <u>Executive Session</u></p> <p>2. <u>Call to order</u></p> <p>2A Attendance</p> <p>2B Written Communication</p> <p>3. <u>Statements</u>
Board members</p> <p>Administrative Staff</p> <p>Superintendent</p> <p>4. <u>Reports: Guest</u>
4A EDT</p> | <p>1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at 6 p.m., Tuesday, February 27, 1996, under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Miller, Mills, Nearing, Swanson, and Weathers. Also present were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Gwen Gardner, Linda Macy, Marv Wilkerson, Sallie Rainville, and Joe Richards, Board labor consultant.</p> <p>2A Chairperson Kimball called the regular Board meeting to order at approximately 7:00 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers, and Susie Dey (Advisory position). Administrative staff members attending were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Jeff Foreman, Gwen Gardner, Marv Wilkerson, and Sallie Rainville, secretary to the Board.</p> <p>Other staff members attending were Lois Beard, Pam Bonebright, Lynda Harris, Laura Krenk, and Len Shepherd. Jim Ellison, EDT Co-chair, also attended a portion of the meeting.</p> <p>2B The following written communications were included in the agenda packet:</p> <ul style="list-style-type: none">1. Memo: State Board order on official ESD name2. Memo: Eudora/Netscape report3. Announcement: OSBA Leadership Training4. Announcement: LCSBA/OSBA Workshop <p>2C No action was taken as a result of discussion during the Executive Session.</p> <p>3A Chairperson Kimball commented on the excellent regional focus newsletter which is distributed to board members by LCOG. Jerry Miller said that each issue of the newsletter will focus on a member agency.</p> <p>Director Miller commented that he appreciates how well the ESD Board functions and how well members cooperate with each other.</p> <p>3B Sara Jane Bates provided an update on the Planetarium fund-raising project. The steering committee has been formed and brochures and other materials developed. Potential donors have been identified and are being contacted. The Committee is also in the process of applying for two foundation grants.</p> <p>3C Mr Launstein said that visiting local district boards has been a great experience. He has received good feedback about the visits and the "Driving ESD" video. He complimented staff members for the good job on putting together the video.</p> <p>4A Sara Jane Bates introduced Jim Ellison, Co-Chair of the Education Design Team (EDT). Mr. Ellison reported on the Team's accomplishments. The EDT is a flexible, collaborative curriculum leadership model that can grow and change as needed. It functions as a think tank for problem solving and providing coordinated efforts. Ellison said that there has been interest in the model from within Oregon and from out of the state.</p> <p>Mr Launstein added that the Team is looking at closer connection with Lane County Superintendents group and is branching out to include other ESD Divisions. Ellison said that EDT is looking forward to the Superintendents' group input.</p> |
|---|---|

4B. Reports: Board member
L-COG

OTIS Board

OSBA

Social Services

4B Jerry Miller said that he has been appointed to the LCOG Board Executive Committee. The Executive Committee reviews agenda items and makes recommendations to the full LCOG Board. Board members congratulated Miller on his appointment.

Joyce Mills gave a summary of the February OTIS Executive Board meeting which was held in Salem. She said that all of the OTIS presentations were well received by the Board. She expressed pride in the OTIS staff and said she had enjoyed the meeting and learned from it.

Sherry Duerst-Higgins reported on the federal relations networking session in Washington DC. She was one of the OSBA Board delegates to the conference. She said she was very impressed with the presentations and appreciated the chance to meet congressional delegates. The legislators said that it is very important to them to receive feedback with specific examples of what local education agencies are accomplishing with federal dollars.

Susie Dey invited Board members to attend "Keeping Kids Alive." This statewide conference which is of interest to educators and social service agencies will be held early in April. There is a work group meeting in mid-March to prepare for the conference. Susie also reported that the Lane County branch of Services to Children and Families has moved to 1899 Willamette. She invited Board members to stop by for a tour.

5 Consent agenda

5. **DIRECTOR NEARING 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, 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 its meeting of January 23, 1996, as submitted.
- B. **BE IT RESOLVED** that the Board of Directors of Lane ESD approves revisions to Board Policy BBA: Board Powers and Duties and adopts new Board Policy EEBB: Use of Private Vehicles for District Business as submitted. (ESD Board Resolution #95-51)
- C. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the monthly Human Resources Report dated February 21.
- D. **BE IT RESOLVED** that the Board of Directors of Lane ESD accepts the financial statements for January, 1996 as submitted.

6 Business Affairs
6A Family Resource Centers

6A The Board reviewed a briefing memo requesting approval to institute an intergovernmental agreement with Lane County (Commission on Children and Families) for a program focusing on prevention of negative youth behaviors.

The primary focus of the program is to institute and maintain family resource centers in Lane County communities. Related programs include early identification and support for at-risk children and families, development of effective centers for cultural diversity, building a parent-education system, building an area network to allow shared data-base and on-line communications, and expansion of the Youth Conservation Corps Program.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes an intergovernmental agreement with Lane County (Commission on Children and Families) and appropriates funds in the amount of \$786,699 for the period of February 27, 1996, through June 30, 1997.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES** (ESD Board Resolution #95-52)

6B Vehicles

- 6B. The Board reviewed a recommendation to authorize the purchase of two vehicles (a passenger car and a courier van) to replace existing vehicles in the ESD fleet. These vehicles are in addition to a replacement sedan which the Board approved in June of 1995, but which has not yet been purchased.

Mr Launstein said that, if authorized at this meeting, the two replacement vehicles as well as the replacement sedan previously approved would be funded from the equipment reserve fund. The estimated cost for the three vehicles is approximately \$53,000. Bid specifications from the State Purchasing Division will be used for the two sedans and the state price will be used as one of the bids. The staff is developing specifications for the courier van since such vehicles are not included in the state bid list. All dealers in Lane County will be given an opportunity to bid. Three existing vehicles will be sold at public auction following acquisition of the new vehicles.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes purchase of two additional motor pool vehicles (sedan and courier van) with payment to come from Fund 400 (Equipment Replacement).

BE IT FURTHER RESOLVED that the Board authorizes a call for bids in accordance with the specifications described for these two vehicles and a third replacement vehicle authorized by earlier Board action.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-53)**

6C Family Support Workers

- 6C Lane County has offered to institute an intergovernmental agreement with Lane ESD in order to provide for a portion of a multi-year federal grant received by Lane County Mental Health Division. The purpose of the grant is to enhance services to children and adolescents with severe mental/emotional health problems. The program includes a strong family support component with a family-centered approach to service delivery. The purpose of Lane ESD's portion of the program would be to provide a family support worker who would be available to Lane County schools. The person employed would be under the direction of the Lane School program. Funding is available for a period of three years beginning immediately.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes an Intergovernmental Agreement with Lane County (Health and Human Services) for the purpose of providing enhanced services to children with severe mental/emotional health problems (family service worker). Funding would be provided over a three-year period as follows: 1995-96: \$35,000. 1996-97: \$178,000; 1997-98: \$56,500. **BE IT FURTHER RESOLVED** that the Board appropriates funds in the total amount when received.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-54)**

7 Action items
7A Board Policy

- 7A. Proposed Board Policy JOD: Media Access to Students was reviewed as a second reading. Mr Launstein pointed out changes made as a result of discussion at the January meeting.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD adopts Board Policy JOD: Media Access to Students as presented.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-55)**

7B LCEA Request

7B LCEA's request for a Memorandum of Agreement to change current contract language related to early retirement benefits from age 58 to age 55 was before the Board for a second reading. The Board reviewed a briefing memo from the Superintendent who continued to advise against any modification of the contract to provide this benefit. The Superintendent said that established contract language was reached through negotiations and it is not appropriate to modify that language to meet the specific situation of an individual employee. He said that making an exception of this type would open the Board to numerous requests from individuals wanting exemptions to contract provisions.

Director Swanson said he believed that contract language related to early retirement was established in order to save the district money. He said he would see the change from age 58 to age 55 as a cost-saving measure. Director Miller said that he felt that early retirement provisions in the contract should match those of PERS with regard to age and years of service.

Director Kimball commented that a lot of work went into negotiating the contract and arriving at fair language. Director Duerst-Higgins said that the Superintendent had reviewed his recommendation with Joe Richards.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD denies LCEA's request for a memorandum of understanding changing the current contract language related to early retirement benefits from age 58 to age 55.

Director Weathers seconded. **DIRECTORS DUERST-HIGGINS, KIMBALL, MILLS, NEARING, and WEATHERS VOTED YES. DIRECTORS MILLER AND SWANSON VOTED NO. THE MOTION CARRIED.** (Lane ESD Board Resolution #95-56)

7C Superintendent
Evaluation

7C As requested by the Board at the January meeting, Mr Launstein provided three choices of formats for his evaluation at the March meeting. The Board reviewed the formats and made suggestions combining certain elements.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors adopts suggested format #3 with suggested changes as the standards to be used for the Board's evaluation of the superintendent. (The selected format 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 #95-57)

The superintendent will be evaluated on the following criteria: personnel management, fiscal management, board operations, service programs, state government relations, professional development, and relations with component districts.

(Agenda
modification)

7D (Agenda item 7D: Modification to mission/goals statement was moved to a later point on the agenda.)

7E Board
Conference
Attendance

7E. Director Nearing expressed an interest in attending the National School Boards Association Annual Law Conference in Orlando Florida, April 13-16, 1996.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Director Frank Nearing at the National School Boards Association Annual Law Conference, April 13-16 in Orlando, Florida. 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 Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-58)

8 Discussion
items

8A Board Policy

8A The Board reviewed two Board Policy drafts and related administrative regulations. A major change to Policy GBN: Harassment (Staff) is suggested in order to address broader issues than the existing policy, which deals only with sexual harassment. Definitions from the existing policy and procedures for carrying out the policy directives have been placed into the corresponding administrative regulation.

Changes to Board Policy JBA: Harassment (Students) were also presented and reviewed, along with the administrative regulation corresponding to this policy.

Comments and concerns were noted by the Board secretary. Where indicated by the discussion, further research will be done and draft policies, with any resulting changes, will be returned to a future agenda for appropriate action.

9. Reports

9A HPO

9A Mr Launstein, Sara Jane Bates, John DeVouassoux, and Marv Wilkerson presented a report on High Performance Organization (HPO). The superintendent acknowledged that Lane ESD has been outstanding and has done an excellent job of providing services to districts. The objective of HPO is to make this outstanding organization even better.

The Superintendent and division directors told the board about their work with Victoria Handy of Workplace Dynamics, the consultant with whom the ESD is contracting. As the HPO steering team, they provided details about their hopes and fears for the organization and the characteristics Lane ESD should achieve as a high performance organization. Future plans are to select a leadership team which will provide a management group setting for collaborative work in establishing a desired work culture with a focus on the future. In addition, a continuous improvement team will be selected by an application process from a cross section of ESD staff members. Its purpose will be to create a documented systemic design that will guide the changes appropriate to lead the agency into becoming the most efficient, customer friendly organization possible.

Mr Launstein said that about one-fourth of the employees have responded to a survey which was distributed by Ms. Handy. Future plans include division training for the entire OTIS staff and a board training lunch. The Board selected the date of Tuesday, March 19 at 12:15 p.m. for its meeting.

(Meeting extended)

(By unanimous consent, the ending time of the meeting was extended to 9:30 p.m.)

(Agenda altered)

(Agenda order altered)

7D Mission/Goal setting

7D Mr Launstein said that after working with the consultant on HPO he feels it would be appropriate to modify the process for development of the Lane ESD mission and goals. He said that he and Victoria Handy had met with OSBA consultant Jim Carnes and he is very willing to work within the HPO model to establish the basic mission statement. Guiding principles and strategic direction will be established as a part of the work with OSBA consultant Carnes.

The superintendent suggested that the list of development team participants be modified somewhat. It will now include the nine board member, the superintendent, two LCEA representatives and the three ESD division directors. He asked Board members to be available on April 17 and April 22 for work sessions with Mr Carnes (those are the only dates that Carnes is available). Both meetings will be at 6 p.m.

9B ESD Service Resolutions

9B 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 ESD area's pupils. Mr Launstein reported that Lane ESD Service Resolutions for 1996-97 have been approved. As of the date of this Board meeting, 15 of the 16 Lane County school boards have voted to approve all of the resolutions.

10. Future agenda items

10. Future agenda items include the following:

- A. Evaluation of the Superintendent
- B. EdLane conversion to Eudora/Netscape
- C. Review timeline for RFP for Property/Casualty Insurance
- D. Authorize renewal of probationary licensed staff members
- E. Report on Regional Special Education Programs
- F. Software agreement with Linn-Benton ESD


11. Next meeting(s)


11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, March 26, 1996.

A special meeting will be held on Tuesday, March 19 at 12:15 p.m. for the purpose of holding a training session with the HPO consultant.

12. Adjourn

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


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

3/26/96
(date)

SR

attachments to official minutes:
Superintendent's evaluation form

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:

7. RELATIONS WITH COMPONENT DISTRICTS RATING: _____

Attempts to meet the changing needs of component districts. Develops a sense of team among districts. Defines needs of customers and serves as a resource in maintaining, implementing, and expanding business, curricular, and special education services as needed.

Comments:

Attachment. 2/27/96

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 IKE LAUNSTEIN
BOARD MEMBER: _____

DATE: _____

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, January 23, 1996

1. Executive Session

1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at 6 p.m., Tuesday, January 23, 1996, under provisions of ORS 192.660(1)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Miller, Mills, Nearing, Swanson, and Weathers. Also present were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Gwen Gardner, Linda Macy, Marv Wilkerson, Sallie Rainville, and Joe Richards, Board labor consultant.

2. Call to order

2A Attendance

2A Chairperson Kimball called the regular Board meeting to order at approximately 7:00 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers, and Advisory Board Member Joe Berney. Mike Lutz of Services to Children and Families (representing Advisory Board member Susie Dey) and John Ball, Director of the Commission on Children and Families, also attended a portion of the meeting. Administrative staff members attending were Superintendent Ike Launstein, Sara Jane Bates, Mel Boyer, Jeff Foreman, Gwen Gardner, Alan Livingston, Marv Wilkerson, and Sallie Rainville, secretary to the Board.

Other staff members attending were Lois Beard, Pam Bonebright, Lynda Harris, Peggy Hinsman, John Hubbard, Laura Krenk, Linda Reeves, Len Shepherd, and Froydis Tyburczy.

2B Written Communication

2B No written communications were included in the agenda packet.

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

3 Statements

3A Superintendent Launstein called attention to Governor Kitzhaber's proclamation of January as School Board Member Recognition month. He said he was pleased to have this opportunity to publicly thank Board members for their dedication to Lane County's children through service on the Board.

Superintendent Launstein told the Board that he and the three ESD division directors (Sara Jane Bates, John DeVouassoux, and Marv Wilkerson) have met with Vicki Handy of Workplace Dynamics. They shared goals and visions for becoming a high performance work organization. The Superintendent said the three-day session was very productive and a good start to a long-term process. He said that the Board and all staff members will soon receive a newsletter from Vicki Handy which will explain the process.

Sallie Rainville reported that students from the ESD's Community Class are assisting the Wellness Committee in recycling office paper. The sorting project is a learning experience for the class and provides a chance for staff members in the center building to get to know some of the ESD's students. It is also resulting in a higher volume of recycled paper.

4 Board reports
LCOG

OSBA Board

4A Jerry Miller reported that the L-COG Board will be considering the regional telephone system at its next meeting.

Sherry Duerst-Higgins briefly summarized highlights of the latest OSBA Board meeting and told the Board that she was selected as a delegate to a February meeting with legislators in Washington DC.

4B Advisory Board
member reports
Social
Services

- 4B Chairperson Kimball welcomed John Ball, Director of the Commission on Children and Families, and Mike Lutz of the Lane County Branch of Services to Children and Families (formerly CSD), who presented a collaborative report explaining the mission and roles of their respective agencies. The report centered on the agencies' efforts to work together to find common ground and co-ordinate services to best benefit the children and families served.

The Board heard about the populations that the agencies serve and problems due to funding cutbacks. They learned that SCF is almost exclusively oriented toward protective services with the Commission on Children and Families working to provide preventive services. The Board also learned that the ESD may become involved as a service delivery point for family resource centers. These centers are planned to serve as single access points for providing preventive services to families and children.

Professional-
Technical

- 4C Joe Berney presented the new "School-To-Work" video, which gives an overview of the School-To-Work Partnership and shows some of the positive results of its work. The video will be used as a tool to engage more businesses in the program which coordinates work opportunities for youth with their school classes. Lane ESD is a member of the Partnership.

5 Consent agenda

5. **DIRECTOR NEARING MOVED:**

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

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of the December 5, 1995, meeting as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of the January 9, 1996, meeting as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD ratifies the Memorandum of Agreement to the current contract with LCEA which modifies Article XIX - Adverse Weather Guidelines. (ESD Board Resolution #95-42)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a transfer of appropriation of \$30,000 from the OTIS contingency account to the OTIS Equipment Replacement Fund as follows: (ESD Board Resolution #95-43)

\$30,000 from OTIS Contingency Account (500/6110/810/000/000)
\$30,000 to OTIS Equipment Replacement Fund (410/2660/540/000/000)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 1995 agency audit as presented. (ESD Board Resolution #95-44)

BE IT RESOLVED that the Board of Directors of Lane ESD modifies ESD Board Resolution #95-35 and appropriates grant funds in the amount of \$37,178 to the special fund established for the Serve Oregon grant. (ESD Board Resolution #95-45)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the monthly Human Resources report as presented (no personnel recommendations were included in the report).

6 Business Affairs6A Proposal for
Audit Services

- 6A The Board reviewed a briefing memo regarding screening of proposals for audit services for Lane ESD. Two firms responded to the request for proposals for Lane ESD. They were Jones & Roth and Pauly and Rogers. Superintendent Launstein recommended that the ESD continue with Jones & Roth.

Although not the lower of the two responses received, the Superintendent said that he and Gwen Gardner believe there are several compelling reasons to continue with Jones & Roth. First, Jones & Roth gave 458 hours as the number of hours needed to complete the audit; Pauly and Rogers listed 298 hours. The Superintendent said he believes that Jones & Roth has a better handle on the amount of time it takes to complete an audit of the size and complexity of Lane ESD. Among other reasons cited, the Superintendent pointed out that Jones & Roth is a local firm, while the other is located in Tigard. The staff believes that distance would have an impact on the service received.

DIRECTOR DUERST-HIGGINS MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD accepts the audit proposal from Jones & Roth for the three-year period 1997-1999, as follows: 1997: \$29,500; 1998: \$21,500; 1999: \$22,575. (A copy of the summary of the two responses to the RFP is attached to the official copy of these minutes.)

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-44)

6B Quarterly
Financial
Statements

- 6B. Gwen Gardner reviewed 1995-96 ESD and OTIS financial statements for the period ending December, 1995, and answered questions from the Board. Reports included General Fund Revenue Summary; General Fund Expenditure and Encumbrance Summary; Revenue/Expenditure Summary for OTIS funds; and Investment Reports.

6C Quit Claim
Deed to ODOT

- 6C The Board reviewed background information regarding a request from the Oregon Department of Transportation for a quit claim deed to ODOT from ESD to a portion of the vacant lot at the corner of Fairfield Street and Highway 99. ODOT needs the property for maintenance required by the Highway 99 improvement project. According to a property survey that ESD commissioned in 1991, the 9x10 foot portion in question is part of a parcel that does not belong to Lane ESD. The request for the quit claim deed is routine for ODOT because of the ESD's ownership of adjacent property. Alan Livingston and the Superintendent said that ESD legal counsel Joe Richards has advised that he sees no problems with signing the deed if it includes a consideration that Lane ESD will be held harmless from any obligation to pay for improvements on the entire parcel that our survey shows is not owned by the ESD.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to execute a quit claim deed to the Oregon Department of Transportation without any consideration, other than an agreement by ODOT to hold Lane ESD harmless from any obligation to pay for improvements to that parcel which Lane ESD's survey shows is not owned by Lane ESD.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-47)

7 Action items

7A Agreement with
LRWQC

7A. The Board reviewed a copy of a Memorandum of Understanding between Lane Regional Workforce Quality Committee (LRWQC) and the ESD. The Agreement designates the roles of both agencies in managing school to work programs and provides the latitude for the ESD to make necessary operational decisions.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the Memorandum of Understanding between Lane Regional Workforce Quality Committee (LRWQC) and Lane Education Services District (Lane ESD) as presented.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-48)

7B Service
Resolutions

7B Lane ESD Service Resolutions for 1996-97 were reviewed for a second time. Superintendent Launstein said he expected the full support of local district Superintendents as the resolution package is placed on local board agenda for action prior to March 1.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the 1996-97 Lane ESD service resolutions as presented and authorizes them to be submitted to component district school boards for review and action.

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-49)

7C Board
Conference
Attendance

7C Director Swanson expressed interest in attending the International Technology Education Conference, which is March 31 - April 2 in Phoenix.

DIRECTOR NEARING MOVED: BE IT RESOLVED that the Lane ESD Board of Directors approves the attendance of Director Jim Swanson at the International Technology Education Conference March 31 - April 2 in Phoenix, Arizona. 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 Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-50)

8 Discussion
items

8A Board Policy

8A The Board reviewed three Board Policy drafts. A revision to Policy BBA: Board Powers and Duties was suggested to bring policy regarding contracts into alignment with practice and statute. Suggested new policy EEBB: Use of Private Vehicles for District Business was suggested in order to include in Board policy expectations that are communicated to staff but are not currently included in policy. Suggested new policy JOD: Media Access to Students addresses issues of media access to students at Lane School and Skipworth.

Comments and concerns were noted by the Board secretary. Where indicated by the discussion, further research will be done and draft policies with any resulting changes necessary, will be returned to a future agenda for appropriate action.

(Agenda order
revised)

(The order of the printed agenda was revised at this point.)

8C Early Retirement

8C In the agenda packet, the Board received copies of a letter from LCEA with a request regarding the early retirement of staff member Len Shepherd. The Association requested a Memorandum of Agreement modifying the early retirement provision in order to provide early retirement benefits for Mr Shepherd, who does not meet the criteria spelled out in the negotiated agreement. Superintendent Launstein advised the Board that he opposed the request because early retirement contract language was fairly established through bargaining and this employee does not meet the established criteria. Additionally, he cautioned that if the Board agreed to the modification, it would open the door to additional requests for early retirement benefits from other individuals who do not meet the current criteria.

Lois Beard, vice president of LCEA, spoke to the Board. She said that Len Shepherd intends to retire June 30, 1996, after 27 years of service with Lane ESD. At 55 years of age, Mr Shepherd meets PERS requirements for early retirement, but not the early retirement-eligible age specified in the contract, which is 58. Ms Beard asked the Board to authorize a Memorandum of Understanding to the current contract changing the eligible early retirement age from age 58 to 55 in order to bring it into alignment with PERS early retirement provisions. She said that LCEA believes that the maximum liability for the ESD would not change. She said the addendum would not only make ESD contract language coincide with PERS retirement provisions but would also give Len the benefit of the Early Retirement Incentive and recognize his 27 years of service.

Len Shepherd said he had been a loyal employee at OTIS for nearly as long as there has been an OTIS. He asked the Board to keep in mind the spirit of the ESD's early retirement provisions, which he said he thought were not meant to exclude long-term employees but were meant to provide some incentive to encourage them to retire. He said he believed that his early retirement would save the ESD money. Copies of Mr Shepherd's full statement were distributed to the Board.

Board members asked clarifying questions. Director Swanson requested that the Superintendent bring to the next meeting suggested wording for both denying the request and for approving a Memorandum of Agreement relating early retirement to PERS retirement age.

(Meeting extended)

(DIRECTOR MILLER MOVED to extend the ending time to 9:30 p.m. Director Duerst-Higgins seconded and the MOTION CARRIED WITH ALL PRESENT VOTING YES.)

8B Presentation to Component Boards

8B. Board members reviewed a calendar of dates when local boards have scheduled a visit from Lane ESD. A video about Lane ESD services is being completed and will be shown at the meetings and the local Boards will be invited to participate the ESD Vision/Mission/Goal Setting process. Either Superintendent Launstein or Jeff Foreman will attend each scheduled meeting. Superintendent Launstein again expressed the hope that one or two Board members would be able to attend each meeting. Members indicated dates of meetings that they would be able to attend.

8D Evaluation of Superintendent

8D. The Board-Superintendent employment contract provides that the Superintendent shall be evaluated annually using the Board's goals for the year and an evaluation instrument adopted by the Board in open session as the standards for the evaluation. Superintendent Launstein recommended that the Board continue with the evaluation instrument and process that has been used in the past and that the evaluation take place in Executive Session at the March 26 meeting.

Board members said they would like to review samples of some other formats before making a decision. The Superintendent said he will include several samples in the February agenda packet for the Board's review.

With regard to setting goals, Superintendent Launstein said he will recommend a modification of the adopted goal setting process at the next meeting. The modification will suggest an input basis using paper instruments to involve staff and constituent districts.

9. Reports
9A (Deferred)

9B State Standards
Assurance

10. Future agenda
items

11 Next meeting

12 Adjourn

9A Because of the time, a scheduled report on EdLane conversion to Netscape/Eudora was deferred to the February meeting, when it will be heard at an early time on the agenda.


9B Oregon Administrative Regulations require each local district superintendent to assure patrons that the district is in compliance with all Standards for Public Schools. Superintendent Launstein said that he had just been informed by the State Department of Education that Lane ESD also needs to follow this requirement because we provide programs and classes that directly serve children. An SDE document listing the standards has been completed. The Superintendent assured the Board that Lane ESD is in full compliance with all applicable state standards.

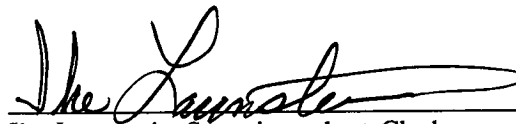
10. Future agenda items include the following:

- A. EdLane conversion to Eudora/Netscape
- B. Approve format for Evaluation of the Superintendent
- C. Review Organization Plan - Reorganization Update
- D. Software Ownership Agreement with Linn-Benton-Lincoln ESD
- E. Update on EDT/block grants
- F. Report on Regional Special Education Programs
- G. Board policy revisions
- H. Early Retirement request
- I. Revision of Goal-setting process

11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, February 27, 1996.

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


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

Minutes approved:

(date)

SR

attachments to official
minutes:

Summary of Audit
RFP responses

DATE: January 17, 1996
TO: Board members
FROM: Ike Launstein
SUBJECT: Audit Proposal

Eight Lane County school districts, including Lane ESD, prepared a joint RFP for audit services for the next three years. Responses were carefully reviewed by a committee of Lane County school business officials. The two responses for Lane ESD were as follows:

	Hours included in proposal	1997	1998	1999
Jones & Roth	(458 hours)	\$20,500	\$21,500	\$22,575
Pauly, Rogers & Co.	(298 hours)	13,880	14,575	15,305

Even though it is not the lower bid, Gwen Gardner and I feel it is in the best interest of Lane ESD to continue with Jones & Roth. Our reasons are as follows:

- We believe Jones & Roth has a much better handle on the amount of time it takes to complete an audit of the size and complexity of Lane ESD. Although Pauly & Rogers audits five other ESDs, all are significantly smaller than Lane ESD both in size and complexity of programs and none of them have submitted their audits for the Certificate of Excellence.
- Jones & Roth is a local firm. Pauly, Rogers is located in Tigard. The one Lane County School District which engaged the firm for the past three years felt this was a significant factor in the degree of service they received. We believe that the distance would have an impact on the service we receive from the firm.
- The one Lane County school district reference provided by Pauly, Rogers does not strongly support the firm's proposal. A criticism was that in the three years of its contract with the district, a different team was sent each year to perform the audit. We believe that continuity in the audit firm staff contributes significantly to the effectiveness of the auditing process throughout the year.

(continued)

6 Attachments 1/23/96

January 17, 1996

- No other Lane County School District for which Pauly & Rogers submitted a proposal is recommending a contract with that firm. None of the districts involved in the review process felt that the firm could meet the needs of their district.
- The process for submitting the audit document for the Certificate of Excellence Award has taken a significant amount of time and effort for both Lane ESD and Jones & Roth. This process would have to be "reinvented" with another firm.

I recommend that the Board accept the three-year proposal from Jones & Roth.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the audit proposal from Jones & Roth for the three-year period 1997-1999 as presented above.

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, January 9, 1996

1. Call to order
1A Executive
Session

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order in Executive Session at 6:00 p.m., Tuesday, January 9, 1996, in accordance with the agenda and public notice of this meeting. The Executive Session was called under provisions of ORS 192.660(1)(d) to discuss labor negotiations. The following Board members were present: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, and Jim Swanson.

Also attending were Superintendent Ike Launstein; Administrative staff members Sara Jane Bates, Gwen Gardner, Linda Macy, Marv Wilkerson, and Sallie Rainville, and Joe Richards, labor relations consultant.

2 Open Session
2A Attendance

- 2A Chairperson Kimball closed the Executive Session and convened the Board in open session at 7:15 p.m. In addition to those present during the Executive Session, other staff members attending the open session were Lois Beard and Laura Krenk.

2B Action items

- 2B The following actions were taken as a result of discussion during the Executive Session.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD contract with OSBA to facilitate collective bargaining using the OSBA/OEA collaborative bargaining model. This model will support the direction initiated in moving the district toward a more collaborative teamwork organization.

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES. (ESD Board Resolution #95-39)**

Directors Swanson and Miller indicated they would be available to serve on the Board's negotiations team.

Chairperson Kimball recommended that he and Director Duerst-Higgins serve as members of the team. He said he hoped that the team would be able to represent the direction of the entire board.

DIRECTOR MILLS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD ratify the Chairperson's appointments of Directors Kimball and Duerst-Higgins as the Board representatives on the District Negotiations Team.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES. (ESD Board Resolution #95-40)**

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD ratifies the Memorandum of Agreement to the current contract with LCEA which extends the latest date at which negotiations for a successor agreement are to begin from January 10, 1996, to February 15, 1996.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES. (ESD Board Resolution #95-41)**

3. Discussion item

3. Superintendent Launstein told the Board that initial plans for the agency's team building involve work with a contracted consultant, Vicki Handy of Workplace Dynamics. He said that Ms Handy will be in town on January 17, 18, and 19 to work with him and the division directors. He said that if the Board wished, Ms Handy could come to a specially scheduled board meeting to discuss what is meant by "team building" and "high performance work organization" and preview Lane ESD's plans to accomplish this organizational change. Alternatively, he said that he and Ms Handy could provide this information in written summary form. He said that Ms Handy would be back in town for additional sessions in mid-February.

Board members indicated that they would like to receive initial information in writing and reserve the possibility of scheduling a special meeting in February if, after reading the memo, members feel that more in-depth information would be helpful.


4. Calendar

4. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, January 23 at the ESD Center.

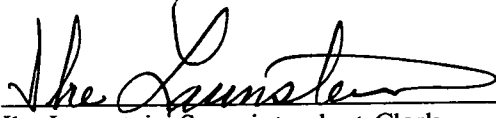
5. Adjourn

5. Chairperson Kimball adjourned the meeting at approximately 7:35 p.m.

1/23/96
Minutes approved
(date)


Donovan D. Kimball, Chairperson

SR


Ike Launstein, Superintendent-Clerk

attachments to official
minutes: (none)

- 1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at 6 p.m., Tuesday, December 5, 1995, under provisions of ORS 192.660(1)(d) to discuss labor negotiations. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Miller, Mills, Nearing, and Swanson. Also present were Superintendent Ike Launstein, Sara Jane Bates, Gwen Gardner, Linda Macy, Marv Wilkerson and Sallie Rainville. Joe Richards, Board labor negotiator, also attended.
- 2A Chairperson Kimball called the regular Board meeting to order at approximately 7:00 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Don Kimball, Joyce Mills, Jerry Miller, Frank Nearing, and Jim Swanson. Advisory Board Member Joe Berney was also present. Administrative staff members attending were Superintendent Ike Launstein, Sara Jane Bates, Mel Boyer, Jeff Foreman, Gwen Gardner, Alan Livingston, and Marv Wilkerson, and Sallie Rainville, secretary to the Board.

Other staff members attending were Lois Beard, Pam Bonebright, Stella Dadson, Lynda Harris, and Laura Krenk.

Others attending part of the meeting were Forrest Arnold and Mike Lewis and a camera person for Metro Television.
- 2B Written communications included the following:
 1. Copies of letters of congratulations written to staff members Angela Venice and Leah Juniper at request of Board.
- 2C No action was taken as a result of discussion during the Executive Session.
- 3A Superintendent Launstein acknowledged the video camera operator from Metro Television, who was shooting footage of Board members to be included in the video "The Lane ESD Story."

Superintendent Launstein reported that he attended the AAESA Convention last week and found it to be a most useful conference for regional education personnel and board members.

The Superintendent noted two new items to add to the agenda as distributed. (See Items 7B and 7C).
- 4A Directors Duerst-Higgins and Nearing reported on the OSBA Annual Convention which they attended recently. Director Nearing attended the School Law Conference Sessions. The Board congratulated Director Duerst-Higgins, who was re-elected to the OSBA Board of Directors

Jerry Miller reported that Secretary of State Phil Keisling will be the speaker at the L-COG Appreciation Dinner which is being held Friday, December 8.
- 4B Joe Berney reported that Superintendent Launstein has signed a memo of understanding with the Regional Workforce Quality Committee. He also commented that Senator Hatfield has been very interested and supportive of school-to-work legislation and suggested that the ESD may wish to write a thank-you letter to him.

5 Consent agenda

5. **DIRECTOR NEARING MOVED:**

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

Director Miller 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:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of October 24, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD hereby adopts Board Policy JOC: Educational Records for Students Receiving Services from Lane ESD.
(Lane ESD Board Resolution #95-33)

BE IT RESOLVED that the Board of Directors of Lane ESD approves application for grant funds in the amount of \$180,000 for Lane County Goals 2000 Project. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund for this grant and appropriation of funds received for this grant.
(Lane ESD Board Resolution #95-34)

BE IT RESOLVED that the Board of Directors of Lane ESD approves acceptance of Serve Oregon grant funds in the amount of \$30,000 from the State Department of Education. **BE IT FURTHER RESOLVED** that the Board authorizes establishment of a special fund and appropriation of funds received for this grant.
(Lane ESD Board Resolution #95-35)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the Human Resources Report dated November 29, 1995, and approves the following personnel recommendations: Appointments: Karen Apgar, school psychologist (.25 FTE); Leave of Absence: Debora Laimon (medical/parental, until 4/1/96); Change of status: Margie Myska (.5 to .75 FTE).
(Lane ESD Board Resolution #95-36)

6 Business Affairs
6A Auditor's
Report

6A Superintendent Launstein introduced Forrest Arnold and Mike Lewis, auditors from Jones & Roth, who are the contracted service providers for audit services. Mr Lewis briefly reviewed the 1995 audit. He thanked Gwen Gardner and the fiscal services and production staff for the progress made on producing the report. He complimented the fiscal services staff for the very positive report which included no errors or problems of note. He said there were no findings that would even warrant a management letter, in other words, no improvements are needed. He suggested that Board members might wish to read the financial statements footnotes for a good overall financial picture of the district.

Board members commented that they would like to see some positive publicity about this excellent report.

6B Quarterly
Financial
Statements

6B Gwen Gardner reviewed ESD and OTIS financial statements for October, 1995. 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.

7 Action items
7A Negotiations
Committee
Appointments

7A (This item was deferred to a future meeting.)

7B Added
Personnel Item

7B Board members reviewed an additional personnel recommendation which was received after the agenda packet for this meeting was distributed.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the resignation of Martha Winter, effective January 31, 1996.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES. (ESD Board Resolution #95-37)**

7C Agency Name

7C Superintendent Launstein distributed copies of new Oregon Administrative Rule 581-024-0200: Legal Name, Common Name, and Annexation. The regulation is part of the new standards for Education Service Districts. The Superintendent said that he received notification that the rule was passed earlier on this date. He explained that, according to this new rule, unless the Board acts before January 10 to retain "Lane ESD" as the legal designation, the legal name of the ESD will become the regional number designated in SB 262 (which for Lane ESD would be Region 5). The Superintendent recommended that the Board authorize retention of Lane ESD as the legal designation.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts "Lane ESD" as the legal name of this agency, as required by Oregon State Administrative Rule 581-024-0200. **BE IT FURTHER RESOLVED** that the Board authorizes the Superintendent to report the official name of this agency ("Lane ESD") to the Department of Education by January 10, 1996, as also required by the State Administrative Rule.

Director Nearing seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, and SWANSON VOTING YES. (ESD Board Resolution #95-38)**

8 Discussion
items

8A Service
Resolutions

8A The Board reviewed the 13 Lane ESD Service Resolutions for 1996-97. The resolutions were presented as reviewed and approved by the Lane County Superintendents group. Superintendent Launstein highlighted the two significant revisions from the current resolution package. Resolution #2 (Data Processing) shows a change in FTE to reflect services now being provided with e-mail and dial-up modems. Resolution #13 (MSMR Services) is being changed based on approved committee recommendations to add services for near-urban districts educating their students in inclusion models. A daily tuition rate increase is included to cover the additional services.

Director Nearing asked for additional information about Resolution No. 11 (Attendance/Truancy), which was provided by Sara Jane Bates. A more in-depth report on this service will be provided at a later time.

8B Presentation to
Component
Boards

8B Superintendent Launstein reminded Board members that a segment of the Board's Vision/Mission/Goals process, as adopted at the July meeting, called for production of a video to be presented to component district Boards. The "Lane ESD Story" is intended to update the districts on activities of Lane ESD and to invite their participation in the Vision/Mission process. It is intended that it will be used as a communication tool on other occasions as well.

A staff team has been assigned to work on the video. The team consists of Jeff Foreman, Joel Southern, Lynn Lary, and Carol Wiggins. The ESD is contracting with Metro Television (L-COG) for production services.

8B Presentation to
Component
Boards
(continued)

8B (continued)

The "Lane ESD Story" video will be used during visits to the component districts which will be scheduled at the same time as the districts review the resolutions package.

The Superintendent said he hoped Board members would be able to attend component district Board meetings on a rotating basis during the time scheduled for these presentations.

Board members had some suggestions and questions about the process; they indicated their willingness to take part as schedules allow. Superintendent Launstein will proceed with scheduling the visits.

8C OAESD
Conference
Planning

8C The Board considered a letter from Oregon Association of ESDs (OAESD) which requested input to planning of the organization's 1996 annual conference. The Superintendent noted suggestions which he will forward to the Association.

8D ESD Financial
Equity

8D The OAESD has also asked each ESD to complete a survey about the ESD financial equity issue. ESDs are still functioning under financial guidelines put in place prior to the enactment of ESD reorganization legislation. Superintendent Launstein said that he and Gwen Gardner are gathering background information that will help them to complete the survey.

9. Reports
9A Education
Design Team

9A. The Board had received background material on the Education Design Team (EDT). Sara Jane Bates reported that the EDT was formed by Lane County Superintendents for the purpose of identifying and directing Lane County educational activities aimed at meeting the intent of the 21st Century School improvement effort. The team has 22 members who were chosen from among applicants for the positions to represent education and the community. Dr Bates reported that four EDT subcommittees are currently at work to develop goals and work plans. She said she will return to the Board in February to report on outcomes of that process.

10. Future agenda
items

10. Future agenda items include the following:

- A. Review Organization Plan
- B. Software Ownership Agreement with Linn-Benton-Lincoln ESD
- C. EdLane conversion to Eudora
- D. Update on block grants
- E. Approve proposal for Audit Services
- F. Report on Regional Special Education Programs

11 Next meeting(s)

11. A special meeting of the Lane ESD will be held in Executive Session on Tuesday, January 9, 1996, at 6 p.m., to discuss negotiations.

The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, January 23, 1996.

12 Adjourn


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

Minutes approved:

1/23/96
(date)

SR

attachm
official


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

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

1. Executive Session

1 Vice-Chairperson Sherry Duerst-Higgins called the Lane ESD Board to order in Executive Session at 6 p.m., Tuesday, October 24, 1995, under provisions of ORS 192.660(1)(d) to discuss labor negotiations. Board members attending in addition to the Vice-Chair were Directors Miller, Mills, Nearing, Swanson, and Weathers. Also present were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Gwen Gardner, Marv Wilkerson and Sallie Rainville. Joe Richards, Board labor negotiator, also attended.

2. Call to order
2A Attendance

2A Vice-Chairperson Duerst-Higgins called the regular Board meeting to order at approximately 7:00 p.m., in accordance with the agenda and public notice of this meeting. Board members present were: Sherry Duerst-Higgins, Joyce Mills, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Advisory Board Member Susie Dey was also present. Chair Don Kimball was absent from this meeting because he is traveling out of the country. Administrative staff members attending were Superintendent Ike Launstein, Sara Jane Bates, Mel Boyer, John DeVouassoux, Jeff Foreman, Gwen Gardner, Alan Livingston, Marv Wilkerson, and Sallie Rainville.

Other staff members attending were Lois Beard, Lynda Harris, John Hubbard, Laura Krenk, and Froydis Tyburczy.

2B Written Communication

2B Written communications included the following:

1. Memo from the Superintendent providing an update on the personnel system review which is in progress and on teamwork instruction and plans.

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

A special Board meeting, to be held in Executive Session, was scheduled for Thursday, November 30, at 6 p.m., for the purpose of discussing negotiations.

3 Statements
3A ARC Awards

3A Laura Krenk, MSMR teacher at the ESD's Springfield High School classroom and president of LCEA, told the Board that two ESD employees would be honored at the annual ARC banquet. Leah Juniper, teacher of the South Eugene classroom, will receive the ARC teacher of the year award. Angela Venice, an educational assistant at Patterson Elementary, is being honored as direct service provider of the year. Board members offered congratulations and asked that a letter be sent to both staff members on behalf of the Board.

4 Board reports
4A Committee & Liaison reports

4A Director Swanson gave a brief summary of the September 26th OTIS Executive Board meeting. He said that the Executive Board approved a 6% increase in OTIS rates for next year and also approved a proposal for new computer equipment. The next meeting of the Executive Board will be January 29.

4B Advisory Board member reports

4B Advisory Board member Susie Dey stressed the importance of schools working together with the community on behalf of children who are in foster care. She said that many of these children have special needs. Ms Dey also distributed material on the Juvenile Rights Project, which provides an incentive for voluntary compliance with new federal rules regarding provision of adequate foster care. She said that her agency, Adult and Family Services (formerly CSD) would be going to the Emergency Board to request additional funding to carry out mandates of the new legislation.

Advisory Board member Joe Berney was not present for this meeting. On Mr Berney's behalf, Sara Jane Bates distributed copies of an agenda for the School-To-Work Summit conference to be held the day after this meeting (Wednesday, October 25). She invited Board members to attend the conference.

5 Consent agenda

5. **DIRECTOR NEARING MOVED:**

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

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, 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 September 26, 1995, and October 9, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD appoints **WAYNE WATKINS** to the Zone 4 position on the Lane ESD Budget Committee and **ANN KEMMY** to at-large position 6. Both terms of office will expire on June 30, 1998. (ESD Board Resolution #95-24)

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the administration to enter into an intergovernmental agreement with the above districts in order to issue a joint Request for Proposals to qualified audit firms for audit services, to cooperate in selecting firms to provide audit services, and to contemplate audit contracts for the years ending June 30, 1996, 1997, and 1998. (ESD Board Resolution #95-25)

BE IT RESOLVED that the Board of Directors of Lane ESD adopts revised Policy BBD: Board Member Removal From Office as presented. (ESD Board Resolution #95-26)

BE IT RESOLVED that the Lane ESD Board of Directors hereby designates Ike Launstein and Gwen Gardner as signatories for all district financial accounts for Fiscal Year 1995-96. **BE IT FURTHER RESOLVED** that the Board authorizes the following individuals to transfer funds to the Local Government Investment Pool: Ike Launstein, Gwen Gardner, and Pam Bonebright. (Richard Ellingboe's name is no longer included in the above designations because he has retired from the District.) (ESD Board Resolution #95-27)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated October 17, 1995, and approves the personnel recommendations included therein, as follows: Resignation: Laurie Persons. Employ: Julia Hosack (ESD Board Resolution #95-28)

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

6 Business Affairs
6A Board credit
card use

- 6A Superintendent Launstein reported that First Interstate, the ESD's banking services provider, has discontinued issuing business VISA cards on a general company basis. The bank issues credit cards by user's name only. At the September meeting, Director Nearing asked that he be authorized to use a credit card for Board-related expense.

DIRECTOR WEATHERS 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 Frank Nearing.

Director Mills seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-29)

Director Miller asked that consideration of revolving credit card use be brought up as a possible option the next time a banking services RFP is issued.

6B HVAC project

- 6B An opening for the re-bids on the HVAC retrofit project was held at 2 p.m. Monday, October 16. Lebanon Servco Inc once again was the sole bidder on the project. This time, however, the company was able to substantially reduce its earlier bid through more competitive prices from subcontractors and other efficiencies.

The base bid for the project was \$40,667. A bid alternate for a new speed controller for the return air fan was also included in the bid package. This bid was \$3,782. The speed controller was included in the original engineering study and was part of the initial bid. It was made an alternate in the event the re-bid was not substantially lower.

Acceptance of this base bid and the alternate at the total of \$44,449 will bring the complete energy management project in within the original projected cost for the project. Superintendent Launstein recommended that the base bid and alternate be accepted.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD awards a bid to Lebanon Servco Inc for \$44,449 to complete the HVAC retrofit.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-30)

6C OTIS
equipment
- flex fund

- 6C Superintendent Launstein said that OTIS needs to upgrade its current production and development computer equipment and add storage capacity. He recommended that the Board authorize purchase of the necessary equipment from IBM through use of Flex Fund financing.

The Board reviewed a briefing memo on the proposal, summarized as follows:

Purchase of two production machines will simplify the internal environment and offer better turnaround time for customer-submitted jobs. An annual operating savings of \$19,000 will be generated as a result of eliminating one machine. The current development machine does not have capacity to handle the existing workload and cannot be upgraded. It is recommended that it be replaced with a computer that has capacity to handle the current workload and provide for future growth.

The recommendation is to purchase an IBM AS/400 Model 320 to replace the two machines currently used to support customers and a Model 200 to replace the development machine. Purchase price of the equipment is \$377,973, to be financed over a three-year period using the Flex Fund. Payments will be made from Fund 410, OTIS Equipment Replacement. The total cost, including finance charges, is \$391,000.

In addition to the equipment, OTIS will also purchase an upgrade to the Operating System software. The cost of this software is \$57,105 which will be paid from funds already appropriated in the 1995-96 OTIS budget.

The Board also reviewed a debt service chart showing principal and interest costs and the payment schedule for funds to be borrowed for the equipment purchase.

Superintendent Launstein said that the proposal as outlined was approved by the OTIS Executive Board at its September 26 meeting.

6C OTIS
equipment
(continued)

6C (continued)

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes purchase of an IBM AS/400 Model 320 and a Model 200 at a total cost of \$391,000. **BE IT FURTHER RESOLVED** that the Board authorizes use of Flex Fund financing and authorizes the signing of necessary documents and certificates for its use. (A copy of the Flex Fund Resolution is attached to the official copy of these minutes.)

Director Weathers seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-31)

7 Action items
7A Annual report

7A Draft copies of the 1994-95 ESD Annual report were distributed with the Board agenda packet. Superintendent Launstein acknowledged Jeff Foreman, Gwen Gardner and the Production Department for their work on the report. Board members commented on the improved format and text style.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the 1994-95 ESD Annual Report and authorizes the Administration to mail a copy of the report to the Oregon Department of Education by October 31, in accordance with State regulations.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-32))

8 Discussion items
8A Board policy

8A The Board reviewed proposed new Board Policy JOC: Education Records for Students Receiving Services from Lane ESD. The Board has previously adopted policy which deals with education records maintained by the ESD for students directly served by the ESD (home schooling students). The newly proposed policy deals with education records for students who receive services from the ESD while remaining students of their own home school district (all special education students). This policy was suggested by OSBA and has been reviewed by administrative staff.

9 Reports
9A Resolutions
Visits

9A The Board received copies of the visitation schedule for ESD service resolution review. Superintendent Launstein welcomed Board members to join the visits if schedules permit. The process calls for the superintendent and division directors to visit districts in order to gain input for development of the 1996-97 ESD Service Resolutions. A draft copy of the 1996-97 service resolution package will be brought to the next Board meeting for review.

9B Policy project
completion

9B In January 1993, the Board authorized a contract with OSBA to translate existing Lane ESD Board policies and administrative regulations into a nationally standardized format and coding system and to provide drafts of recommended revisions of existing policies and additional needed policies. The project has now been completed and print copies of the policy manual are available for Board and staff members. Superintendent Launstein acknowledged Sallie Rainville's role in coordinating this project, which he said provides a useful and workable document on which the district's operations are based.

10. Future agenda items

10. Future agenda items include the following:

- A. Auditor's Report
- B. Software Ownership Agreement with Linn-Benton-Lincoln ESD
- C. Report on Regional Special Education Programs
- D. Ratify appointment(s) to Negotiations Committee
- E. Social Services Report
- F. Approve RFP for Audit Services
- G. Review ESD Service Resolutions for 1996-97

11. Next meeting

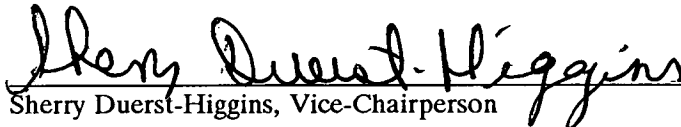
11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, December 5, 1995.

A special Executive Session meeting is scheduled for Thursday, November 30, at 6:00 p.m.

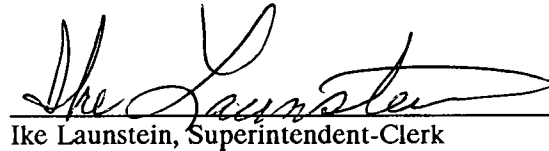
12. Adjourn

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

Minutes approved:


Sherry Duerst-Higgins, Vice-Chairperson

(date)


Ike Launstein, Superintendent-Clerk

SR

attachments to official minutes:

Flex fund financing resolution

DISTRICT RESOLUTION NO. 95-31

NAME OF DISTRICT: LANE EDUCATION SERVICE DISTRICT
MAXIMUM PRINCIPAL COMPONENT: \$392,000
MAXIMUM TERM: 3.5 YEARS
MAXIMUM AVERAGE INTEREST RATE: 5.15%
EXECUTING OFFICIALS: IKE LAUNSTEIN, SUPERINTENDENT
SHERRY DUERST-HIGGINS, VICE CHAIR

RESOLUTION APPROVING THE INSTALLMENT PURCHASE FINANCING WHEREBY FIRST INTERSTATE BANK OF OREGON, N.A. SELLS CERTAIN EQUIPMENT TO THE DISTRICT PURSUANT TO AN INSTALLMENT PURCHASE AGREEMENT; AND AUTHORIZING THE OFFICERS OF THE DISTRICT TO EXECUTE THE INSTALLMENT 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 authorize school districts, education service districts, community college districts and community college service districts in the State of Oregon to enter into binding agreements for the purchase of personal 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 college districts and community college service districts in the State of Oregon (the "Participating Districts") to participate in a pooling of the individual Participating Districts' installment purchase agreements to achieve better interest rates and lower administrative and legal costs; and

WHEREAS, to accomplish the Program the Association has entered into a Master Financing Agreement, dated as of July 1, 1995 (the "Master Financing Agreement"), with Seattle Northwest Securities Corporation (the "Underwriter") pursuant to which installment purchase financing will be made available by the Underwriter to Participating Districts under the terms set forth in the Master Financing Agreement; and

WHEREAS, the District desires to finance the purchase of certain personal property pursuant to the Program; and

WHEREAS, it is intended that First Interstate Bank of Oregon, N.A. will, pursuant to an Installment Purchase Agreement attached hereto as Exhibit A (the "Agreement") purchase the property described in the Agreement (the "Equipment") to the District, subject to the terms and

10/24/95

conditions of and for the purposes set forth in the Agreement;

NOW, THEREFORE, THE BOARD OF THE DISTRICT HEREBY FINDS, DETERMINES, DECLARES AND RESOLVES AS FOLLOWS:

Section 1. Recitals. All of the above recitals are true and correct and the Board of the District so finds and determines.

Section 2. Approval of Agreement. The 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 document, said representative's execution thereof to be conclusive evidence of said representative's approval. The Executing Officials of the District designated above (each, an "Executing Official") are hereby separately authorized and directed to execute, attest to and deliver the Agreement attached hereto on behalf of and as the act and deed of the District.

Section 3. Terms of Financing. The District shall participate in the Program. The total principal component of installment payments under the Agreement shall not exceed the Maximum Principal Component designated above. The interest rate for each principal component of installment payments payable under the Agreement shall not exceed the interest rate designated under the Program for the due date of such payment in the month in which the Commencement Date of the Agreement falls. In no event shall the maximum average interest rate exceed the Maximum Average Interest Rate designated above. The term of the financing shall not exceed the Maximum Term set forth above, provided that the term be rounded up or down to coincide with the payment dates of installment payments under the Program.

Section 4. Disclosure Relating to Agreement. In the event that the aggregate principal amount of certificates of participation of which the Agreement is a part exceeds \$1,000,000, then the Executing Official is authorized to do the following: (a) review the disclosure information on the District in the disclosure document prepared by the Underwriter, and upon conformance with any changes requested by the Executing Official, to deem it a final disclosure document (the near final official statement) under Securities and Exchange Commission Rule 15c2-12 (the "Rule"), and (b) execute and deliver a continuing disclosure agreement in form and substance satisfactory to the Underwriter whereunder the District will agree to comply with the information reporting requirements of the Rule.

Section 5. 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 Agreement.

10/24/95

Section 6. Effective Date. This Resolution shall take effect and be in full force and effect from and after its passage and approval.

APPROVED BY THE BOARD OF DIRECTORS THIS OCTOBER 24, 1995

LANE EDUCATION SERVICE DISTRICT

By: Sherry Deenst-Higgins
Title: Vice Chair

Attest:

She [Signature]
Clerk

10/24/95

LANE ESD BOARD OF DIRECTORS MEETING
Monday, October 9, 1995

1. Call to order

1A Attendance

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order in Executive Session at 6:00 p.m., Monday, October 9, in accordance with the agenda and public notice of this meeting. The Executive Session was called under provisions of ORS 192.660(1)(d) to discuss labor negotiations. The following Board members were present: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers.

Also attending were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Marv Wilkerson, Sallie Rainville and Joe Richards.

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

2 Adjourn

Chairperson Kimball adjourned the meeting at approximately 8:30 p.m.



Donovan D. Kimball, Chairperson



Ike Launstein, Superintendent-Clerk

Minutes approved
(date)

SR

attachments to official
minutes: (none)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, September 26, 1995

- | | |
|---|---|
| <p>1. <u>Executive Session</u></p> <p>2. <u>Call to order</u></p> <p>2A Attendance</p>

<p>2B Written Communication</p>

<p>3 <u>Statements</u></p> <p>3A Certificate of Excellence</p>

<p>3B Superintendents comments</p>

<p>4 <u>Board member reports</u></p>

<p>5 <u>Consent agenda</u></p> | <p>1 Chairperson Don Kimball called the Lane ESD Board to order in Executive Session at 6 p.m., Tuesday, September 26, 1995, under provisions of ORS 192.660(1)(d) to discuss labor negotiations. Board members attending in addition to the Chairperson were Directors Duerst-Higgins, Miller, Nearing, Swanson, and Weathers. Also present were Superintendent Ike Launstein, Sara Jane Bates, Richard Ellingboe, John DeVouassoux, Marv Wilkerson and Sallie Rainville. Joe Richards, labor negotiator, also attended.</p> <p>2A Chairperson Kimball called the regular Board meeting to order at approximately 7:10 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. Advisory Board Member Joe Berney was also present. Administrative staff members attending were Superintendent Ike Launstein, Sara Jane Bates, John DeVouassoux, Richard Ellingboe, Gwen Gardner, Marv Wilkerson, Jeff Foreman, and Sallie Rainville. Jon Elvert and Alan Livingston also attended parts of the meeting.</p> <p>Other staff members attending were Lynda Harris, John Hubbard, Laura Krenk, and Froydis Tyburczy. Others attending a portion of the meeting were Victoria Dilworth, Sharon Snow, Junko Toll, and David Tripp.</p> <p>2B Written communications included the following:</p> <p>1. Memo from Susie Dey announcing a Multi-Cultural Training Conference.</p> <p>2C No actions were taken as a result of discussion during the Executive Session. A special meeting, to be held in Executive Session, was scheduled for Monday, October 9, 1995, at 6 p.m., for the purpose of discussing negotiations.</p> <p>3A For the second consecutive year, Lane 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, Accounting Supervisor, thanked the Board for supporting the application. She presented the award to the Chairperson for display in the Board Room. On behalf of the Board, Chairperson Kimball expressed appreciation to the staff for its fine work in obtaining the award. Director Miller suggested that the accounting staff might wish to display one of the two awards in the accounting area, as a reminder of their success.</p> <p>3B Superintendent Launstein told the Board that Director Joyce Mills was absent from this meeting because of the impending birth of a grandchild and advisory member Susie Dey absent because of family illness. He called attention to additional material at Board members' places and requested that an additional action item be added to the agenda (Item 7C: <u>Personnel recommendation</u>).</p> <p>The Superintendent acknowledged Richard Ellingboe, who was attending his last Board meeting before retirement. He invited Board members to attend a staff function to say goodbye on Friday, September 29. The Board thanked Richard with a round of applause for his good services over the past years.</p> <p>4. Joe Berney reported that Networking for Youth has launched a service to work with school sites in making services available on site for needy youth.</p> <p>5. Director Duerst-Higgins asked to pull Item 5C from the Consent Agenda. (5C: <u>Ratify Chairperson's Committee appointments</u>).</p> |
|---|---|

5 Consent agenda
(continued)

5. (Continued)

DIRECTOR NEARING MOVED:

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

BE IT RESOLVED that the Board of Directors of Lane ESD approves the minutes of August 22, 1995, and September 12, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the revisions to the following policies as presented: BBB: Board Elections; BBE: Vacancies on the Board. (ESD Board Resolution #95-15)

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated September 21, 1995, and approves the personnel recommendations included therein as follows: Change of status: Barbara McBurnett; Leave of Absence (parental): Debbie Laimon. (ESD Board Resolution #95-16)

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

5C (Item pulled
from Consent
agenda)

5C Director Duerst-Higgins said she thought that the bargaining team should consist of three Board members (instead of one and an alternate, as proposed). Following discussion, the Board agreed to defer decision on this committee (only) until after scheduled work sessions on collective bargaining.

DIRECTOR SWANSON MOVED: BE IT RESOLVED that the Lane ESD Board of Directors ratifies the Chairpersons' committee and liaison appointments to L-COG Board; OTIS Executive Board; Board Administrative, Confidential and Managerial Communications Committee; and the Subcommittee to review the Superintendent's contract, as presented.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-17).

6 Business Affairs

6A Year-end
closing

6A Gwen Gardner, Financial Service Supervisor, reported that the auditors completed their field work for the 1994-95 year end audit; she said the process went very smoothly. The first draft of the Audit should be available for review in late October, with the finished report ready for Board review at the December 6 meeting.

Ms Gardner reported that the 1994-95 fiscal year ended with a fund balance of \$2,523,836.58 (subject to minor audit adjustments). The budgeted amount was \$1,950,000.00. Expenditures were 14.1% under budget, which is a similar pattern to past years.

6B Board use of
ESD Credit
Cards

6B The Board reviewed its policy on reimbursement of authorized Board expenses including authorization to use credit cards to pay for authorized travel expenses. Director Nearing requested authorization to use an ESD Credit card. Director Duerst-Higgins said she believes that other districts hold a credit card that may be used on a revolving basis as needed by any Board member for authorized expenses. **DIRECTOR MILLER** moved that the administration research this issue further and that a decision regarding issuance of a card be deferred until the Board has a chance to review the information. Director Nearing seconded and the **MOTION CARRIED WITH ALL PRESENT VOTING YES.**

6C HVAC
Bids

- 6C Alan Livingston reported that the bid opening for the HVAC System Retrofit was held at 2 p.m. September 25. Only one bid was received. The bid of \$54,400, from Lebanon SERVCO Inc., was substantially higher than the engineer's estimate for the work, which was \$40,000. Mr Livingston said that some potential bidders had indicated that they were not able to commit to an additional project at that time but that they might be interested in bidding later. He recommended that the bid be rejected, the request for bids be modified and the process reopened with a timeline to allow a recommendation to be brought to the October Board meeting.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD rejects the bid for the HVAC System Retrofit from Lebanon SERVCO Inc and authorizes the administration to re-open the bidding on this project.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-18)

6D Planetarium
fund raising

- 6D. Superintendent Launstein reviewed previous action and discussion related to upgrade of the ESD Planetarium. Jon Elvert, Planetarium Supervisor, introduced Victoria Dilworth, Junko Toll, and David Tripp, who are members of Friends of the Planetarium Executive Committee, and Sharon Snow of Shaw-Snow Inc., which is the firm being recommended to conduct a capital fund-raising campaign for the planetarium.

Jon Elvert thanked the Board for its ongoing support of the upgrade project. He said that the automation system which was authorized by the Board at an earlier meeting will be installed within two weeks. That installation was Phase 1 of a planned three-phase upgrade. Plans for Phase 2 call for the Friends of the Planetarium to seek funding for an audience interaction system. The Friends organization believes that the best way to achieve its goals is to employ a firm which is qualified and experienced in seeking funds for non-profit agencies. Elvert asked the Board's approval for a proposal to hire Shaw-Snow Inc.

Sharon Snow said that Shaw-Snow is a professional fund raising firm with 30 years experience in raising funds for non-profit agencies. She said she believes the firm can meet the goals set by the Friends through a local campaign and by seeking funds from national foundations.

In answer to Board members' questions, Ms Snow reviewed a bit of the firm's history and organization.

The Board asked about the financial goal for the campaign and the firm's fee. The goal of the campaign is to raise \$150,000 which would be used to install an interactive system and a laser system. Shaw-Snow would charge \$21,450 for the campaign. These fees would be generated by fund raising. There is a \$3,000 up-front charge to be paid on initiation of the contract; this initial amount would be paid from the Planetarium enterprise fund (money that comes from gate receipts) and then be reimbursed when that amount of funds have been raised. After that payment, the contract is written so that additional payments to Shaw Snow will be paid on a pro-rated basis, based on funds raised. There is an escape clause so that the Planetarium can cancel the contract with no penalty if it proves unsatisfactory.

Superintendent Launstein told the Board that the contract with Shaw-Snow had been reviewed and approved by legal counsel Joe Richards.

Board members also asked about the time frame for the campaign. It is expected to last approximately 46 weeks.

6D Planetarium
Fund Raising
(continued)

6D (Continued)

Director Nearing asked about whether a request for bids had been put out to other fund-raising firms. Superintendent Launstein said that the cost of the campaign was not high enough to require seeking of competitive bids. Director Nearing asked that any action taken spell out clearly that the cost of the campaign is to be paid from funds generated by the campaign and also spell out that the contract has been reviewed and approved by the Board's legal counsel. Nearing said he supported efforts of the Planetarium to be self-supporting, but reiterated that he felt strongly that the fund raising contract should have been put out to bid.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Administration to contract with Shaw Snow Inc to provide a capital fund-raising campaign for the Lane ESD Planetarium, subject to review and approval of the contract by ESD Board legal counsel and subject to inclusion of language in the contract that payment to Shaw Snow for the contract is to be generated by the fund raising campaign (excepting a payment to Shaw Show of \$3,000 at signature of the contract, to be made initially from the planetarium enterprise fund).

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, SWANSON and WEATHERS VOTING YES. DIRECTOR NEARING VOTED NO. THE MOTION CARRIED. (ESD Board Resolution #95-19)**

6E Insurance rate
change

- 6E The Board reviewed background material regarding a recommendation to enter into an agreement that would guarantee medical and dental insurance rates through September 1997. Johnson Benefits Planning, the ESD's agent-of-record for benefits, recently completed an experience analysis at the request of the ESD Benefits Committee. Claims experience for the HMO Plan were excellent with a low adjusted loss ratio. Because of this favorable rating, Johnson Benefits recommended that the ESD renegotiate with its carriers.

After reviewing choices described by Johnson Benefits, the Employee Benefits Committee recommended that the Board award a contract for a 3% increase in rates for a medical-dental package effective from October 1995 through September 1997. The advantage of a 3% increase in the current year is that the carriers would then agree to lock in rates that would keep employees under the current cap for the next two years with maintenance of current benefit levels. (This rate would affect employees who select the SelectCare Plus or HMO Plan. Rates for those employees who select the Options Plan would be renegotiated each year.)

Superintendent Launstein said he had received a letter from the LCEA Board stating that the Association was in support of the recommendation.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves contracts with SelectCare/ODS for medical/dental insurance rates at a three percent increase effective October 1995 through September 1997.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES. (ESD Board Resolution #95-20)**

7 Action items
7A ESD
Organization
Plan

- 7A The Board reviewed a copy of the proposed 1995-96 ESD Organization Chart. Superintendent Launstein pointed out changes in two areas: a) the addition of special education regional programs, and b) staff re-arrangement to accommodate retirement of the Director of Administrative Services.

Regional special education programs have been placed under direction of the Supervisor of MSMR Urban/Rural Programs. The regional program matches services with other special education programs making it an appropriate fit in that area.

Finance and auxiliary service areas would each continue as currently operating under the direction of Gwen Gardner and Alan Livingston, who will meet with the Superintendent on a weekly basis to establish direction and problem-solve issues. The Superintendent will assume direction and evaluation responsibility for these two supervisors.

Superintendent Launstein also explained that daily operation of the human resources (personnel) area will be conducted by an administrative secretary under his direct supervision. He said that human resources issues will be reviewed at a weekly meeting of a cabinet composed of the superintendent, the three division directors (special education, OTIS, and instructional services), and the human resources secretary. Attorney Joe Richards will be available as appropriate to add a legal perspective. Outside human resource specialists will be contracted to perform specific tasks as needed.

The Superintendent said that the organization plan will be reviewed in January to determine the appropriateness of continuing without a director for finance and human resources. He said that the plan as proposed at this time will provide for all current needs while allowing more study time and, if determined to be appropriate, will provide for a better time of year for hiring a quality administrator.

Board members indicated support for the plan as long as it is clearly understood that approval is on a one-year basis with a review of its effectiveness and appropriateness scheduled for January.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD approves the revised Lane ESD organization chart for 1995-96 as presented, subject to review and evaluation at the January Board meeting. (A copy of the revised organizational chart, [Administrative Regulation CC-AR] 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 #95-21)

7B Management
Plan

- 7B Superintendent Launstein recommended that the Board adopt a goals and management plan document for 1995-96 which follows the same format used in recent past years. It is the belief of the management team that this would provide the most effective way to continue efforts during this transition year, as the recently begun long-range vision and goal planning process continues. The only major change from last year's goals documents is the inclusion of an objective to develop the long-range strategic plan.

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the 1995-96 organizational goals as presented. (A copy of the Management Plan document is attached to the official copy of these minutes.)

Director Duerst-Higgins seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-22)

7C Personnel
(added agenda
item)

7C Superintendent Launstein told the board that interviews to fill a vacancy for an adaptive physical education teacher were held on Friday, after the agenda packet was printed. A qualified candidate has been selected; he recommended approval of employment.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel recommendation to employ Julia Hosack as Adaptive PE teacher (temporary) beginning September 27, 1995.

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

8 Discussion
items

8A Policy revision

8A The Board reviewed a proposed revision to Policy BBD: Board member removal from office. The proposed change would bring policy into line with new statutory changes which direct the superintendent to notify the Oregon State Board of Education in the event that a majority of Board positions should ever become vacant at one time. The policy change was before the Board as a first reading and will be returned for action at next month's meeting.

8B OSBA feedback

8B. On behalf of OSBA, Chairperson Kimball asked for feedback regarding the proposed OSBA vision, mission, and goal statement. The Chairperson made notes and said he would pass the information along at a September 28 regional meeting being held for the purpose of gathering this feedback from local boards.

9 Reports

9A Special Ed
enrollment

9A The Board reviewed student enrollment information as of September 20 for the MSMR, Lane School, and Skipworth Programs. The MSMR report includes students enrolled in the ESD's urban MSMR classrooms, rural students served within their classroom/school by ESD-employed education assistants, and students enrolled in the inclusion model who are being served by the ESD. Marv Wilkerson, special education director, answered board member questions.

10. Future agenda
items

10. Future agenda items include the following:

- A. Software Ownership Agreement with Linn-Benton-Lincoln ESD
- B. Report on Regional Special Education Programs
- C. Audit report
- D. Social Services Report
- E. Bargaining Team composition

11 Next meeting

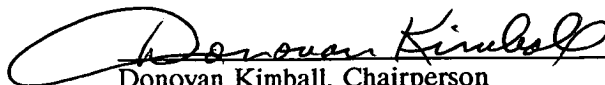
11. The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, October 24, 1995. A special Executive Session meeting is scheduled for Monday, October 9, at 6:00 p.m.

12 Adjourn

12. The meeting was adjourned at approximately 8:45 p.m.

Minutes approved:

(date)


Donovan Kimball, Chairperson

SR


Ike Launstein, Superintendent-Clerk

attachments to official
minutes:

Organization chart
Management Plan

DATE: September 20, 1995
TO: Board members
FROM: Ike Launstein
SUBJECT: Organization Plan

Attached is a copy of the 1995-96 Organization Chart. Organizational changes are the addition of special education regional programs and rearrangement to accommodate the retirement of the Director of Administrative Services.

The regional programs have been placed under the direction of the Supervisor of MSMR Urban/Rural Program. The regional program matches services with other special education programs making it an appropriate fit in that area.

The finance and auxiliary service areas would each continue as currently operating under the direction of Gwen Gardner (financial) and Alan Livingston (auxiliary). Alan and Gwen jointly meet with me on a weekly basis to establish direction and problem-solve issues. I will assume direction and evaluation responsibility for Alan and Gwen. Both of these supervisors are experienced and capable of maintaining their area of responsibility with limited guidance.

The daily operation of the human resources (personnel) area will be conducted by an administrative secretary under my supervision. Issues of human resources will be reviewed at a weekly meeting by a cabinet composed of the superintendent, director of special education, director of instructional services, director of OTIS, and the human resources secretary. The individuals who make up the cabinet possess considerable knowledge of human resource issues and information regarding many of the specific issues. Attorney Joe Richards will be available to add a legal perspective as appropriate. It is also planned that outside human resource specialists will be hired for specific tasks.

This organization plan will be reviewed in January to determine the appropriateness of continuing without a director for finance and human resources. As proposed, this plan will provide for all current needs while allowing more study time and, if determined appropriate, will provide a better time of year for hiring a quality administrator.

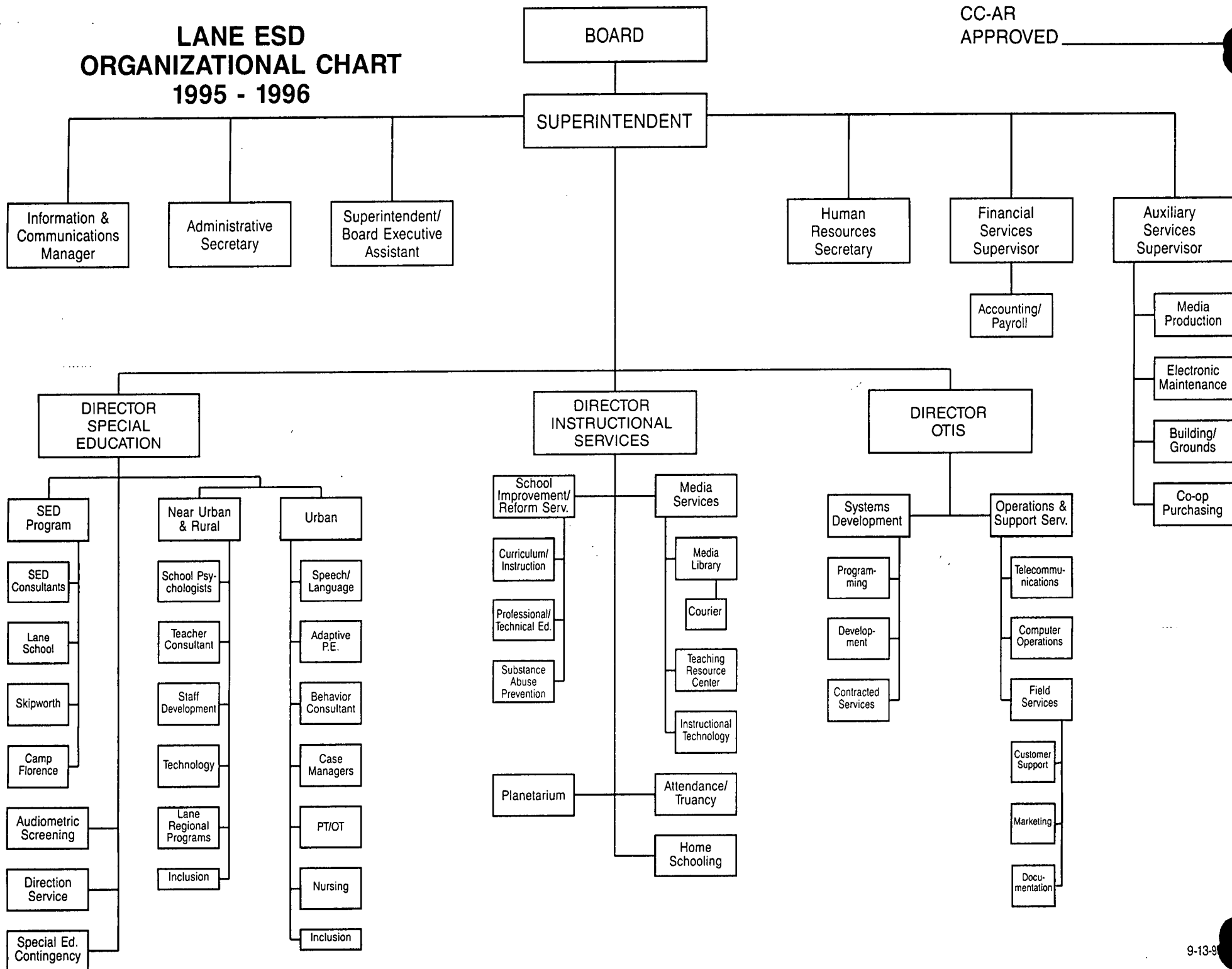
I recommend adoption of the following.

(7A) **BE IT RESOLVED** that the Board of Directors of Lane ESD approves the revised Lane ESD organization chart as presented.

7A

LANE ESD ORGANIZATIONAL CHART 1995 - 1996

CC-AR
APPROVED _____



1995-96 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.
 - 1.4: A plan will be developed to assist local districts meet State Department of Education goals and standards, and to assist the State Board of Education in providing state-level services and delivering essential services to school districts to ensure they meet state standards and comply with state laws.
-

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, and assist local districts with planning, development and evaluation of their programs. 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."

YB(1)

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- 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.
-

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, as called for in new rules developed by the Oregon Department of Education.
- 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.

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- 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 and entrepreneurial efforts 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 labor contract will be analyzed in preparation for future collective bargaining.
- 9.2: ESD administrative staff will assist the Board in exploring alternative collective bargaining models.
- 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.
- 10.2: A long-range strategic plan for the ESD will be developed.

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.

1995-96 Management Plan
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- 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, and participate with professional associations and the State Department of Education to inform congressional representation about education issues.
 - 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 MEETING
Tuesday, September 12, 1995

1. Call to order
1A Attendance

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order at 6:00 p.m., Tuesday, September 12, in accordance with the agenda and public notice of this meeting. The purpose of this work session meeting was to gather information about various bargaining formats. The agenda also included one action item. The following Board members were present: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers.

Staff members attending were Superintendent Ike Launstein, Sara Jane Bates, Lois Beard, Mel Boyer, John DeVouassoux, Lynda Harris, Laura Krenk, Linda Macy, Sallie Rainville, Mary Radmore, and Marv Wilkerson. Also present were Joe Richards and Ron Wilson.

2 Action item

- 2 Certain Board members had expressed interest in attending two Board development workshops. This item was added to this agenda because of registration deadlines.

DIRECTOR MILLER MOVED: BE IT RESOLVED that the Board of Directors of Lane ESD approves the attendance of Directors Nearing and Duerst-Higgins at the OSBA Annual Convention November 10-12, 1995, in Portland. **BE IT FURTHER RESOLVED** that the Board approves the attendance of Directors Kimball and Nearing at the OSBA Collective Bargaining Conference September 22 and 23 in Beaverton.

In accordance with provisions of Board Policy and Administrative Regulation, this resolution authorizes payment of registration, lodging, meal and travel expenses from the appropriate account.


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


3. Work session

3. Superintendent Launstein introduced Ron Wilson of the OSBA staff. Mr Wilson conducted a workshop on various formats for negotiations. He defined four different types of traditional and collaborative models of bargaining that have been used successfully by Oregon public schools. Mr Wilson compared and contrasted collaborative and traditional bargaining methods and combinations of the two. He said that each Board needs to make its own decision about what method will work best for it; he distributed and described materials that may help in making this decision.

4. Adjourn

4. After a question and answer period, the meeting was adjourned at approximately 7:30 p.m.


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

9/26/95
Minutes approved
(date)

SR

attachments to official
minutes: (none)

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, August 22, 1995

1. Call to order

1A Attendance

1A Chairperson Don Kimball called the 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 were present as follows: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Frank Nearing, Jim Swanson, and Glen Weathers. Advisory Board member: Susie Dey. Administrative staff members attending were Superintendent Ike Launstein, John DeVouassoux, Gwen Gardner, Marv Wilkerson, Richard Ellingboe, Jeff Foreman, Alan Livingston, and Linda Macy.

Other staff members attending were Lois Beard, Pam Bonebright, Laura Krenk, Lynda Harris, and Linda Hall.

1B Written
Communication

1B Written communications included the following:

1. A memo commending Fiscal Services for the Certificate of Excellence.
2. A letter from Jerry Jones, Tillamook ESD, commending Lois Beard and OTIS field staff for their help in his transition to a new position.
3. Agenda for the August 31 All Staff Inservice.
4. Memo re: new room arrangement for Board meetings

2 Statements
Staff

2 There were no statements from staff members.

Director Miller thanked and congratulated the Fiscal Services staff and OTIS staff for the fine jobs that they do.

Superintendent Launstein reported that Joe Berney was absent due to illness.

3. Board reports

3A Director Swanson reported that Superintendent Launstein, Marv Wilkerson, and he had met to discuss the direction that the Special Ed Advisory Committee needed to take. Director Swanson indicated that there is no legal requirement to have an advisory committee or a need to report to the the ESD Board of Directors. He recommends that the Advisory Committee needs to exist for the parents, students and staff of the MSMR Program. He feels the Board does not need a representative on the Committee but would like to have the Committee report to the Board just for information purposes. His recommendation is to change the ESD Policy to reflect the new makeup of the Committee and the Board's non participation on the Committee.

3B Chairperson Kimball asked that the Board members look over last years committee appointments and indicate to Sallie Rainville on which committee(s) they would like to serve this year.

3C Director Miller thanked Superintendent Launstein and staff members for the presentation given to the LCOG Board. He felt it is important to inform the community about the ESD and its contributions to education in Lane County.

3D Advisory Board member Dey explained the change in name of the CSD agency. CSD is now referred to as Services for Children and Families (SCF).

Because of the budget restraints, various public agencies including Lane ESD, Mental Health, and SCF are meeting to explore collaboration of some services and resources. She is very encouraged by the efforts and thanked Superintendent Launstein and Director Marv Wilkerson for taking part in the meetings.

4 Consent agenda

4 **DIRECTOR NEARING MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD adopts the consent agenda group as presented. Director Miller 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 July 18, 1995, and August 9, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated August 22, 1995, and approves the following personnel recommendations: Employ: Daniel Crain, Eugene O'Neil, Joan Shelters, (MSMR teachers; temporary 1995-96); Gail Galbreath-Sherady, Teacher/Consultant, Lane School. Valda Fields, Sherry Daggett, Barabara Tolbert, Marietta van Eekeren, (Consultants/Autism); Lori Hornfelt, (Augmentive Communication Special). Change of status: John Peaks. Termination/Resignations: Thelma Clemons, Joe Dimino Laurie Persons and Paul Brenner. (ESD Board Resolution #95-8)

BE IT RESOLVED that the Board of Directors of Lane ESD adopts guidelines for compensation by the Superintendent to the District for non-District use of the District vehicle which is provided to the Superintendent. (ESD Board Resolution #95-9)

BE IT RESOLVED that the Board of Directors of Lane ESD approves the budget calendar for preparation of the 1996-97 Lane ESD Budget as presented. (ESD Board Resolution #95-10)

Director Swanson asked if the staff could find a better term for staff who have quit working for the ESD. He feels that Termination has a negative connotation. Superintendent Launstein indicated that some new terminology would be prepared for consideration at the September Board meeting.

5 Business affairs

- 5A The Staff through the firm of Hatton and Johnson Associates has implemented a request for bids to implement a lighting retrofit program as a part of the energy management project. The bids for the lighting retrofit will be opened on Thursday, August 24. Original bid openings were planned for Monday, August 21, but due to publication timeline restrictions an adjustment was required. Because of the adjustment the Superintendent would need to award the bid in order to keep to the project timeline.

DIRECTOR WEATHERS MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Lane ESD Superintendent to award the bid for the Lighting Retrofitting Program of the Energy Management Project.

Director Swanson seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER SWANSON AND WEATHERS VOTING YES. DIRECTOR NEARING OPPOSED.** (ESD Resolution #95-11)

- 5B The Drug Free Schools Consortium, consisting of eleven Lane County rural school districts, is working cooperatively to reduce the involvement of youth in substance, abuse, crime, and violence. The Consortium has asked the Lane ESD to submit a grant to the State Department of Education.

The project proposal is designed to strengthen programs for higher-risk youth using a risk-reduction, capacity-building strategy to serve participating districts. Specific outcome of the proposal will be demonstrated by the successful involvement of high risk students in the programs implemented through the proposal and by reduction in student involvement in criminal and violent behavior and use of tobacco, alcohol and other drugs.

5 Business Affairs (continued)

DIRECTOR MILLER MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes application to the State Department of Education for a Safe and Drug Free Schools grant in the amount of \$90,000.

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 Weathers seconded and the **MOTION CARRIED WITH DIRECTORS KIMBALL, SWANSON, DUERST-HIGGINS, MILLER, NEARING AND WEATHERS VOTING YES.**
(ESD Board Resolution #95-12)

- 5C The Private Industry Council has expressed its intent to fund school to work activities for Lane County Schools utilizing its Job Training partnership Act (JTPA) funds. The Council estimates that \$120,000 may be available to Lane County. It is anticipated that the funds will be merged with School-to-Work Implementation grants and managed by the Lane ESD. Funds may be used to provide services to youth such as basic skills training, on-the-job training, job/career counseling, work experience, and bilingual training.

DIRECTOR SWANSON MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes a grant contract with Private Industry Council utilizing Job Training Partnership Act funds in the amount of \$120,000.

BE IT FURTHER RESOLVED that the Board authorizes the establishment of a special fund for grant/contract funds received and appropriation of such funds if the grant is received.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS SWANSON, WEATHERS, NEARING, DUERST-HIGGINS, MILLER and KIMBALL VOTING YES.**
(ESD Board Resolution #95-13)

6 Action items

6A OSBA
Convention

- 6A Superintendent Launstein encouraged Board members to attend the OSBA Annual Convention in Portland on November 10, 11, 12, 1995 and to notify Sallie Rainville as soon as possible. Sherry Duerst-Higgins indicated that she would be going but that South Lane School District has already registered her for the convention. At this time no other Board member indicated that they would be going.

6B Negotiations
Workshop

- 6B Superintendent Launstein encouraged the Board members to hold a work session with an OSBA staff member to review information on various possibilities on a bargaining format. He also suggested that we may want to invite members of LCEA to attend so that all parties involved in negotiations would have the same information.

September 12, 1995 at 6:00 p.m. was set as the date and time for the work session. Director Miller asked that a formal invitation be sent to LCEA.

7 Discussion items

7A Goal Planning

- 7A A revised process document concerning the long-term goal planning was shared with the Board members by Superintendent Launstein. The Administrative Council and Jim Carnes, OSBA, met and the revised process is the result of that meeting. Superintendent Launstein indicated that the process is on target.

7B Budget
Committee
Vacancies

7 Discussion Items (continued)

7B Two Budget Committee positions that will need to be filled in order to prepare the 1996-97 ESD budget were discussed at some length. Zone 4 which includes Fern Ridge, Mapleton, Bethel, Junction City, Blachly, and Siuslaw is currently held by Connie Kelley who has expressed because of time commitments she will be unable to seek re-appointment. The second vacant position is an at-large position currently being filled by Wayne Watkins, who is filling an expired term. Mr. Watkins may be interested in continuing to serve on the ESD Budget Committee.

Board member Duerst-Higgins provided direction to staff to possibly seek candidates from Siuslaw and/or Mapleton SD as well as the smaller districts to represent the at-large position.

7C Board Policy
Changes

7C Board Policies BBB: Board Elections and BBE: Vacancies on the Board were presented for a first reading. Due to changes made by the 1995 Legislature concerning election procedures, the ESD policy needs to comply with the legislative change.

8 Reports

8A Alan Livingston presented a report on the Hwy 99N construction completion and related projects that the ESD is currently or will soon take on to complete the "make over" of the ESD grounds.

9 Future agenda
items

9. Future agenda items include:

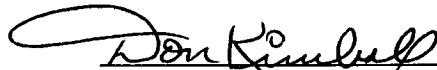
- A. Software Ownership Agreement: L-B-L/Lane
- B. Report on Authorized Grant applications
- C. Special Education Advisory Committee

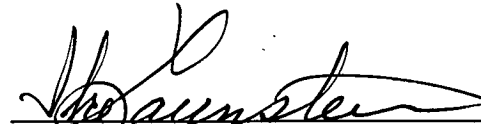
10 Next meeting

10 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, September 26, 1995, at the Lane ESD Center, 1200 Highway 99 North.

11 Adjourn

11 The meeting was adjourned at approximately 8:00 p.m.


Don Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

LM
9/26/95
(date)

LANE ESD BOARD OF DIRECTORS MEETING
Wednesday, August 9, 1995

1. Call to order
1A. Attendance

1. Chairperson Don Kimball called a special meeting of the Lane ESD Board to order at 6:30 p.m., Wednesday, August 9, in accordance with the agenda and public notice of this meeting. The following Board members were present: Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers.

Staff members attending were Superintendent Ike Launstein, John DeVouassoux, Erick Keating, Sallie Rainville, Mel Boyer, Randy Trummer, and Laura Krenk. Board legal counsel Joe Richards was also present.

Others attending were Anthony Generette, Scott Hale, and Kimberly Hale of G T Systems Systems and two persons from the Network Group.

2. Bid award
hearing

- 2 Chairperson Kimball opened the Hearing on the protest of award of bid for installation of a wide area network for the Reedville School District. The bid was awarded by the board at its June 27 meeting to the Network Group. The protest was by G.T. Systems Inc.

(Proceedings of this hearing were tape recorded and the recording is made a part of the public record of this meeting.)

2A Presentation by
bidder

- 2A Scott Hale was the spokesperson for G T Systems Systems Inc., the company protesting the bid award. He was assisted by Anthony Generette and Kimberly Hale. Mr Hale summarized a written protest of the bid award. (A copy of the written protest is included in the records of this meeting.) Points of protest were as follows: 1) The winning cabling bid is inadequate to meet the district needs. 2) The winning bidder is located too far away from the Reedville School District. 3) The reason for failure to award the bid to G T Systems Systems is based on insufficient rationale.

Mr Hale stated that he believed the process used to evaluate the bids was arbitrary and unfair and said that the equipment offered by G T Systems Systems is superior to that offered by the Network Group.

(Following Mr Hale's presentation, the Chairperson recessed the meeting for five minutes. The meeting was reconvened with the same persons present.)

Recess &
Reconvene

- 2B Copies of the bid summary document reviewed by the Board at its June 27 meeting (prior to awarding the bid) were distributed.

Erick Keating, OTIS Marketing coordinator, presented the OTIS response to the bid award protest. A copy of written material distributed to the Board is included in the record of this meeting. Mr Keating summarized the District's response to G T Systems's points of protest as follows: 1) The Network Group proposal of cabling substantially complies with the requirements of the RFP. 2) The Network Group proposal of support substantially complies with the requirements of the RFP; 3) The Bid was awarded to the Network Group because their proposal was found to be in substantial compliance with the requirements of the RFP and provided the best combination of attributes, as judged by the proposal evaluation committee.

2B Presentation by
OTIS staff

- 2C Board members asked questions about preparation of the RFP and the evaluation of responses. Director Swanson commented that material which the Board reviewed at the June meeting prior to awarding the bid was a recommendation from the superintendent; the Board had not seen the committee's evaluation document at that time. Director Mills asked how the evaluation committee rated the three proposals and asked for further clarification comparing the types of cabling included in the G T System company bid and the Network Group bid. Director Nearing asked who was on the proposal evaluation committee; he also asked John DeVouassoux about his role in the process.

2C Board
deliberation

2C Board
deliberation
(continued)

2C (continued)

Joe Richards advised the Board that there were two options to be taken at this time: to deny the bid protest or to allow it. He said that if the protest were allowed, the District would need to further review the G T Systems bid. In response to a question, he said that deliberations must be in public session.

Director Weathers stated that the administrators had done a fair and honest job and he would make a motion that the Board follow its prior direction and deny the bid award protest. Director Nearing said he would second the motion in order to bring it to the table for additional discussion.

Director Nearing said he would like to have time to review the recommendation that the bid review committee gave to Superintendent Maxwell.

Director Swanson said that what he had heard tonight had raised concerns about four areas included in the request for proposals. He said people on bid review committees should have better training in evaluation and be aware of better measurement techniques.

At the request of Directors Swanson and Miller, Joe Richards provided further clarification about the Board's options at this point.

Superintendent Launstein recommended that the Board strongly consider the fact that the staff was asked to perform a function, put in considerable time in developing the request for proposals, collected the proposals and went through the committee process. He said he believed that to the best of their ability, the staff did a very thorough analysis.

Director Nearing said he would support upholding the previous recommendation but he would ask that the staff consider including some people with outside expertise on future bid evaluation committees.

Director Mills concurred with the need for outside assistance on evaluation committees and asked about timelines if the protest were allowed.

3. **DIRECTOR WEATHERS MOVED:**

BE IT RESOLVED that the Board of Directors of Lane ESD denies the protest by G T Systems Inc of a bid award for installation of a wide-area network for Reedville School District.

Director Nearing seconded. **DIRECTORS KIMBALL, MILLER, NEARING, and WEATHERS VOTED YES. DIRECTORS MILLS and SWANSON VOTED NO. THE MOTION CARRIED.**

The final order in this matter is attached to the official copy of these minutes.

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

3. Action as a
result of
deliberations
(Motion
restated and
Vote taken)


4 Adjourn

8/22/95
Minutes approved
(date)

SR

attachments to official
minutes:

Denial of Protest
of Bid


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk



BEFORE THE LANE EDUCATION SERVICE DISTRICT
BOARD OF DIRECTORS

In the Matter of the Protest)
of)
G. T. SYSTEMS, INC.)

O R D E R -
Denial of Protest of Award

THIS MATTER coming on before the Board on August 9, 1995 upon the protest of award of the bid for insulation of a wide area network for Reedville School District No. 29, and the Board having heard the presentation of G. T. Systems, Inc. and the OTIS staff, and the Board being fully advised,

IT IS HEREBY ORDERED that the protest be denied.

DATED this 9 day of August, 1995.

LANE EDUCATION SERVICE DISTRICT

BY: 

Board Chair

8/9/95

LANE ESD BOARD OF DIRECTORS MEETING
Tuesday, July 18, 1995

1. Call to order

1A Attendance

1A Chairperson pro-tem 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. All Board members were present as follows: Sherry Duerst-Higgins, Don Kimball, Jerry Miller, Joyce Mills, Frank Nearing, Jim Swanson, and Glen Weathers. Administrative staff members attending were Superintendent Ike Launstein, John DeVouassoux, Gwen Gardner, Marv Wilkerson, Sallie Rainville, Linda Macy, and Mel Boyer.

Others staff members attending were Lois Beard, Pam Bonebright, Laura Krenek, Lynda Harris, and Linda Reeves.

1B Written
Communication

1B Written communications included the following:

1. Clarifying information about the role of Advisory Board members.
2. Memo re. Board expense reimbursement

2 Statements
Staff
Board

2 There were no statements from staff members.

Board members welcomed Superintendent Launstein to his first meeting as ESD Superintendent.

Director Kimball asked for information at a future meeting about ESD costs associated with the Highway 99 improvement project.

Superintendent

Superintendent Launstein requested that an item be added to the written agenda under action items: Set special meeting of the Board. The Superintendent noted that two administrative staff members were absent from this meeting. Richard Ellingboe is recovering from surgery. Sara Jane Bates is away from the office on business.

3. Board reports

3 Director Swanson said that the report and recommendation on the Special Education Advisory Committee will be delayed until the August meeting.

Director Miller invited all interested to attend a meeting of the L-COG Board of Directors on Wednesday, July 26. The meeting will be held in the ESD Board room.

Superintendent Launstein said that Advisory Board member Susie Dey was absent from this meeting because of illness. She sent word that Board members are encouraged to take part in CSD's Ride-Along program. Superintendent Launstein provided information to the Board about how to get in touch with this program.

5 Consent agenda

5. DIRECTOR MILLER 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, MILLS, 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 June 27, 1995, as presented.

BE IT RESOLVED that the Board of Directors of Lane ESD accepts the personnel report dated July 13, 1995, and approves the following personnel recommendations: Employ: Eugene O'Neill, MSMR teacher (temporary 1995-96), Kim Black, Teacher-Consultant. Change of status: Kathy White. (ESD Board Resolution #95-1)

5 Business affairs

6 Action items

6A Organize the Board

6B Board meeting calendar

6C Mission and Goal setting

5. No business affairs were included on this agenda.

6A Chairperson pro-tem Nearing requested that he not be considered as a candidate for a second year as board chairperson.

Director Duerst-Higgins nominated Don Kimball as Chairperson. Director Kimball nominated Glen Weathers. Director Miller moved that nominations be closed. Director Swanson seconded and the motion carried with all present voting yes. Ballots were cast. There were six votes for Director Kimball and one for Director Weathers. Don Kimball was declared Chairperson of the Lane ESD Board for 1995-96. (ESD Board Resolution #95-2)

Director Mills nominated Sherry Duerst-Higgins as Vice-Chair. Director Swanson moved that nominations be closed and a unanimous ballot be cast. Director Miller seconded and the motion carried with all present voting yes. Director Duerst-Higgins was declared Vice-Chairperson for 1995-96. (ESD Board Resolution #95-3)

Board members thanked outgoing Chairperson Frank Nearing for his leadership during the past year.

6B The proposed 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 adopts the regular Board meeting calendar for 1995-96 as follows: July 18, August 22, September 26, October 24, December 5, January 23, February 27, March 26, April 30, May 28, June 25.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-4)

6C The Board reviewed an outline of a vision/mission/goals development process. Superintendent Launstein recommended that OSBA be contracted to facilitate the process. He said that the process will require a year to complete and recommended that the goal setting process for the current year (1995-96) be a continuation of the Goals and Management Plan format currently in place.

Director Weathers inquired about the cost of the service and what would be included in services to be provided by OSBA. Superintendent Launstein said that OSBA's estimate is \$1,750. It will include the services of a facilitator to outline the process and to work with the Board and staff. The facilitation process will include workshop meetings which will take the Board and selected staff members through a process to come up with a mission statement and goals for the organization. The process will also involve going out to local districts to get input, but the facilitator would not be involved in that part.

DIRECTOR NEARING MOVED:

BE IT RESOLVED that the Board of Directors of Lane ESD authorizes the Superintendent to enter into a contract with OSBA to facilitate development of the Lane ESD vision, mission statement, and goals.

Director Miller seconded and the **MOTION CARRIED WITH DIRECTORS DUERST-HIGGINS, KIMBALL, MILLER, MILLS, NEARING, SWANSON and WEATHERS VOTING YES.** (ESD Board Resolution #95-5)

Superintendent Launstein said that an update of the Goals and Management Plan for 1995-96 will be brought to the Board for review at the August meeting.

6D Set special meeting

7 Discussion items

7A Resolutions timeline

7B Contract service providers

7C Superintendent vehicle

8 Reports

6D Superintendent Launstein said that the Board needed to schedule a time for a personnel hearing. He provided alternate dates and the Board chose Wednesday, August 9 at 7 p.m.

7A The Board reviewed the 1995-96 Lane ESD Resolution Process Calendar which establishes timelines for development of resolution services for 1996-97. During the first quarter of the year, the Administrative staff will review current resolution programs including evaluation and usage reports and recommend changes. A summary of current programs will be provided to each local district at the end of September. Meetings with district administrative staffs are scheduled during October to review resolutions and clarify local district priorities. Following that review, a draft resolution plan will be developed for review by the Board at its December meeting. The remainder of the calendar lists dates for Board approval of the service plan, review and approval of the plan by local districts, and evaluation of the services.

7B The Superintendent reviewed services provided during the past year by contracted service providers who are as follows:

Agent of Record for employee benefits insurance:

Johnson Benefits Planning and John Thomas, TSA consultant

Legal Counsel: Joe Richards

Auditor: Jones & Roth

Agent of Record for property/casualty insurance: Willis-Corroon (Fred Greatwood)

Labor Relations consultant: Joe Richards

Banking Services: First Interstate Bank

Board policy specifies that vendors due for formal review during the fiscal year will be identified at the July meeting. Willis-Corroon will be completing a three-year appointment as property-casualty insurance agent-of-record. The Superintendent said that the administration has been pleased with the quality of service provided by this firm. It is appropriate to call for a "Request for Proposals (RFP)" for this position in preparation for the next three-year period. He recommended that the ESD continue with Willis Corroon as Agent of Record for the current 1995-96 year and proceed with development of an RFP for the next three-year period.

The last formal review process for the position of Auditor was in the Fall of 1991. Jones & Roth was continued for the ensuing three-year period. Last year, the Board authorized continuation of Jones & Roth for an additional year (audit of the 1994-95 fiscal year). This action was intended to allow for the possible development of a consortium of districts for the bidding of audit services. Gwen Gardner, ESD Accounting Supervisor, represents the ESD on a committee that is developing a bid package on behalf of a consortium of districts. The Superintendent recommended that the ESD continue to work within that consortium to develop an audit bid package for 1996-1999.

The other position due for formal review this year is that of labor consultant. Superintendent Launstein recommended that the Board schedule meetings in executive session to discuss labor relations philosophy and direction as a foundation for selection of a labor relations consultant.

7C The amount of money to be reimbursed by the Superintendent to the ESD for personal use of the ESD superintendent's vehicle was unsettled at the time the contract with Superintendent Launstein was signed. He has now moved to Eugene and submitted a recommendation based on his daily round trip mileage from home and incidental personal mileage. The Board reviewed the recommendation and will act on it at the August meeting.

8. The agenda included no reports.

9 Future agenda items

9. Future agenda items include:

- A. Review Chairperson's Committee assignments
- B. Adopt Budget Calendar/Review Budget Committee vacancies
- C. Energy Management Project Bids
- D. Software Ownership Agreement: L-B-L/Lane
- E. Report on Authorized Grant applications
- F. Special Education Advisory Committee

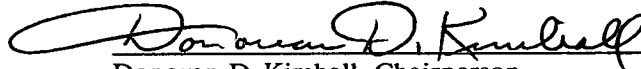
10 Next meeting

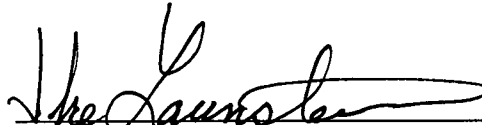
- 10 The next regular meeting of the Lane ESD Board of Directors is scheduled for Tuesday, August 22, 1995, at the Lane ESD Center, 1200 Highway 99 North.

A special meeting to be held in Executive Session is scheduled for Wednesday, August 9.

11 Adjourn

- 11 The meeting was adjourned at approximately 7:50 p.m.


Donovan D. Kimball, Chairperson


Ike Launstein, Superintendent-Clerk

8/22/95
(date)

SR

attachments to official
minutes: (none)